

**2015 BLACKFEET COMMUNITY COLLEGE**  
**ANNUAL CAMPUS SECURITY AND SAFETY REPORT**

The Blackfeet Community College Annual Campus Security and Safety Report is required to be published each year to provide crime statistics and information on safety, security, and related services offered by the institution, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

This report is prepared with the data and information provided by the Tribal police department, Executive Leadership Team, the Office of Mission Effectiveness, Campus Safety Committee, Office of Student Success, Title IX Coordinator, Homeland Security, and various law enforcement agencies that provide services to BCC properties within their jurisdictions. This report summarizes campus safety and security programs and contains policies and procedures designed to enhance personal safety at Blackfeet Community College.

The 2015 Annual Campus Security and Safety Report is published at [www.bfcc.edu](http://www.bfcc.edu) in PDF format.

For more information regarding campus safety or to request a paper copy of the report, contact Helen Augare Carlson, Title III Program Director at 406-338-5441 ext. 2760 or Joseph Rutherford, Campus Security Patrol Officer at 406-338-5441 ext.2263 or at 406-845-3294 (cell). You may also send a written request to:

Blackfeet Community College  
Attn: Helen Augare-Carlson  
Campus Safety Department  
P.O. Box 819  
Browning, MT 59417

## TABLE OF CONTENTS

Quick Reference Resource Listing	4
Safety Message from the President	5
The Clery Act	6
• Jeanne Clery Disclosure of Campus Security Policy	6
• Clery Act Compliance and Purpose	7
BCC Security and Safety Policies and Procedures	8
• Crime Awareness	8
• Campus Security Authorities (CSA's) and Jurisdiction	8
• Suspicious Activity	9
• Criminal Activity	9
• Campus Map	11
• Definitions of Geography	12
• Access to and Security of Campus Facilities	12
• Timely Warnings	13
• Monitoring and Reporting of Criminal Activity Off-Campus	14
• Accurate and Prompt Reporting Policy	14
• Fire arms/Weapons Policy	14
• Public Access to Sex Offender Information	15
Sexual and Violent Offender Policy	15
• Current Enrolled Student	16
• Future Enrolled Student	16
• General Requirements and Notification	17
Sexual Harassment Prevention and Response	18
• BCC Sexual Harassment Policy	18
• Reporting	19
• Investigation	20
Alcohol and Drugs	22
• Alcohol and Drug Free Workplace	22
• Drug/Alcohol Free Campus	23
• Student Use of Alcohol and Drugs	23

BCC Policy on Parental Notification	23
Missing Student Notification Policy and Procedure	23
Crime Reporting Methods	24
• By Phone	24
• In Person	24
• Required Reporters	24
• Confidential Reporting	25
• Confidential Reporting Procedures	26
• Anonymous Reporting	26
• Student Misconduct	27
• Student Grievance Policy and Procedures	27
○ Filing a Grievance	27
Security Awareness and Crime Prevention Tips	28
Campus Safety Tips	30
Substance Abuse Prevention and Education	31
Emergency and Evacuation Policies and Procedures	32
• Basic Protocols Concerning Emergency Response for BCC Campus	32
Fire Safety Policy	39
Evacuation Plan	39
Development of the Annual Report	41
• Notification Process	41
• Crime Statistics Reporting Policies and Procedures	42
Clery Crime Statistics	44

## Quick Reference Resource Listings

### EMERGENCY NUMBERS

Ambulance .....	911	
Police .....	911.....	406-338-4000
Fire Dept.....	911	
BCC Security Patrol Officer.....	406-845-3294	
BCC Maintenance .....	406-338-5441 ext. 2790 or 2791	
Administration Secretary .....	406-338-5441 ext. 2203	
Disaster Emergency Services.....	406-338-5194	
BIA Roads .....	406-338-5331	
Emergency Room .....	406-338-6164	
Highway Patrol Emergency .....	800-525-5555	
Blackfeet Domestic Violence Program .....	406-338-2408	
Road Conditions .....	511.....	800-226-7623
Utilities:		
Glacier Electric.....	406-338-5400 .....	406-338-2665 (after hours)
North Western Energy .....	888-467-2427	
Town of Browning .....	406-338-2344 .....	406-450-2094 (after hours)

### BCC CAMPUS PHONE NUMBERS

Academic Affairs	406-338-5411, ext. 2231
Administration	406-338-5441, ext. 2200
Business Office	406-338-5441, ext. 2226
Student Services	406-338-5421, ext. 2267
Vocational Ed Offices	406-338-5111, ext. 2750
BCC Toll Free Number	800-549-7457
BCC Fax Number	406-338-3272

## SAFETY MESSAGE FROM THE PRESIDENT:

Oki, Welcome to Blackfeet Community College!

We are a community of students, faculty, staff and campus visitors dedicated to the institution's mission of teaching, service, and research. This mission is best accomplished when safety is a top priority, with strong education and support programs in place. We strive to foster a safe environment to engage in culturally relevant learning experiences, academic exploration, and plan for unexpected occurrences.

The Campus Security and Safety Report includes information to help you become familiar with the services we provide and resources available to our campus community. I encourage you to ask questions and share ideas with staff and others as you consider your important role in maintaining a safe, secure environment for all.

Safety on our tribal college campus is a shared responsibility. The BCC Executive Leadership Team and the Security Patrol Officer works closely with Blackfeet Tribal Police Department to communicate partnerships that promote the use of community-oriented policing to fully engage our campus community and outside partners in identifying, prioritizing and addressing issues and solutions through a collaborative process. We work hand in hand with the Campus Security Patrol Officer and campus community to address criminal or unsafe behaviors. Tribal Police Officers are engaged as needed to use strong communication and innovative methods in working closely with the campus community served.

Members of the campus community are encouraged to report concerns and all campus crimes to the Campus Security Patrol Officer and Tribal Police. Students may also report concerns to a campus security authorities (CSA).

It is the responsibility of each person to contribute to the safety of the entire community by taking action when necessary to prevent crime, particularly crimes of violence. We are safest when we look out for one another, and say something if we see or hear something that could impact our safety.

Sincerely,

Dr. Billie Jo Kipp  
President

## The Clery Act

Blackfeet Community College understands that choosing a postsecondary institution is a major decision for students and their families. Along with academic, financial, and geographic considerations, the issue of campus safety is a vital concern.

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and safety and security and fire safety policies. All public and private institutions of postsecondary education participating in federal student-aid programs are subject to it. The act includes:

- Publishing an annual report disclosing campus security policies and three years of selected crime and fire statistics.
- Making timely warnings to the campus community about crimes that pose a serious or ongoing threat.
- Keeping a public crime log.
- Upholding basic rights to victims of sexual assault.
- Making accurate crime statistics available to the U.S. Department of Education, which centrally collects and disseminates campus crime statistics at the national level.
- Facing possible fines from the U.S. Department of Education when schools fail to comply with the Clery Act.

The Clery Act, formerly known as the Crime Awareness and Campus Security Act, was signed in 1990 and is named after 19-year-old Jeanne Clery, who was raped and murdered in her Lehigh University residence hall in 1986. Clery's parents lobbied Congress to enact the law when they discovered students at Lehigh hadn't been notified about 38 violent crimes that had occurred on campus in the three years prior to Clery's murder. Jeanne Clery Disclosure of Campus Security Policy.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. The law was amended in 2000 to require schools beginning in 2003 to notify the campus community about where public "Megan's Law" information about registered sex offenders on campus could be obtained. Most recently, President Obama signed into law the Violence Against Women Act (VAWA) which requires institutions to reports statistics of Sexual Assault, Domestic Violence, Dating Violence and Stalking in the institutions Annual Security Report. For the 2015, institutions have to make a "Good faith effort" to include these stats.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal mandate requiring all institutions of higher education (IHEs) that participate in the federal student financial aid program to disclose information about crime on their campuses and in the surrounding communities. The Clery Act affects virtually all public and private IHEs and is enforced by the U.S. Department of Education. Campuses that fail to comply with the act can be penalized with large fines and may be suspended from participating in the federal financial aid program.

### Clery Act Compliance and Purpose

Campus security and safety is an important feature of postsecondary education. The Department of Education is committed to assisting schools in providing students nationwide a safe environment in which to learn and to keep students, parents and employees well informed about campus security. These goals were advanced by the Crime Awareness and Campus Security Act of 1990. The Department is committed to ensuring that postsecondary institutions are in full compliance with that Act, and enforcement of the Act is a priority of the Department.

The Office of Mission Effectiveness at Blackfeet Community College publishes the Annual Campus Security (ASR) and Fire Safety Report in compliance with the Clery Act. The ASR serves as a resource guide, directing readers to campus safety and security services and providing crime prevention and personal safety guidance and strategies.

The 2015 Annual Campus Security and Safety Report meets Clery Act federal requirements, as set forth by the Department of Education, including the Higher Education Opportunity Act of 2008, as related to the Jeanne Clery Act, and including proposed amendments to the Clery Act under the Higher Education Act of 1965.

The purpose is to provide current and prospective students, families and current and prospective employees with accurate, complete and timely information about campus safety so that they can make informed decisions. This report includes information and policy statements regarding campus security and safety, for example, crime prevention and security awareness, fire safety, alcohol and substance abuse, sexual assault prevention, response and resources, procedures for reporting a crime, and emergency and evacuation policies and procedures, as well as other matters of importance to the campus community.

## **BCC Security and Safety Policies and Procedures**

The safety and wellbeing of faculty, staff, students and visitors are of the greatest concern for Blackfeet Community College. Creating and maintaining a safe campus requires the cooperation and involvement of everyone. Prompt reporting aids in providing timely warning notices to the campus community when appropriate, may aid in the prevention of similar crimes and may assist in the investigation and the apprehension of the perpetrator(s). Reporting crimes is necessary to ensure inclusion in annual crime statistics. BCC encourages accurate and prompt crime reporting when the victim of the crime elects to report or when the victim is unable to make a report, to ensure that all crimes are included in the institution's Clery Act statistics. No action or inaction by a crime survivor makes that person responsible for his or her victimization. Perpetrators are responsible for crimes and their effects and witnesses to crimes committed are encouraged to report incidents in a timely manner.

The security personnel of BCC are the eyes and ears of the college and are not sworn law enforcement. Therefore, any action that requires law enforcement is turned over to Blackfeet Tribal Police Office and Glacier County Sheriff's Office. BCC Security has a close working relationship with Tribal Law & Order and Glacier County Sheriff's Office. All incidents that occur within college grounds are reported immediately to the BCC Security Patrol Officer where an incident report is completed and the proper jurisdictional agency is contacted. If the incident is criminal in nature tribal law enforcement and/or Glacier County Sheriff department will be contacted immediately and in all circumstances. There is no written memorandum of understanding between BCC and the jurisdictional agencies.

### Crime Awareness

Students and employees should be aware of crime in order to take the necessary precautions to avoid becoming a victim. Campus Safety Authorities (CSA's) informs the campus community of crimes that occur on or near campus via RAVE Alert system e-mail, crime alerts and safety/security advisories posted on the BCC website, BCC Facebook, the local media. A campus crime log is available at the desk of the Security Patrol Officer for public viewing during business hours.

Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around college property should be reported to the nearest available college personnel, BCC Security Patrol Officer and/or to local Tribal Police. In addition you may report a crime to the following:

### Campus Security Authorities (CSA's) and Jurisdiction

Campus Security Authorities are people who are part of the campus security; an individual who has responsibility for campus security but does not constitute a public safety official, and an individual or organization specified in an institutions policy to report criminal offenses. Executive Leadership Team, Title IX Coordinator, Academic Advisor/Counselor, Club Advisor, and Security Patrol Officers.



Community members, students, faculty, staff, and guests should report all crimes and public safety related incidents to the Security Patrol Officer in a timely manner. All incident reports are reviewed and distributed to the proper authorities. Incidents involving students will be forwarded to the Vice President of Student Success for review and potential action. Incidents involving employees will be forwarded to supervisors and follow the chain of command.

BCC will prepare an annual report on campus crimes and incidents that will cover data collected in the preceding two years made available to the Security Patrol Officer. Crime statistics will also be presented on incidents of a more minor nature, such as, petty theft and campus accidents. Crimes should be reported to Security Patrol Officer to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the campus community, when appropriate.

To Report a Crime or Emergency:

Contact BCC Security at (406) 845-3294 Joe Rutherford,  
OR dial (406) 338-4000 for Tribal Police, or 911 for Glacier County Sheriff

### Suspicious Activity

In order to protect the safety and welfare of students and employees of the college and to protect the property of the college, all persons on property under the jurisdiction of the college behaving in a suspicious or threatening manner may be asked to identify themselves by a college official. A person identifies himself/herself by giving his/her name, complete address, and stating truthfully his/her relationship to the college. A person may be asked to provide proof of identification which is subject to verification.

If any person refuses or fails upon request to present evidence of his/her identification and proof of his/her authorization to be in the building or on the campus, or if it is determined that the individual has no legitimate reason to be in the building or on campus, the person will be asked to leave and may be removed from the building or campus. Local police are available to assist with this request.

Any suspicious persons or activity observed in the parking lots, around vehicles, or inside of buildings should be reported to the Security Patrol Officer by calling 406-845-3294, unless a life-threatening situation occurs, then call 9-1-1.

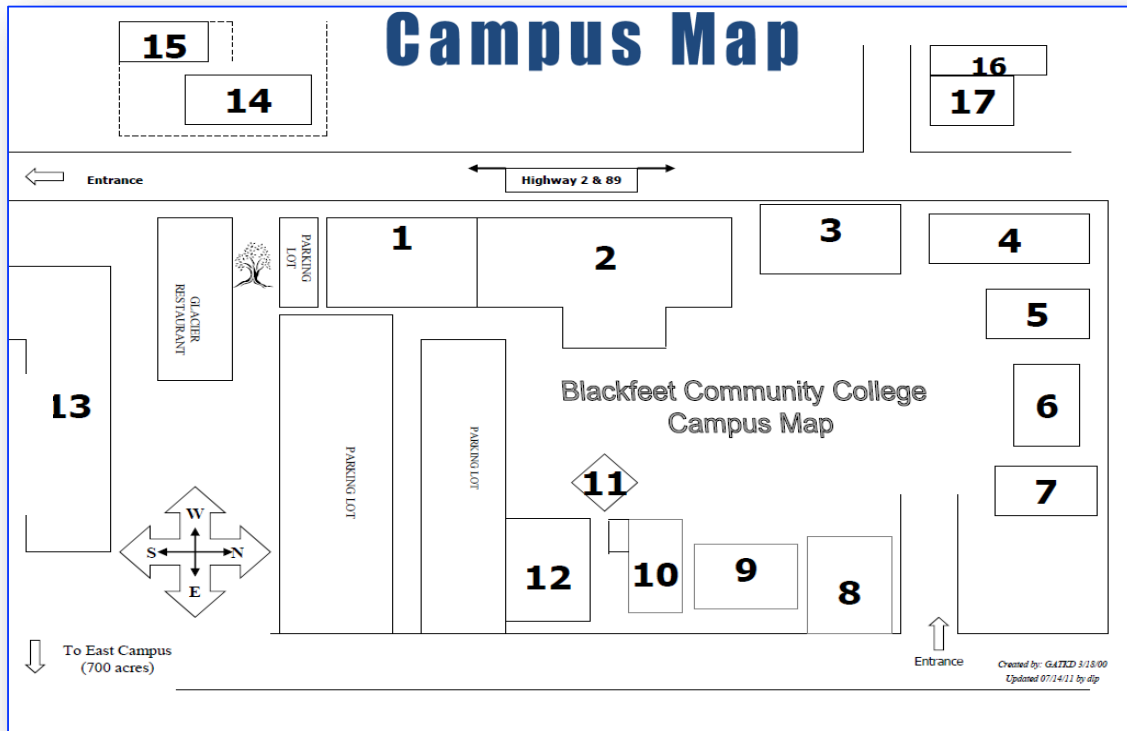
### Criminal Activity

Any crime, no matter how small, is important to Campus Safety. The Tribal Police Department encourages all campus community members to promptly report crimes, which assists in the investigation and the apprehension of the perpetrator(s), aids in providing timely warning notices to the community when appropriate, may aid in the prevention of similar crimes, and ensures inclusion in annual crime statistics.

The BCC finds the following categories of violations extremely serious and the proper authorities will be contacted if a violation occurs:

- Murder/Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another
- Negligent Manslaughter: the killing of another person through gross negligence
- Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
  - Rape, acquaintance (date) rape, sexual assault or sexual abuse
  - Offenses of fondling, incest, and statutory rape
- Dating violence, domestic violence, and stalking
  - Endangering mental or physical health of other students/staff/faculty
- Robbery: Taking or attempting to take anything of value from the care, custody, or control of a person(s) by force or threat of force or violence and/or by putting the victim in fear
  - Brandishing, threatening or injuring with a weapon (for example, knives, firearms, pellet or bb guns, air pistols/rifles, chukka sticks, fireworks or explosives).
- Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
  - Physical assaults resulting in injury requiring medical attention
- Weapons Carrying, Possessing, Brandishing, ect: threatening or injuring with a weapon (for example, knives, firearms, pellet or bb guns, air pistols/rifles, chukka sticks, fireworks or explosives).
- Burglary: Forcible entry and/or unlawful entry of a structure to commit a felony or a theft
- Motor Vehicle Theft: the theft or attempted theft of a motor vehicle. There are three classes of motor vehicles: (1) autos, (2) truck, and (3) other vehicles.
- Theft of property that exceeds \$500.00 in value and/or intentional damage to property resulting in repair or replacement costs in excess of \$500.00.
- Hate Crimes/Discriminatory or bias-related acts of assault or abuse
- Arson: Willful or malicious burning or attempt to burn with or without intent to defraud a dwelling house, public building, motor vehicle o aircraft, personal property of another, ect.
  - Attempts to set or intentionally setting fires that may result in damage or injury
  - False fire alarms or acts that undermine safety/security equipment or systems
- Drug Law Violations: the violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in there preparation and/or use.
  - Sales or possession of a saleable quantity of illegal drugs as defined by law
- Violations of the campus alcohol policy that result in injury, damage to property, or undermine the safety and security of the campus.

- Any unauthorized use of a master or control key.
- Unauthorized use of computing and network facilities



1.	Beaver Painted Lodge Addition	Offices- President, Human Resources, VP of Mission Effectiveness, Business, Institutional Development, Sponsored Programs, Registrar,
2.	Beaver Painted Lodge	Student Success Center, Classroom, Student Commons, Bookstore, Writing /Reading Labs, Admissions, Financial Aid, Provost, Liberal Arts, Piikani, and Human Services
3.	Medicine Spring Library	Library, Archives, Conference room
4.	Technology Center	Offices of Business Division, Student Lounge, Classroom
5.	Never Goes Crooked	Water Quality Lab
6.	Custodial Trailer	Custodial Staff
7.	Nursing Simulation Center	Health Professions Lab
8.	Health Education	Classrooms, Nursing Division Offices
9.	Red Fox Annex	Issksiniip Project offices, classrooms
10.	Early Childhood Center	Headstart Classrooms, Childcare Classroom
11.	Health Physical Ed 1	Offices of HPE Division
12.	Health Physical Education	Fitness Center & Weight room
13.	South Wind Lodge	Math/Science, Information Technology Dept, Classrooms, Research Labs
14.	Vocational Education	Offices-VP of Workforce, Workforce Division, Director Title III, Native Science Field Center, Construction Technology shop & classrooms
15.	Facilities	Maintenance shop & Facilities personnel offices

### Definitions of Geography

As specified in the Clery Act, the following property descriptions are used to identify the location of crimes on and around BCC campus.

#### *On-Campus Buildings or Property*

1. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and
2. Any building or property that is within or reasonably contiguous to the area identified in the above paragraph, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

#### *Non-Campus Buildings or Property*

1. Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
2. Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

#### *Public Buildings or Property*

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

Blackfeet Community College crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

### Access to and Security of Campus Facilities

Blackfeet Community College is a public institution and, with the exception of restricted and high security areas, is accessible to the public during normal building hours of 8:00 am to 5:00 pm (time, place, and manner restrictions apply). With the exception of essential personnel and services, and others as designated, buildings are locked and access is permitted only with proper authorization from the President. Individuals must provide identification after normal building hours and/or facility use agreement for after-hours activities.

In the event that building hours may vary. Buildings will be secured according to schedules developed by the department responsible for the building. A building safety and security representative, building manager or an emergency contact is responsible for providing the

building schedule to the President, Security Patrol Officer, and Facilities Management when changes occur.

BCC Maintenance Department is the only entity that may make changes, additions, or alterations to college approved or installed mechanical access systems (equipment). Hasps, padlocks, or other privately supplied locking devices are not allowed. These devices will be removed by the maintenance staff and the department or individual responsible will be charged for all costs incurred.

Only key personnel have access to all areas with the exception of specifically identified restricted or high security areas. Keys must be secured at all times. Assigned keys should remain in the care, custody and control of the assigned employee and not be given to other individuals.

#### Timely Warnings

When BCC learns of a Clery Act crime or other serious incident that may pose a serious or continuing threat to person, property or campus safety in a neighboring or nearby jurisdiction that is close enough to the campus community to be of concern or in an area commonly frequented by BCC students, the campus security works closely with local law enforcement agencies who serve these jurisdictions to obtain the pertinent facts of the incident. Based on location and the known facts, incidents BCC becomes aware of in these areas are evaluated on a case-by-case basis and may issue a timely warning or post local law enforcement media releases.

The College may send out two types of alerts that satisfy Clery Act requirements to keep the campus informed about safety and security threats: "emergency notifications," and "timely warnings."

"Emergency notifications" are used to immediately notify the campus community upon the reliable report of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The process for the college to send emergency notifications, as well as for emergency evacuations and response, can be found in the "Emergency Response" section of this report.

"Timely warning" notices are usually distributed for the following Clery reportable crimes: criminal homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson and hate crimes. However, this list is not inclusive and warnings may be issued for any serious or continuing threat to person, property or campus safety. Each incident is considered on a case-by-case basis, depending on the facts of the case and the information known by Campus Security Authorities. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other campus community members and a timely warning notice would not be distributed. The President reviews all reports to determine if there is an ongoing or

serious threat to the campus community, and if the distribution of a timely warning notice is warranted.

In the event that a situation arises, either on campus or in close geographic relation to BCC, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued by BCC Administration. Timely warnings are also posted on the website and may be distributed by other social media channels. Timely warnings are sent as soon as pertinent information is available. Follow-up information may be distributed later, such as if a suspect responsible for a series of campus crimes has been apprehended. Timely warnings include information intended to inform the community, enable community members to protect themselves, provide prevention and safety tips, and aid in the prevention of similar crimes.

The warning will be issued through the college RAVE alert system and delivered via email, text messaging and Facebook. Depending on the particular circumstances of the situation, Campus Security Authorities may also post a notice on information monitor boards and paper copies available to view in respective building across campus. Anyone with information warranting a timely warning should report the circumstances to the Security Patrol Officer 406-845-3294.

#### Monitoring and Reporting of Criminal Activity Off-Campus

Blackfeet Community College does not have any off-campus housing areas. We do obtain stats from local law enforcement in regards to areas surrounding the BCC Campus and whether incidents may affect BCC.

#### Accurate and Prompt Reporting Policy

Security officers have reports written within 24 hours of incident. We require that reporting parties have statements completed in a reasonable amount of time.

BCC will investigate a report when it is deemed appropriate, and may forward reports to the Office of Student Services and the Title IX Coordinator for review and potential action.

If assistance is required from other agencies, BCC will contact the appropriate unit. If a sexual assault should occur, staff on the scene, including the Security Patrol Officer, will offer the victim/survivor a wide variety of options for services. The Blackfeet Community College has access to sexual assault support services available to assist a victim twenty-four hours a day.

#### Firearms/Weapons

No firearms/illegal weapons will be allowed on the college campus at any time.

### Public Access to Sex Offender Information

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Blackfeet Community College is providing a link to the Virginia State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

All registered sex offenders are required to self-report their status to the Security Patrol Officer upon employment or enrollment. Some limitations and restrictions may apply to that employment and/or enrollment. In addition, BCC provides access to sex offender information through links posted on its website. Unlawful use of the information for purposes of intimidating or harassing another may be a crime and punishable by law.

#### **Sex Offender Registration Information**

Follow this link to access the sexual and violent offenders in Montana

<https://app.doj.mt.gov/apps/svow/search.aspx>

Registered sex offenders are not barred from employment or enrollment at Blackfeet Community College. Limitations and restrictions on employment and enrollment must be reasonable, job related (for employees), and directly related to areas of potential risk.

### **Sexual and Violent Offenders Policy**

For the purpose of this policy, a "sexual offender" or "violent offender" is any individual who is required to register as either a sexual or violent offender, or both, with any tribal, federal, or state registry. This policy applies to any individual member of the BCC community, including students, staff, faculty, visitors, student family members, and contractors. "Property" includes all land, buildings, structures, computer networks, vehicles (both BCC-owned and BCC-contracted), and any site of any activity or program owned, funded, contracted, or sponsored by BCC.

Any individuals who is a sexual offender or violent offender is prohibited from entering BCC property except as follows:

1. When he/she is a qualified voter and is entering BCC property solely for the purpose of casting his/her vote at designated polling station on campus.
2. To attend a public meeting designated as "open" by BCC.
3. With the express prior written approval of the BCC President in the following instances:
  - a. To transport an individual to or from BCC

- b. To attend a conference to discuss his/her child's educational progress, placement, or educational plan.
- c. Other circumstances on a case-by-case basis as determined by the BCC President.

A sexual or violent offender may not access any BCC network or computer-based system at any time for any reason with express prior approval of the BCC President.

Upon adoption of this policy, sexual and/or violent offenders who are already admitted for study at BCC shall be subject to immediate review by the BCC President, or his/her designee, to determine the appropriate placement within BCC.

#### Current Enrolled Students

Any current enrolled student deemed inappropriate for continued BCC study by the BCC President may be removed from BCC enrollment or be subject to study restrictions befitting the individual's circumstances. In all such cases, the BCC President shall determine removal or restrictions. If a current BCC student sexual or violent offender is permitted to continue to study at BCC under written restrictions, the student shall sign a written agreement covering such restrictions. Refusal to sign a written agreement shall result in immediate dis-enrollment from BCC study without appeal.

#### *Current Enrolled Student Appeal Process*

Any current student sexual or violent offender who wishes to appeal the BCC President's determination may, within seven (7) days of mailing, submit a written appeal to a three member review panel. The review panel shall consist of three senior BCC administrators selected by the BCC President.

Any BCC student who is required by action of law to register with any tribal, federal, or state sexual or violent offender registry shall, within (7) calendar days of said required initial registration, notify the BCC Presidents office, in writing, of all registration requirements. Failure to notify the BCC President's office in writing shall subject a student BCC administration action, up to and including permanent suspension. Any current BCC student who notifies the BCC President's office in writing of his/her sexual or violent offender registration requirements will be subject to review by the BCC President's office. Such review will be subject to the same process, requirements, review, and appeal process detailed within this policy.

#### Future Enrolled Students

All future students shall be required to certify that he/she is not a sexual offender or violent offender as defined by this policy. No applications for admissions to BCC shall be deemed complete without such certification. All future students shall agree, in writing, to any necessary



background check or investigation in order to ensure he/she is not a sexual offender or violent offender as defined by this policy. Such background check or investigation shall be done at BCC expense.

Any applicant seeking admission for study at BCC who is a sexual offender or violent offender may be refused admission or conditionally admitted with restrictions provided by the BCC President or his/her designee. Such applicants will be provided written restrictions and must agree to comply with such restrictions or be subject to disciplinary action, up to and including permanent suspension from BCC study.

Any sexual offender or violent offender student applicant who refuses to agree to BCC restrictions may be denied enrollment for BCC study.

#### *Considerations for Future Enrolled Students*

The BCC President, or his/her designee, shall determine appropriate educational placements within the BCC organizational framework for student sexual offenders and violent offenders. In making such determinations, the BCC President or his/her designee shall consider such factors as the safety and health of all members of the BCC community. The BCC President and his/her designee shall develop guidelines for managing each student sexual offender or violent offender attending BCC.

#### General Requirements and Notifications

- The BCC President, or his/her designee, shall inform the appropriate BCC administrators and/or departments of any restrictions granted to each student sexual offender or violent offender.
- Sexual offenders or violent offenders who are permitted access to BCC property must immediately report to the individual or location designate by the BCC President or his/her designee's written restriction.
- The BCC President may assign a chaperone to accompany the sexual offender or violent offender while he/she is on BCC property.
- Lack of notification by the BCC President does not excuse any student sexual offender or violent offender, either current or future, from abiding by the requirements and prohibitions of this policy.
- The BCC President shall be permitted to make inquiries with the law enforcement and other officials as needed to further this policy.
- The BCC President is also authorized to contact law enforcement and other officials anytime a student sexual offender or violent offender violates this policy.
- The BCC President and his/her designee, may, at his discretion, revoke any privileges granted under this policy at any time for any reason.

All current students shall receive a written copy of this policy. All current students who are sexual offenders or violent offenders shall receive a written copy of this policy via registered/certified mail. All future applicants to BCC shall be provided a copy of this policy along with any requisite application materials.

## **Sexual Harassment Policy, Prevention and Response**

### BCC Sexual Harassment Policy

Blackfeet Community College is determined to provide an educational environment free from all forms of harassment to the College community. Harassment based on sex, race, religion, disability, age, or other protected characteristics is a violation of Title VII or the Civil Rights Act of 1964 and will not be tolerated with the college environment. Members of the college community who are subject to or witness such an act should report it immediately to the Human Resources Office. Person(s) reporting a violation shall be protected from all acts of retaliation and information shall be regarded as highly confidential. The Human Resources Office shall be responsible for the investigation of any reports of sexual harassment.

a) Definitions:

1) Gender-based misconduct – comprises a broad range of behaviors focused on sex and/or gender discrimination that may or may not be sexual in nature

- Pressure for a date or a romantic or intimate relationship
- Unwelcome touching, kissing, hugging, or massaging
- Use of coercion, threat, intimidation, or force to engage in sexual activity
- Continuing sexual activity after consent has been withdrawn
- Unnecessary and unwelcome references to various parts of the body
- Belittling remarks about a person's gender or sexual orientation based on gender stereotyping
- Inappropriate sexual innuendoes or humor
- Videotaping and photographing activity of a sexual or personal nature without consent of those being recorded
- Obscene gestures of a sexual or gender-based nature
- Offensive sexual graffiti, pictures, or posters
- Sexually explicit profanity
- Use of email, the Internet, or other forms of digital media to facilitate any of the above referenced behaviors

Sexual violence is a form of sexual harassment and services are available to students, faculty, and staff who experience sexual violence, domestic violence, dating violence, and instances of stalking.

BCC attempts to foster a safe learning and working environment for all members of the campus community. To accomplish this, BCC considers the educational programming that addresses all

aspects of domestic violence, dating violence, sexual assault, and stalking (safety precautions and prevention, crisis management, reporting, medical and counseling services, the BCC discipline systems, academic schedules, living arrangement, etc.), the campus response to sexual violence, domestic violence, dating violence, and instances of stalking, and physical surroundings throughout the campus community.

BCC has partnered with Campus Answers by Workplace Answers to combat violence on campus and address student safety needs while satisfying VAWA, Clery Act, and Title IX requirements through online training for all staff, faculty, and students. Staff, faculty, and students are required to register for the Preventing Discrimination and Sexual Violence course. The course provides meaningful training on various Title IX policies concerning discrimination and sexual harassment. The course educates on Clery Act crimes/requirements and how to be an active bystander and who to report to on campus.

Blackfeet Community College will not tolerate harassment, domestic violence, dating violence, sexual assault, stalking, or other forms of sexual misconduct. Offenders may be subject to appropriate campus adjudication processes, disciplinary action, and/or criminal proceedings. BCC utilizes procedures that provide prompt, fair, and impartial investigation and resolution in cases involving domestic violence, dating violence, sexual assault, and stalking. These procedures are carried out by Title IX Coordinator and Security Patrol Officer.

#### Reporting

- a) Any report of alleged gender-based misconduct by a student, faculty/staff member, or administration of the College or a person who is not a member of the College community can be filed with the Human Resources Office. All employees of the college are mandatory reporters of any gender-based misconduct, under the definitions in Part M, Section 2, Sub-section a. Reports of gender-based misconduct must be filed within thirty (30) working days after the incident outlined in the complaint.
- b) The Title IX Coordinator or other designated contact within Human Resources is responsible for addressing each report of gender-based misconduct. All members of the college community are encouraged to consult with the Title IX Coordinator if they are unsure about how or what information to report. The Title IX Coordinator is obligated to act on any report of alleged gender-based misconduct, to ensure measures are taken to stop adverse behavior and prevent its recurrence, as appropriate. It is important to note, however that not every report leads to a disciplinary process. Each report is reviewed individually and within ten (10) working days of the receipt of the report the complainant, the accused and any witness will be asked to submit their own report concerning the alleged gender-based misconduct, additional reports or evidence shall not be accepted after this period of time has lapsed. Information concerning gender-based misconduct can be shared via forms which include the initial sexual harassment complaint form (filled out by the complainant), sexual harassment accused report, sexual harassment witness report

(if applicable), and the sexual harassment investigation/finding form. These forms can be picked up in the Human Resources Office or accessed on the BCC Website.

- c) In cases where the gender-based misconduct is reported anonymously by an observer/concerned individual to the Title IX Coordinator, the individual who is reported as being subjected to gender-based misconduct will be notified by the Title IX Coordinator that a report has been received. The Title IX Coordinator will meet with the complainant to discuss his/her options and available resources at the College and in the community. The Complainant has a right to withdraw involvement or file a complaint, however, in some circumstances, the College nevertheless may need to investigate, such as where it is necessary to ensure the safety of the College community. In such instances where the complainant withdraws the complaint or from involvement in the process, the College may proceed and serve as a complainant on any matter.

### Investigation

#### b) Inquiry

- a. Promptly following the receipt of a report, information will be reviewed by the Title IX Coordinator to determine if there may be reason to believe that a policy may have been violated. An initial inquiry will be undertaken by the Title IX Coordinator, if necessary, to determine whether a formal investigation must commence. Initially, the immediate supervisor of the Respondent and respective Vice President will be notified of the complaint. The Respondent will then be contacted and asked to respond to the allegation. If further information is necessary, it may involve prompt discussions with the Complainant and others, as appropriate. The Complainant/Respondent may be accompanied by an advisor of their choice to all meetings. An advisor may attend, but not participate in, all meetings and interviews. The Complainant may be offered reasonable accommodations and will be offered resources, as appropriate, regardless of whether or not there is reason to proceed with an investigation. If the findings of the initial inquiry indicate there is not sufficient reason to believe a violation may have occurred, the Complainant will receive prompt notice of this outcome and rationale, and will be afforded the opportunity to appeal the decision to commence a formal investigation. Inquiry is a prompt process that should not take longer than five to ten (5-10) working days. If a formal investigation is to commence, the Respondent will be notified that a report has been filed. In cases of investigation of an employee as Respondent, the employee's immediate supervisor and respective Vice President will be notified of the investigation prior to the Respondent receiving notification of a complaint.
- b. Witnesses identified by the Complainant/Respondent (if any) will receive a request from the Title IX coordinator to fill out a Witness form to aid in the inquiry or pending investigation. BCC employees who witness gender-based misconduct are mandatory reporters.
- c. Vendors or other agencies in contract with the College will be promptly notified if any of their employees are alleged to have violated the College's Title IX policy, and such employees may be banned from any or all college properties and may also be

subject to action deemed appropriate by their respective employer. Restrictions regarding access to College property or events may also be imposed.

- d. The Respondent and Complainant, with their respective advisor of choice, will be given the opportunity to meet separately with the Title IX Coordinator (or designee) to review the Policy and procedure, as well as related rights.

c) Formal Investigation

- a. Reports of alleged gender-based misconduct will be equitably investigated in a fair, impartial, thorough and prompt fashion, providing a meaningful opportunity for participants to be heard. Investigation (including the inquiry) will be conducted by individuals without a conflict of interest or bias for or against either party. Every effort (including the inquiry) will be made to resolve every complaint within sixty (60) calendar days of the receipt of the complaint. The formal investigation process may take longer depending upon the nature and complexity of the case, the time of year, and availability of parties.
- b. The formal investigation will include information from the following: Complainant form, Respondent form, Witness forms, and any other information collected by the Title IX coordinator concerning each individual complaint. Anonymous reports will only prompt an inquiry, and will not be included in the investigation or forms will not be provided to the parties involved in the investigation.
- c. Both the Complainant/Respondent have the option of responding to any responses provided by all parties involved during the formal investigation. All additional responses will be included in the formal investigation.
- d. The Investigator will prepare a sexual harassment investigation/finding form investigative report that will include all relevant evidence and information of each interview conducted in each individual complaint. The investigator will then provide all relevant documents to the BCC Personnel Committee if the Respondent is an employee of the College. If the respondent is a student, then all relevant documents will be provided to the Vice President of Student Services and their Respective Vice President. Disciplinary actions for employees are defined in the BCC Employee Policy and Procedures manual. Disciplinary actions for students is defined in the BCC Student Handbook.
- e. The immediate supervisor or respective Vice President in the case that the Respondent is an employee of the college, can in extreme circumstances, such as more than one complaint filed, can impose a suspension (for what the disciplinary policy allows) or limits on activities that would restrict their coming into contact with the Complainant throughout the duration of the inquiry and investigation.
- f. Upon the closure of the formal investigation, both the Complainant/ Respondent will be provided with the decision and disciplinary actions issued on each individual complaint in accordance to the BCC Employee Policy and Procedures Manual and the BCC Student Handbook.

In these situations, BCC is committed to providing crisis intervention measures for students, faculty, and staff, as well as appropriate administrative response for the complainant and

respondent; referring individuals to criminal authorities; and educating and promoting discussion on interpersonal abuse and violence issues. The college process does not preclude adjudication under state law.

Blackfeet Community College prohibits retaliation by its officers, employees, students, or agents against a person who exercises his or her rights or responsibilities under any provision federal or state law, including Title IX and the Violence Against Women Reauthorization Act (VAWA), or this policy.

### **Alcohol and Drugs**

Blackfeet Community College prohibits the unlawful or unauthorized manufacture, distribution, dispensation, possession, use, or sale of alcoholic beverages, controlled substances, and illegal drugs on campus. The impairment by alcohol or drugs of any student or employee while participating in an academic function, or of employees when reporting for work or engaging in work – during normal work hours or other times when required to be at work – is also prohibited. BCC employees and students are required to abide by all federal and state laws, and tribal ordinances, and other related requirements regarding the consumption or possession of alcoholic beverages, controlled substances, and illegal drugs.

Additionally, Blackfeet Community College is concerned about the academic success of students and the safety of all members of the campus community and is committed to maintaining an academic and social environment conducive to the intellectual and personal development of students.

#### **Alcohol and Drug Free Workplace Policy Statement**

It is the policy of the college to create a drug free workplace in keeping with the spirit and intent of the Drug Free Workplace Act of 1988. The use of controlled substances is inconsistent with the behavior expected of college employees and all other individuals in its workplace. Drug use subjects all employees and individuals to our campus to unacceptable risks, and undermines the ability to work effectively and efficiently.

In recognition of the harmful effects that the use of alcohol and illegal drugs can have on employees, the college has a responsibility to its employees, students, and the public at large, to see that its employees are drug and alcohol free with on duty.

BCC is committed to protecting the safety, health and well-being of all employees and other individuals in its workplace. BCC recognizes that alcohol abuse and drug use pose a significant threat to its goals, and has established an alcohol- and drug-free workplace program that balances respect for individuals with the need to maintain an alcohol and drug-free environment.

Therefore, BCC encourages employees to voluntarily seek help with drug and alcohol problems.

### Drug/Alcohol Free Campus

The use or possession of alcohol or illegal drugs is prohibited on the campus of Blackfeet Community College

### Student Use of Alcohol and Drugs

BCC recognizes all Federal, State and Local laws and expects students to adhere to them. Any violation can result in probation, suspension or dismissal from BCC.

The consumption of alcohol or possession of an open container of alcohol is prohibited on campus, on campus activities and/or other BCC sponsored event. Violations of this policy may result in probation, suspension or dismissal from campus or BCC sponsored event.

- No student shall possess, use or sell substances defined by Local, State or Federal Law as illegal on campus or at any BCC Sponsored Functions.
- No student shall possess substances defined as controlled, other than personally prescribed medications, by a physician and/or by Federal Law.
- No student shall introduce to the campus or possess drug paraphernalia while on BCC property.

### **BCC Policy on Parental Notification**

*(For those students who are not deemed an independent by the Dept. of Ed Guidelines)*

As a general rule, violations of BCC code of conduct and the sanctions that may be imposed will not be routinely reported to parents. However, in the case of serious violations of Federal, State or Local law, including alcohol and other drug violations, or when instances of medical/psychological emergencies have come to the BCC's attention, the BCC may notify parents in cases where we believe the student may benefit.

### **Missing Student Notification Policy and Procedures**

Blackfeet Community College does not currently have on-campus student housing, therefore the institution is not responsible to release a missing student notification.

## Crime Reporting Methods

### By Phone

- Dial 9-1-1 from any public phone or cell phone for emergencies, life-threatening situations or crimes in progress.
- Emergency phones are located prominently throughout the campus at the Administrative Assistance Offices.
- Contact Campus Security at 406-845-3294 for non-life threatening urgent situations or non-emergencies, to report a crime, or to report security related issues.

### In Person:

You may make a report to any BCC employee, security patrol officer and/or at the local police station.

Victims/survivors of sexual assault, dating violence, domestic violence and stalking have the right to file a Title IX claim. Any member of the BCC community who has questions about Title IX or wishes to report a concern is invited to contact the Title IX Coordinator at 406-338-2208.

### Required Reporters

All BCC employees are required to report to their supervisor or Title IX Coordinator, if they have credible information that discrimination or discriminatory harassment, including sexual harassment, sexual assault, dating violence, domestic violence or stalking, is occurring or has recently occurred.

Blackfeet Community College takes seriously all reports of sexual harassment, sexual assault, dating violence, domestic violence and stalking. When the college knows, or should have known, about an incident of sexual harassment, sexual assault, dating violence, domestic violence or stalking, it is required to investigate the concern to the extent possible based on available information, take steps to stop the inappropriate behavior, remedy the effects of inappropriate behavior and take steps reasonably calculated to stop future inappropriate behavior.

When a sexual assault, dating violence, domestic violence or stalking is committed, the first concern is the safety and well-being of the survivor. BCC proceeds in a manner that is sensitive to the needs and impact on a survivor while also ensuring the ongoing safety of the community.

Notice to the Security Patrol Officer and other BCC employees, except those with a narrowly defined privilege under the law, puts the college on notice of an incident of possible sexual harassment, sexual assault, dating violence, domestic violence or stalking and triggers a duty to investigate and stop inappropriate behavior.



Incidents of alleged sexual assault, dating violence, domestic violence or stalking by and/or against BCC students can be reported directly to Title IX Coordinator.

- When an assault of a BCC student is reported to college personnel, the Title IX Coordinator meets with or otherwise informs the student of victim/survivor rights, options, services and resources available within the local community.

### Confidential Reporting

Any report made to Campus Security and the identity of the reporting party is always kept confidential, whether you do or don't want to pursue action within the BCC campus system or the criminal justice system. The purpose of confidential reporting is to comply with your wish to keep the matter anonymous while taking steps to ensure the future safety of yourself and others. With such information, BCC can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to particular location, method, or assailant and alert the campus community to potential danger. All reports are counted in the annual crimes statistics report for the institution.

Students and employees who wish to seek counsel and/or resources without informing law enforcement or triggering a duty to investigate by the college have options that are more confidential, while still complying with federal and state law. If a victim/survivor wishes to discuss a concern while maintaining confidence to the greatest extent possible, the following options are available:

- Emergency Room Health care professionals in the Indian Health Service have a limited privilege to protect information shared with them, consistent with state and federal law. The Indian Health Service offers support, evaluation and treatment for victims of sexual assault during clinic hours. Students who have experienced sexual assault or intimate partner violence are encouraged to get medical attention as soon as possible. After-hours callers will reach the emergency room.

Medication to prevent pregnancy and sexually transmitted infections is available. Physical evidence should be collected immediately, ideally within the first 24 hours. A medical sexual assault forensic exam may be completed within 84 hours to collect evidence in case the victim decides to report the assault at a later date. Partial evidence may also be collected within one week. To preserve evidence, students who have experienced sexual assault are advised to not shower, bathe or wash. Clothes, sheets, blanket or other items of possible evidentiary value should be placed in a paper bag.

- The off-campus Domestic Violence Program is a community resource that can provide free confidential support and advocacy.

### Confidential Reporting Procedures

As a result of the negotiated rulemaking process, which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors,” when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

#### Pastoral Counselor

An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

#### Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Other persons who have significant responsibility for campus and student activities and counsel or advising students and employees are not exempt from reporting, even if the counseling is confidential.

#### Anonymous Reporting

A victim/survivor of a crime who does not wish to pursue action within the criminal justice system or through Blackfeet Community College, or who has chosen to pursue confidential reporting options, should consider making an anonymous report. The purpose of an anonymous report is to comply with a victim/survivor’s wish to keep the matter confidential, while taking steps to ensure the future safety of those involved and others. With such information, the university can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, alert the campus community to potential danger and use the information to inform, guide and improve education, prevention and awareness efforts. Anonymous reports are counted and disclosed to the Department of Education in the annual crimes statistics for the institution and are listed in the crime statistics tables at the end of this report.

### Student Misconduct

Contact the Vice-President of Student Success to file a complaint about a student's behaviors.

### Student Grievance Policy & Procedures

A student with a grievance will be provided copies of appropriate policies and procedures pertaining to student complaints and grievances, the Vice President of Student Success, Counselors, and/or Advisor shall be available to assist the student in understanding the opportunities afforded through the policies and procedures. The student may choose to have an advisor participate in any stage of the grievance procedure, unless otherwise inappropriate. Regardless of their nature, all discrimination grievances are to be filed with the Title IX Coordinator. A grievance must have been filed by a student within thirty (30) calendar days of the date of the alleged discriminatory act.

### Filing a Grievance

All grievances must be presented in writing and contain the following information:

A clear concise statement of the grievance which includes the name of the person(s) against whom the grievance is made, the date(s) of the alleged discrimination and a statement describing the specific supporting evidence;

A brief summary of the prior attempts to resolve the matter which includes the names of persons with whom the matter was discussed and the results of those previous discussions; A specific statement of the remedial action or relief sought.

Within five (5) working days, the original grievance form with an explanation will be returned to the student if, in the judgment of the Dean of Student Services, the statements are vague or do not meet the above requirements. The student may make the necessary corrections, and resubmit the grievance within five (5) days. Any grievance not filed within the time limits shall be deemed waived by the grievant. The may extend the time limits only if adequate cause for an extension of the time limits can be shown by the student. For informational purposes, copies of the grievance shall be forwarded to the appropriate offices and personnel who have been selected to serve on the grievance hearing committee only to serve the purpose of the grievance procedures and will be kept confidential.

Within ten (10) working days of receipt of a grievance that satisfies the requirements the the consent of the parties involved may establish an informal hearing with the aggrieved student, the responding faculty/staff/organization, the respondent's supervisor and the appropriate administrative office(s) designee.

## Security Awareness and Crime Prevention Tips

BCC promotes the following information to students, faculty and staff:

### Incident Reporting

- For emergencies or a crime being committed, call 9-1-1 and or 406-338-4000.
- Report all crimes, no matter how minor they may seem. Notify Campus Security of all suspicious persons or activity at 406-845-3294.
- On campus, report any dim or unsafe-looking areas, or any malfunctioning lights, doors or windows, to Campus Security 406-845-3294.
- For further information on reporting, see the Crime Reporting page.

### Important Phone Numbers

- Emergencies: 9-1-1 and or 406-338-4000
- Non-Emergency: 406-845-3294
- Blackfeet Tribal Police Department Non-Emergency:406-338-4000

### Personal Safety

Survivors of crimes are not responsible for their victimization, regardless of their actions. Criminals are responsible for crime. Not all crimes can be prevented with preparation and readiness, but campus community members can improve their safety taking the following precautions:

- If working or studying late, arrange to leave with a friend or call Campus Security for Safety Escort assistance. Lock doors and windows if working late alone. Must notify Campus Security of Presidential approval to work after hours.
- Refrain from getting in elevators with people who look out of place or behave in a strange or threatening way. Always immediately report suspicious people or conditions to Campus Security 406-845-3294.
- If being followed, go to a populated area.
- Be alert to any suspicious persons or vehicles.
- Carry a fully charged cell phone with emergency numbers pre-programmed.

### Property Protection

- Don't leave valuables unattended (backpacks, wallets, purses, keys, computers, phones, electronic devices, etc.).
- Engrave personal property, such as electronic or sporting equipment, with a Montana Driver's License number, or student ID number.
- Keep a written record of all personal valuables, including descriptions and serial numbers. It is evidence that the property belongs to the rightful owner.

**Office Security**

- Never leave purses, wallets, or other valuables unattended. Lock them in a drawer or closet, or carry them.
- Do not leave keys unattended, and do not loan out college keys.
- Request authorization from persons asking for confidential information or from delivery or repair people who want to enter an area restricted to employees.

**Key Control**

- Those responsible for office keys should not leave them unattended, in plain sight on a desk, or in a top drawer where they could be taken or copied easily.
- Give keys only to those who have a legitimate need and make sure they are returned.
- If keys are lost or stolen, notify maintenance immediately.

**Parking Safety**

- Lock vehicles at all times.
- When returning to a vehicle, have the keys out while approaching. Check the interior before getting inside.
- Notify Security Patrol Officer or nearest college employee immediately of any suspicious people loitering in the parking lot.
- Remove all valuables from vehicles. Leave them at home, carry them, or lock them in the trunk.

**In a Threatening Situation**

- If physically attacked, attract attention by yelling loudly or using a whistle.
- If using self-defense tactics or equipment such as pepper spray, run away as soon as the attacker is disabled.
- Decide what to do in various situations before they occur. Try role-playing with a friend.
- If confronted by someone who only wants property, give it to them.
- Try to get an accurate description of the assailant. If a vehicle is involved, get the license number and call 911.

## CAMPUS SAFETY TIPS

When crimes occur on campus, BCC informs campus community members so they can take precautions to avoid becoming victim of crimes, or so they may aid in the solving of crimes. The Security Patrol Officer constantly tracks, evaluates and distributes crime data. For questions or information requests, call Campus Security 406-845-3294 or e-mail [jrutherford@bfcc.edu](mailto:jrutherford@bfcc.edu)

Blackfeet Community College provides the following safety tips as part of campus crime alerts that are sent to all students and employees after incidents occur:

No action or inaction by a crime survivor makes that person responsible for his or her victimization. Perpetrators are responsible for crimes and their effects. The following suggestions may help reduce the possibility of experiencing such a crime, or may improve opportunities to receive prompt assistance.

### Assault/Robbery/Sexual Assault

- It is a crime to intentionally touch someone against his or her will, regardless of the situation.
- Encourage friends to travel in pairs or with trusted companions, especially at night or in remote areas.
- Whenever possible, keep valuables secured and out of sight.
- If you feel you or others are in danger, call 9-1-1 and or 338-4000.
- To report suspicious, illegal or unusual activity on campus, call Security Patrol Officer 406-845-3294. For emergencies or if you see a crime being committed, call 9-1-1.

### Burglary/Break-In/Etc.

- It is a crime to enter someone's residence without permission, regardless of whether the door is locked.
- Communities are safest when members look out for each other: report any suspicious activity or unauthorized strangers immediately.
- Report criminal activity (such as a break-in or intruder, robbery, or assault) immediately to 9-1-1, or 338-4000, for non-emergency situations on campus, to Campus Safety 406-845-3294.
- Immediately report any malfunctioning doors or windows in your office/classroom to the maintenance department or campus safety and insist the problem be corrected as soon as possible.

### Property Crime

- To report suspicious, illegal or unusual activity on campus, call Campus Security 406-845-3294. For emergencies or if you see a crime being committed, call 9-1-1 or 338-4000.
- Keep possessions in sight at all times. Don't leave books or backpacks unattended anywhere, it only takes a matter of seconds for things to disappear.
- If you leave your office, even for a few minutes, LOCK THE DOOR and WINDOWS! It's much easier to invest the few seconds it takes than to spend the time later filing a police report and replacing the property.
- Avoid taking wallets, money and jewelry into health fitness facilities and store them in lockers with a personal lock at your own risk.
- Don't leave objects plainly visible in vehicles; secure them in the trunk whenever possible or leave them at home.

#### Drugging/Intoxication/DUI

- Don't touch people against their will, or without their consent (and incapacitated or unconscious people are not able to legally consent); this is a crime. Do not attempt to impair someone through intoxication or other means. Do not "spike" food or beverage in an attempt to impair someone; this is illegal.
- Keep your beverages in your control. Don't accept an open beverage from an unknown source, offered by a person that you do not trust.
- Look out for the well-being of friends who may be incapacitated. Don't leave an impaired friend alone, or with a stranger or untrusted acquaintance. If a friend needs medical help, call 9-1-1 or 338-4000.
- Don't drive while intoxicated, don't get into a vehicle with anyone who has been drinking, and don't let a friend do the same. Don't accept a ride from someone you don't trust.
- Encourage friends to travel in pairs or with trusted companions, especially at night or in remote areas. Be aware of surroundings, and attempt to keep a safe distance from strangers. Whenever possible, keep valuables secured and out of sight.
- If you feel you or others are in danger, call 9-1-1 or 338-4000. To report suspicious, illegal or unusual activity on campus, call Campus Security 406-845-3294. Off-campus, call Tribal Police at 406-338-4000. For emergencies or if you see a crime being committed, call 9-1-1.

### **Substance Abuse Prevention and Education**

Blackfeet Community College provides students with general counseling services in the Student Success Center. In the Fall of 2014, BCC was to host a pilot study through the Center for Indigenous Health Research through the University of Washington's Indigenous Wellness Research Institute (IWRI) National Center of Excellence, School of Social Work. The study was to

collect baseline data on tribal college student substance abuse behaviors, initial data showed a need for counseling and intervention services at BCC. In fall 2015 BCC will expand this study to include the survey of more students, intervention/motivational training for current counseling staff, and provide the institution with data/information needed to provide services identified to address substance abuse prevention and education.

Students and staff who require counseling or intervention services for substance abuse are to contact Linda Sue Racine at 406-338-5441 ext. 2265 or by e-mail at [linda\\_sue@bfcc.edu](mailto:linda_sue@bfcc.edu).

Additional local resources include the Crystal Creek Lodge Treatment Center at 406-338-6330 or the Northern Winds Recovery Center 406-338-5558.

## **Emergency and Evacuation Policies and Procedures**

At Blackfeet Community College, safety is always a priority. In the event that we need to render assistance in an emergency, the Safety Committee has prepared this emergency procedures manual. We encourage you to take a few moments right now to read through this emergency manual. Become familiar with its contents before an emergency occurs. Keep it in a convenient location for future reference.

### **BCC Safety Committee Members:**

**Joe Rutherford**  
**Helen Augare**  
**Clemet Valandra**  
**Crystal Old Chief**

**Melissa Weatherwax**  
**Smokey Henriksen**  
**Valerie Monroe**  
**Danelle Gray**

**Ginny Weeks**  
**Jay Long Time Sleeping**  
**Cliff Guardipee**  
**Amy Running Fisher**

### **Basic Protocol Concerning Emergency Response for BCC Campus**

When necessary, CALL Police 338-4000 or 911. Contact Campus Security ext. 2263 (Joe) 406-845-3294 to respond if you are witness to an emergency. You may also contact maintenance for assistance in case of emergency ext. 2791(Smokey/Valerie) or one of the Emergency Medical/CPR-First Aid Trained people on campus.

The SWL Receptionist ext. 2812 (Crystal), Administration Office Clerk ext. 2201 (Danelle) and/or Assistant to the President ext. 2203 (Jodi) have radios to contact security and maintenance.

All incidents need to be followed up with Campus Security ext. 2263 (Joe) 406-845-3294 to meet required reporting criteria for annual security report.



### **Issuing Timely Warnings**

When BCC learns of a law enforcement report of a Clery crime or similar incident on or near campus, and refers the incident to the executive team leader or designee. Each such incident is considered on a case-by-case basis, depending on the facts of the incident and the information available to BCC, and evaluated as to the immediate, ongoing or serious threat to campus. If a timely warning is indicated, the President and/ Executive Team members (usually the communications director/public information officer Marketing or designee IT) draft a notice, and verifies facts and pertinent information with relevant law enforcement personnel. The executive team leader or designee reviews and approves the notice, and shares it with members of the Executive leadership, prior to release to the campus. Timely warning notices are usually distributed and posted by the RAVE alert system. Staff members in the Office of Mission Effectiveness may also develop and activate the timely warning notices and e-mails, the Director for Information Technology, or other department staff as necessary.

Timely warnings are usually distributed for Clery-reportable locations and areas: very generally, Clery-reportable locations and areas include main campus facilities, other locations leased or controlled by BCC and public areas within or immediately adjacent to BCC campus.

The timely warning development process:

Law calls Security Patrol Officer on cell

Security Patrol Office will meet with Executive Team

Exec Team Rep will contact RAVE Alert Authority (IT)

Message will be formulated and approved by Exec Team Rep

Exec Team Rep will give approval for release

### **When witness to an incident**

The staff member witnessing the incident or being first to be informed of an incident will make initial contact for emergency assistance and report immediately to the scene with the purpose of diffusing the situation.

Seal off high-risk areas.

Take charge of the area until the incident is contained or relieved by emergency responders or college authorities.

Isolate and preserve evidence. Keep detailed notes of incident if possible.

Refer media to the President's office.

If it is necessary to send anyone to a hospital by ambulance, inform the Registrar's Office (if a student) or Human Resource Office (if an employee) so they can notify the person's emergency contact.

### **Assault**

If you are a witness to an assault on campus:

Call campus security ext. 2263 or 406-845-3294 an emergency ext. 2790, 2791, 2812, 2201 or 2203 to radio for assistance. When necessary, CALL Police 338-4000 or 911.

Follow directions given.

If danger is over:

- Seal off area where assault took place.
- Document the incident.

If danger is present:

- Secure the individual classroom and keep self and anyone present out of sight from interior and exterior views.
- Turn out lights, lock doors, etc.
- Keep self and anyone present with you and under control. Do all that you can to keep everyone calm.
- Move anyone present to the nearest safe area if incident occurs other than in a classroom.

### **Responding to Suspicious Behavior –Report Incident to Campus Security**

Do not physically confront the person.

Do not let anyone into a locked building/office.

Do not block the person's access to an exit.

Call emergency Ext. 2263, 2790, 2791, 2812 or 2203 to report the suspicious person.

Provide as much information as possible about the person's description, what behavior that person is exhibiting, location, and direction of travel.

If you feel you or others are in danger, go immediately to the closest safe cover.

Note: Repeated or habitual?

### **Suspicious Weapons on Campus**

A weapon is defined as any object which could be used to injure another person and which has no college-related purpose for being on campus.

If a person is suspected of having a weapon on campus, call campus security 406-845-3294 or ext. 2263 immediately. For assistance call or ext. 2790, 2791, 2812 or 2203 to report the weapon. Include as much information as possible, including person's name and/or description, location, type of weapon, and direction of travel

Do not contact the person. Wait for the police.

Do not try to retrieve the weapon.

Do not restrain or discipline the person.

If the person is outside of a classroom:

If safe to do so, staff should check the halls for people who are not the threat and bring them immediately into a classroom.

Staff member should secure the room.

Staff, students and visitors should crouch under desks without talking and remain there until an all-clear signal is given by the police.

### **Responding to an Injury**

Call Police 338-4000 or have someone call 911 and emergency ext. 2263, 2790, 2791, 2812 or 2203 to report the situation, but do not leave the victim unattended.

Clear onlookers and isolate the victim.

Perform preliminary first aid, if trained.  
Do not move the victim unless an immediate emergency situation dictates evacuation.  
Document the incident.  
Fill out incident report form with Security Patrol Officer.

### **Responding to Physical and Verbal Altercations**

When necessary, CALL Police 338-4000 or 911. The staff member witnessing the altercation or being informed of the altercation will go immediately to the scene with the purpose of diffusing the situation. Contact campus security at ext. 2263 406-845-3294 or an emergency ext. 2790, 2791, 2812 or 2203 for assistance and to report the situation.

Do not run.

Approach in a calm and controlled manner

Any group gathering to watch the fight should be told to disperse.

If the altercation can be eliminated by a verbal command or physical placement of self into the scene, that action can be taken.

It is strongly recommended that if by oneself, you NOT step between the combatants.

Yell out combatants' names, identify yourself, and order them to stop fighting.

If further assistance of another staff member or local police is needed, a reliable person should be sent to the nearest staff member for assistance.

Keep them away from each other and other persons.

The staff member will document the incident with campus security office.

Once the situation is in control, the staff member will take the involved persons to the Vice-President's Office for discipline and enforcement of college policy in Student Handbook and Personnel Policy & Procedure Manual.

### **Responding to an Angry Student/Employee/Community Member**

- Be courteous and confident.
- Remain calm.
- Do not touch.
- Keep a reasonable distance.
- Listen.
- Allow the opportunity to vent.

Ask:

Questions:

How can I help you resolve this situation?

How can we work together?

Fill out complaint form

If unable to defuse the situation, call campus security at ext. 2263 or 406-845-3294 or an emergency ext. 2790, 2791, 2812, 2201 or 2203 to radio for assistance. When necessary, CALL Police 338-4000 or 911.

Meet in a neutral, protected location.

Leave the door open or have another staff member join you.

If you cannot reach an agreement or the person continues to be angry, arrange a meeting with the appropriate dean.

Avoid blame – focus on what can be done.

### **Responding to Suicide**

#### **If the person is threatening suicide:**

Call suicide prevention? Mt Hotline or Crisis Center

Try to calm the suicidal person.

Call 406-845-3294 ext. 2790, 2791, 2812 or 2203 to report the situation.

Try to isolate the person from others.

Stay with the suicidal person until professional help arrives – **do not leave them alone.**

#### **If a suicide or attempt occurs on campus:**

Call 911. Have as much information ready for the police as possible.

Call 406-845-3294 ext. 2790, 2791, 2812 or 2203 to report the situation.

Evacuate the room or area, leaving the crime scene as is. Keep people away.

Gather affected persons in one room for care.

Gather witnesses in another room for police questioning. Do not allow them to leave until police arrive. Assign staff to stay with them.

Contact person for the police, press, etc., will be the President or his designee.

### **Emergency Response to Severe Weather**

A RAVE Alert Warning will be issued via email and text.

If during work hours, listen for announcements of course cancellation/college closure.

Stay off the roads. You will be SAFER staying inside.

If at home, stay tuned to KSEN/KZIN and/or KBWG Thunder Radio for closure announcement.

### **Emergency Response to Earthquake**

A RAVE Alert Warning will be issued via email and text.

At the first sign of shaking, staff should give the “DROP” command. All should then follow the DROP drill.

### **DROP, COVER & HOLD**

1. DROP to the ground.
2. Take COVER under a sturdy desk, table or other piece of furniture – if not possible, take COVER against an interior wall – it is important to COVER your head and neck with your arms – avoid windows, hanging objects, mirrors, tall objects, exterior walls and heavy items on wheels.
3. If you take cover under a sturdy piece of furniture, HOLD onto it and be prepared to move with it – HOLD the position until the ground stops shaking – expect aftershocks.
  - When the shaking stops, have those present check themselves and each other for injuries. If possible, give first aid – do not attempt to move seriously injured individuals unless they are still in danger.

- Unless you are in imminent danger, await the decision to evacuate. It will be determined by the designated authority based on an initial assessment of the building and conditions outside.
- Do not use the telephone, light switches, matches, candles, or other flames unless you are absolutely certain there is no natural gas leak.
- Expect the electricity to go out, fire alarms to go off, and sprinklers to come on.
- Check with those in adjacent area to determine if they need assistance. All those present should evacuate together.
- Leave the door unlocked.
- Take those present to the assembly area and take roll.
- Stay calm – assure people they will be safe.
- If it was necessary to leave injured people behind, relay that information to the emergency response personnel and provide them the location in which they can be found.

#### Outside

- People should be directed away from buildings, trees, poles and wires.
- Call DROP comment – everyone should cover their head and neck with their arms.
- Remain outdoors until buildings are declared safe.
- Stay calm – assure people they will be safe.

#### **Emergency Response to Power Outage**

Remain calm; provide assistance to others if necessary.

If evacuation is necessary, move cautiously to a lighted area. Lighted signs will indicate exits.

Turn off and unplug computers and other sensitive voltage equipment if possible.

#### **Emergency Response to Fire**

In the event that a fire has been detected, smoke from a fire has been detected, or a gas odor has been detected, take the following actions:

Activate the nearest fire alarm pull station.

Call 911. If possible, call Ext. 2790, 2791, 2812 or 2203 to report the situation.

Evacuate students and staff to a safe distance outside the building.

Do not re-enter building until authorized.

When the fire alarm sounds, take the following actions:

Take the class roster and keys.

Close all windows and doors but leave the doors unlocked. Proceed to evacuate the building.

Lead anyone present to the safe area. Do not allow anyone to stop at restrooms, fountains or other rooms.

In safe area, gather your students and take attendance roll call. Do not block any area that may be used by emergency response personnel.

Do not re-enter building until authorized.

### **Emergency Response to Bomb Threat**

Students will be notified immediately of a campus bomb threat through the RAVE alert system. Students are to report immediately to the Southwind Lodge parking lot, at the entrance to the campus and wait for further instructions. Do not take your vehicle unless you are informed that it is safe to do so. Instructors or a Blackfeet Community College employee will make sure the classroom/office is evacuated, close the door upon leaving the room and accompany the students to the safety zone.

A bomb threat should always be considered a real and immediate danger to students and staff and requires an immediate response by the person receiving the bomb threat message.

If threat is received by mail, preserve all evidence accompanying the threat.

If threat is received by phone, use "Phone Threat Procedures Checklist" (in the back).

Do not use cell phones, which could activate a bomb.

Make every attempt to:

- Complete the Department of Alcohol, Tobacco & Firearms Threat Call Checklist;
- Prolong the conversation as much as possible.

DO NOT HANG UP THE PHONE! Use another phone to call the police.

Notify the administrator in charge.

The people assigned responsibility for each building/area will insure all students and staff leave through the nearest exit and that all doors into the building are locked.

Instructors with disabled students will assist the students to leave the building/area.

If the caller identifies where the bomb is located, the entire campus will be evacuated and personal vehicles may be used for transportation.

If the caller does not identify where the bomb is located, the entire campus will be evacuated but personal vehicles CANNOT be moved.

Students and staff should report to the South Wind Lodge Parking Area.

### **Bomb Threat Procedure**

Students will be notified immediately of a campus bomb threat. Students are to leave the campus area immediately and go to the Head Start Multipurpose Room, east of the campus and wait for further instructions. Do not take your vehicle unless you are informed that it is safe to do so. Instructors or a Blackfeet Community College employee will make sure the classroom/office is evacuated, close the door upon leaving the room and accompany the students to the Head Start.

### **Suspicious Items**

Do not touch or disturb object.

Call Security 406-845-3294 ext. 2790, 2791, 2812 or 2203 to report the object.

Notify your supervisor.

Be prepared to evacuate.

### **Hazardous Materials Spills**

#### **Body Fluids:**

All body fluids have the potential to infect people with diseases such as Hepatitis B, HIV or other serious illness.

Wear disposable gloves at all time when dealing with another person's body fluids.

Call maintenance ext. 2790, 2791, 2812 or 2203 to report the situation. The college custodians are familiar with safe clean up and disposal procedures and will deal with the situation.

### **Chemicals:**

The main threat is toxic fumes. Keep (get) students inside. Close all windows and shut off the ventilation system. Evacuation to a site away from the spill may become necessary. Follow evacuation procedures to South Wind Lodge parking area. A RAVE Alert Warning will be issued via email and text.

- **Inside:**

- Call 406-845-3294 or ext. 2790, 2791, 2812 or 2203 to report the situation.

- Close the doors and windows. Seal gaps under doorways and windows with wet material if possible.

- Evaluate to a safe area, away from the contaminated spot. Stay with your students.

- Turn off all ventilation such furnaces, air conditioners, air return pumps, etc.

- Cover your nose and mouth with a wet cloth or towel, which will serve as a filter. Take quick, shallow breaths. Instruct students to do the same.

- If you think fumes are coming from within the building, open windows and keep doors closed.

- Follow directions given by the building response team. A lockdown or partial evacuation may be ordered.

- **Outside:**

- Stay upwind so the wind is blowing from your right or left, not in your face or at your back.

- Don't step in spilled material.

- Get inside as quickly as possible.

### **Fire Safety Policy**

All students must immediately evacuate during a fire alarm. Students shall not create conditions that cause a fire hazard or impede the safe evacuation of others; such conditions include, but are not limited to:

- smoking in non-smoking areas;
- blocking or propping open exit doors;
- setting off false fire alarms;
- shooting off fire extinguishers, or damage, tamper with, dismantle, or disconnect fire safety systems or equipment

BCC does not have student residential housing, therefore the institution is exempt from collecting fire statistics for the annual security report.

## **Evacuation Plan**

An evacuation will be used to get students and staff out of the building or off campus to avoid contact with a threat such as a fire, a bomb threat or other emergency.

The President will have the evacuation announcement made over the intercom system. A RAVE Alert Warning will be issued via email and text.

The administrator will announce where to walk or drive to and any special directions, for example, exit only on one side of the building.

Be aware of all marked exits and evacuation routes from your area of the building. Know the evacuation routes from your classroom or work area.

### Staff responsibilities:

Instructors should take their gradebook/roster.

Close the windows and doors to your room/office. Do not lock the door.

Instructors with disabled students in their classes will be responsible for assisting the students to leave the building/area.

The people assigned responsibility for each building/area will insure all students and staff leave through the nearest exit and that all doors into the building are locked.

Those responsible for each building are:

Vo-Ed Building – Cheryl Mad Man and Helen Augare Carlson

Beaver Painted Lodge – Danelle Gray and Ilona Vaile

Library – Ginny Weeks

Technology Center –Ray Montoya

Never Goes Crooked – Jim Kipp and Campus Security

Nursing Building – Nursing Instructor Julie Lindsey

Red Fox Annex – Alfred DeRoche

Higher Education Center and Tribal History/Media Relations – Dee Hoyt

Maintenance – Smokey Henriksen and Valerie Monroe

South Wind Lodge – Crystal Old Chief and Jim Polk

**ALL Students and staff should report to the South Wind Lodge parking lot.**

### **Sheltering**

Sheltering provides refuge for students and staff within the BCC buildings during an emergency. A RAVE Alert Warning will be issued via email and text. Shelters should be located in areas that maximize the safety of inhabitants.

Shelters for each building will be identified by the Facilities Committee. Safe areas may change depending on the type of emergency.

The identified safety areas for BCC buildings are:

Beaver Painted Lodge:	Staff Workroom
	Lower Conference Room



	Room 136
Medicine Spring Library:	Conference Room
Technology Center:	Classroom 1
Never Goes Crooked:	Technology Center Classroom 1
Nursing Building:	Nursing Classroom
Red Fox Annex:	Classroom 102
Higher Education Center:	Office area
South Wind Lodge:	Classroom 103
Vocational Education:	Classroom
Maintenance:	Office area

When necessary, the designated authority will advise students and staff to assemble in the safe areas.

All persons should be brought into the building.

All students and staff need to be accounted for.

Close all exterior doors and windows.

Turn off any ventilation leading outdoors.

Cover up food or any other supplies that could become contaminated.

If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.

All persons must remain in safe areas until notified by the designated authority or emergency responders.

### **Development of the Annual Report**

The Annual Campus Security and Safety Report is published on the [www.bfcc.edu](http://www.bfcc.edu) web site annually. Crime statistics include certain categories of crimes and disciplinary referrals required for disclosure under the Clery Act which occurred on campus; in certain off-campus buildings or property owned or controlled by Blackfeet; and on public property within or immediately adjacent to and accessible from the campus. Campus crime, arrest and disciplinary referral statistics include those reported to security patrol officer, campus security authorities (as defined by federal law), judicial affairs and law enforcement authorities in whose jurisdiction BCC properties reside. The Campus Security Patrol office discloses all incidents reported that fall into any of the required reporting classifications as a statistic in the annual report. Fire statistics, Blackfeet Community College is exempt from providing fire statistics as these data only pertain to campus that have student residential housing facilities. The Annual Campus Security and Fire Safety Report is released by October 1 of each year, in compliance with state and federal crime awareness and campus security legislation, including The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The 2015 Annual Campus Security and Safety Report is published at [www.bfcc.edu](http://www.bfcc.edu) in PDF format.

For more information regarding campus safety or to request a paper copy of the report, contact Helen Augare Carlson, Title III Program Director at 406-338-5441 ext. 2760 or Joseph

Rutherford, Campus Security Patrol Officer at 406-338-5441 ext.2263. You may also send a written request to:

Blackfeet Community College  
Campus Safety Department  
P.O. Box 819  
Browning, MT 59417

### **Notification Process**

By October 1 of each year, all BCC employees and enrolled students receive an e-mail notification regarding the content and availability of the Annual Campus Security and Safety Report. The e-mail provides information regarding how to access the report as well as a direct link to the report.

The Office of Mission Effectiveness prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus, BCC Security and Office of Mission Effectiveness. Each entity provides updated information on their educational efforts and programs to comply with the Act. Campus crime, arrest and referral statistics as well as sexual assault, domestic violence and stalking that due to VAWA amendments include those reported to BCC Security, designated campus officials including but not limited to directors, department heads, designated campus security authorities, and local law enforcement agencies.

### **Crime Statistics Reporting Policies and Procedures**

Blackfeet Community College is responsible for gathering statistics for criminal activity on and near campus, identifying reportable crimes and delivering reports of this data annually. Federal requirements mandate that crime reports be delivered to the FBI at the U.S. Department of Justice and made public, while the Clery Act requires reports be disseminated to the U.S. Department of Education and delivered to members of the campus community. Annually in October, all Clery-reportable crimes are reported directly to the Department of Education via an online survey.

Compiled data and statistics are reported in different formats and categories depending upon legal requirements of each report. Reports made to the FBI, for instance, require the inclusion of different kinds of crimes from those required by the Clery Act, while the Clery Act requires its statistics to be reported from a wider geographic area than does the FBI (e.g., crimes that occur on adjacent public property and at off-campus student organization properties are Clery-reportable). The Clery Act also requires reports of student disciplinary referrals in addition to arrests for drug, alcohol and weapons offenses. Blackfeet Community College provides the option of confidential and anonymous reporting and while these statistics are not reportable per local, state, or federal law enforcement guidelines, they are Clery-reportable.

Throughout the year, the Security Patrol Officer collects and records Clery crimes occurring on campus, in adjacent public areas, at other local BCC leased properties, and at other off-campus locations. These crimes are reported by the public, campus security authorities, the Title IX Coordinator and the Office of Student Success. The Security Patrol Officer collects, compiles and records disciplinary referrals from OSCCS monthly.

When criminal activity occurs outside of the geographical area (e.g., a student organization located off campus), a local law enforcement agency follows its own procedures to create a police report for each incident. This agency will then, upon the request of BCC, submit its statistics. When this data is received, it is reviewed, particularly to ensure that there are no duplications in reporting efforts between BCC and outside reporting agencies. Although every effort is made to avoid duplication of reports received from outside police agencies, campus security authorities and other reporting entities, an individual incident may be reported to us, and thus counted as a statistic, more than once.

When a crime is reported, individual reports may be forwarded to other department or campus units and/or agencies for follow up. In some cases involving lesser offenses, the report may be forwarded to the Vice President of Student Success and/or immediate supervisor for adjudication through the campus's disciplinary referral process.

The Security Patrol Officer collects and compiles statistical data from several sources, including the following entities: Tribal Police Department, Executive Leadership Team, the Title IX Coordinator, campus security authorities and law enforcement agencies within whose jurisdiction BCC owned or leased buildings or properties reside. These data, when recorded and compiled by the Security Patrol Officer for the purposes of Clery reporting, contain information specific to and necessary for Clery reporting requirements only, specifically: date, location and crime. When collecting and compiling statistics, the Security Patrol Officer does not request or record any identifying information about a victim, as such information is not required for Clery crime disclosure. The Security Patrol Officers will file records with the Title IX Coordinator to serve as the Custodian of Records for all Clery-associated records. These records include the crime log, available to the public, and Clery-reportable crime statistics which are provided to the public and the Department of Education annually, for the current and prior two years. The institution is required to keep Clery-associated records for seven years.

**Clery Crime Statistics are due by October 14, 2015.**

OFFENSE	YEAR	ON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2012	0	0
	2013	0	0
	2014	0	0
NEGLIGENT MANSLAUGHTER	2012	0	0
	2013	0	0
	2014	0	0
SEX OFFENSES, FORCIBLE	2012	0	0
	2013	0	0
	2014	0	0
SEX OFFENSES, NON-FORCIBLE	2012	0	0
	2013	0	0
	2014	0	0
ROBBERY	2012	0	0
	2013	0	0
	2014	0	0
AGGRAVATED ASSAULT	2012	0	0
	2013	0	0
	2014	0	0
BURGLARY	2012	0	0
	2013	0	0
	2014	1	0
MOTOR VEHICLE THEFT	2012	0	0
	2013	0	0
	2014	0	0
ARSON	2012	0	0
	2013	0	0
	2014	0	0
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2012	0	0
	2013	0	0
	2014	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2012	0	0
	2013	0	0
	2014	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2012	0	0
	2013	0	0
	2014	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2012	0	0
	2013	0	0
	2014	0	0

ARRESTS: LIQUOR LAW VIOLATIONS	2012	0	0
	2013	0	0
	2014	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2012	0	0
	2013	0	0
	2014	0	0

## Hate Crime Statistics

There were no reported hate crimes at Blackfeet Community College for the years 2012, 2013, or 2014.

## Violence Against Women Act (VAWA) Amendments to Clery

Reporting Statistics on Domestic Violence, Dating Violence, Sexual Assault and Stalking

2014	On-Campus	Public Property
Domestic Violence	1	0
Dating Violence	0	0
Stalking	0	0

## FEDERAL CAMPUS SEXUAL ASSULT VICTIMS' BILL OF RIGHTS

- Survivors shall be notified of their options to notify law enforcement
- Accusers and accused must have the same opportunity to have others present.
- Both parties shall be notified of counseling services.
- Survivors shall be notified of options for changing academic situations.

The Campus Sexual Assault Victims' Bill of Rights was signed into law by President George Bush in July of 1992. This law requires that all colleges and universities (both private and public) participating in federal student aid programs afford sexual assault victims certain basic rights.

## Sexual Violence Elimination Act (SaVE)

Montana Coalition Against Domestic and Sexual Violence	(406) 443-7794
Blackfeet Domestic Violence Program	(406) 338-2408