Southeast Technical Institute

Annual Security
And
Fire Safety Report

2016

Reporting Period

January 1, 2015 to
December 31, 2015

Introduction

Southeast Tech believes campus security and safety are vital in maintaining a positive learning environment for students and work environment for its employees.

As part of that belief, it is important for Southeast Tech to keep students, parents and employees informed about campus security.

The US Department of Education passed the *Crime Awareness and Campus Security Act of 1990* to create a required and consistent reporting process to provide information and documentation for post-secondary institutes to share important safety information with students, parents and employees.

Compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, or *Clery Act*, provides students and families with detailed information about this Act and is available from the Department of Education Campus Security web site.

Data for the *Annual Security and Safety Report* for Southeast Technical Institute is compiled each year by Southeast Tech's Security Department. The report is published in September or October of each year and is available to the public online at www.southeasttech.edu. Campus crime statistics are also available at http://ope.ed.gov/security.

Individuals unable to obtain a hard copy from the web may request one from Southeast Tech Security at:

Security
Southeast Technical Institute
2320 N Career Ave
Sioux Falls, SD 57017

Direct notification to prospective students of the location of the information occurs as part of the Admissions Application process. Current students and STI employees receive information through the Southeast Tech Catalog and on the Southeast Tech website. Notification is also provided through a fall email to all employees and students.

Campus Security and Fire Safety Policies

Reportable Crimes
The following is a list of the reportable crimes as mandated by the Clery Act:

Criminal Homicide
>   Murder/Non-negligent Manslaughter
>   Negligent Manslaughter

Sex Offenses
>   Forcible
>>   Rape
>>   Fondling
>   Non-Forcible
>>   Incest
>>   Statutory Rape

Robbery
Aggravated Assault
Burglary
Motor Vehicle theft
Arson
Hate Crimes: The law requires the release of statistics by category of prejudice concerning the occurrence of hate crimes in the crime classifications listed in the preceding section and for other crimes involving bodily injury to any person in which the victim is selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim. Included in the hate crimes category

- **Larceny Theft:** Unlawful taking, carrying, leading or riding away of property from the possession, or constructive possession, of another.
- **Threats:** Intimidation (includes stalking) – placing another person in reasonable fear of bodily harm through use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Vandalism:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggrieved bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

The Violence Against Women Act (VAWA) includes the following reporting items:

Domestic Violence
Dating Violence
Stalking

In addition, arrests and judicial (disciplinary) referrals for these categories are reportable:

Weapons: carrying, possessing, etc.
Drug Abuse Violations
Liquor Law Violations

To Report a Crime
In the event that a student believes that a crime (including all types of sex offenses or violence against women) has occurred, the student should contact local law enforcement authorities and notify a Southeast Tech administrator or campus security, or contact Southeast Tech housing staff if the concern is associated with Southeast Tech housing. These individuals will help the person reporting the crime with any necessary notifications, reports, or referrals to resources on or off campus.

Title	Office Location	Phone
Sioux Falls Police Department	320 W 4th St; Sioux Falls, SD 57104	911 605-367-7000
Southeast Tech Security	Mickelson Center	605-941-9003 605-323-9052
Southeast Tech Housing Staff	1st Floor Andera	605-940-2781 605-201-2878
Southeast Tech Vice President of Student Affairs/Title IX Coordinator	Mickelson Center	605-367-7487
Southeast Tech President	Mickelson Center	605-367-8355

Confidential Crime Reporting
A report from a victim who does not want to pursue action through Southeast Tech or the criminal justice systems can be filed that maintains the confidentiality of the reporting individual. Southeast Tech Security can document the report without revealing the victim's identity. This allows Southeast Tech to track the incident, compare it to other incidences, and take actions to keep further incidences from occurring.

Crime Reporting to the Sioux Falls Police Department
The Sioux Falls Police Department encourages anyone who is the victim or witness to a crime to promptly report the incident to their office (see phone number above). For all emergencies, call 911.

Reports to the police department are not confidential.

Timely Warnings
Should an event or situation arise, either on or off campus, that Southeast Tech believes warrants an immediate warning to Southeast Tech employees and students, Southeast Tech will use its Emergency Alert System. Employees and students will receive both phone calls and emails alerting them of the situation. Test of the alert system is conducted each fall and spring semesters.

Annual Disclosure of Crime Statistics
In compliance with the Clery Act, Southeast Tech posts its crime statistics on the Campus Security and Safety site at http://ope.ed.gov/security. A crime report and a crime log are also available upon request through the Southeast Tech Campus Security Office. Southeast Tech Security also work directly with the Sioux Falls Police Department to report any crimes occurring on public property adjacent to, and easily accessible from, campus property.

Southeast Tech Campus Facilities
Southeast Tech's facilities, located on 168 acres adjacent to Interstate 29 in Sioux Falls, South Dakota, consist of nine buildings, including two housing facilities with 202 total students.

Campus Neighborhood
The Southeast Technical Institute campus neighborhood is defined as being located within these boundaries:

Maple St. on the North
Madison Ave. on the South
I-29 on the East
Marion Road on the West

Campus and Facility Access
Access to the Southeast Tech campus facilities is authorized through the President's Office. Building keys are issued to staff as needed. All staff are authorized to call the appropriate authorities in case of an emergency. All buildings shall be locked and unlocked by Southeast Tech employees. Southeast Tech employees must be present when buildings are open. Unless other arrangements have been made, Southeast Tech buildings will open at approximately 7:00 am during weekdays and will close Monday

through Thursday at approximately 10:00 pm. On Friday, the buildings will close at approximately 5:00 pm. All buildings remain locked after hours and throughout the weekend unless prior arrangements have been made.

Students and visitors may access the facilities whenever they are open.

Security Office
Southeast Tech maintains security officers and a security office in the Mickelson Building, which can be reached at the phone numbers listed above. During evening hours, the security officer is located in the housing complex. The Security Office is staffed by contracted individuals from the local Sheriff's department. All students and employees are encouraged to program the Security Office numbers listed above into their cell phones in case of an emergency.

Crime Logs
Southeast Tech's Security Office maintains a crime log of all crimes reported to the department which includes:

Nature of the Crime
Date and Time
General Location of the Crime
Reference Number to the Full Report

Public access is available by request to the Southeast Tech Security Office. Crime logs for the past 60 days are available immediately. Older crime logs are available within two business days. Crime logs are maintained for a minimum of 3 years following the publication in the last annual security report. Requests for crime logs may be made on any business day, Monday through Friday, when the campus is open.

Individuals requesting the crime log will be required to present their request in writing on the form provided by the Southeast Tech Security Office. Southeast Tech is not required to provide any copies of any log and are not responsible for providing materials for a hand-written copy of the log.

Crime Prevention and Security Awareness Programs
Southeast Tech encourages all employees and students to accept personal responsibility for their own safety and the safety of others, and to report all crimes which occur on the Southeast Tech campus to the Sioux Falls Police Department or Southeast Tech Security. Southeast Tech's Security Officers are contracted through the Minnehaha Sheriff's Department.

All Southeast Tech employees review specific Southeast Tech policies and procedures each fall during in-service week, including the sexual harassment policy. Furthermore, Southeast Tech's Catalog contains student information and guidelines related to drugs and alcohol (*Drug Free Environment*) and sexual harassment (*Harassment)* and hazing (*Hazing).*

Educational programs on various subjects including screenings for depression, alcohol awareness, etc. are developed and conducted through the Southeast Tech Student Success Center.

Referrals to community resources are also available to employees and students through the Student Success Center and Southeast Tech's Human Resources Department.

Southeast Tech housing residents are given additional information regarding Southeast Tech policies such as alcohol and drug use through the Southeast Tech Housing Handbook. Students receive the handbook prior to acceptance into housing and have another copy available for each apartment. The handbook contains emergency procedure and emergency contact information. Emergency contact information is also provided on magnets placed in each apartment in the complex.

Sexual Assault Prevention and Response
The Southeast Tech Catalog lists conduct issues that are grounds for dismissal from the institute, which includes any form of sexual assault.

Southeast Tech encourages all students and employees to take responsibility for creating a safe campus community as well as take precautions to keep themselves as safe as they can. Nationally, between 20% and 25% of university women experience sexual assault prior to graduation, and victimization rates for stalking and dating violence are similarly high. Men too are victimized.

Southeast Tech's policies, procedures and educational opportunities on sexual assault have been designed to promote a safe living and learning environment, free from sexual assault, dating violence, domestic violence, and stalking. It is our goal to assure that when situations arise, we can determine remedies as quickly as possible to assure the continued safety and security of everyone within our community.

Therefore, any individual with information regarding a crime against a Southeast Tech Community member should report the incident to a Southeast Tech Housing staff member, Southeast Tech Security, a Southeast Tech administrator, the Southeast Tech Title IX Coordinator, or the Sioux Falls Police Department.

Filing a report with a Southeast Tech staff member will not obligate the victim to prosecute.

Filing a police report will:
- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim (Southeast Tech staff will provide resources to receive these services in the absence of the filing of a police report)
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- ensure that the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention (Southeast Tech staff will provide resources to receive these services in the absence of the filing of a police report).

To educate students and Southeast Tech employees regarding sexual assault, Southeast Tech has implemented the following:

- Developed a flier regarding sexual assault, including definition, awareness, prevention, and reporting, as well as who to contact for assistance for the victim.
- Required all employees to review Southeast Tech policies regarding harassment and sexual assault.
- Reviewed information on the employee role regarding reporting sexual assault as well as the information provided on the flier.
- Covered sexual assault information in the Student Success Seminar course.
- Covered sexual assault information with all on-campus housing students during floor meetings.
- Sent all Southeast Tech students the flier regarding sexual assault awareness, prevention, and reporting.

Definitions
While definitions may vary by state, the following are commonly used definitions:

Sexual Assault is any sexual contact without consent. Consent is a clear and freely given yes, not the absence of a no. Sexual assault can range from forcible fondling to penetration without consent, which is also known as rape.

Dating violence/domestic violence, and/or intimate partner violence are forms of abuse that occur in dating relationships when one person uses fear and intimidation tactics to establish power and control over another person. Dating and domestic violence can also include sexual violence or stalking. Domestic violence can happen to people of all ages, races, ethnicities, and religions. It occurs in both heterosexual and LGBT relationships.

Stalking is a "course of conduct" that causes the victim to experience serious emotional distress or to fear bodily injury or death. Conduct may include: sending the victim unwanted items or gifts; repeated calls, emails or texts; showing up at the victim's home, workplace, or class.

Sex Offender Registration
In accordance with 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, Southeast Tech Security provides a link to the Minnehaha County Sex Offender Registry site.

The act requires institutions of higher education to advise the campus community where the registered sex offender list provided by the state may be obtained.

It also requires registered sex offenders in a state to provide notice of each institution of higher education in that state at which the person is employed or is a student.

Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees and volunteers or otherwise for the protection of the public in general and children in particular. **Unlawful use of the information for purposes of intimidating or harassing an individual is prohibited and willful violation shall be punishable.**

The registered sex offender list may be obtained from the Sioux Falls Police Department, Records Division, 320 W 4th St, Sioux Falls, SD or call 605-367-7226 or go to www.minnehahacounty.org and click on "sheriff".

Emergency Response and Evacuation Procedures

Should Southeast Tech determine that an emergency response or evacuation procedure is necessary, the institute will notify employees and students through a phone and email message through Southeast Tech's Emergency Alert System or other means including verbal communication through various staff members in person or by phone, guides to emergency procedures throughout campus, Southeast Tech intercom system, etc.

Notification of an emergency will be made by Southeast Tech Security and/or Administration.

Southeast Tech's Child Care Center conducts fire and evacuation drills four times a year. These drills are documented by the Fire Prevention Bureau.

Missing Student Notification

Reports of students missing from Southeast Tech Housing are handled by the Southeast Tech Housing Manager in conjunction with Southeast Tech Security. Reports are investigated and notification of a missing student is initiated as appropriate.

Each student in Southeast Tech Housing has the option to register a confidential contact person to be notified in the case the student is determined to be missing. Only authorized campus officials and law enforcement officers involved in the missing person investigation may have access to this information.

The parent or guardian will be notified for any Southeast Tech Housing missing resident who is under the age of 18 and not emancipated.

Missing person reports are submitted to Southeast Tech Security to assure that the official missing student reports are referred immediately to local law enforcement as appropriate.

Annual Fire Safety Report

Southeast Tech collects fire statistics and records fire reports in the Southeast Tech administrative software system. The information is then used to provide: 1) number of fires; 2) cause of the fire; 3) any injuries requiring treatment at a medical facility; 4) fire-related deaths; 5) value of any property damage; and 6) number of fire drills conducted per year.

January 2015 – December 2015 Southeast Tech Fire Statistics

Fire: No fires
Cause: NA
Deaths: NA
Injuries: NA
Value of Property Damage: NA

All Southeast Tech Housing apartments contain sprinkler systems and meet required fire codes.

Fire extinguishers are strategically located throughout the residential facilities.

Southeast Tech Housing staff monitors fire alarms and sprinkler systems and report to the Sioux Falls fire department whenever the systems are activated or malfunctions.

The Southeast Tech Housing Handbook is provided to all residents in paper copy as well as online and contains information regarding safety procedures, including fire evacuations. The handbook also contains information regarding fire safety policies such as no open flames in the apartments, no smoking inside the building, etc.

Should the fire alarm sound, buildings are evacuated and the local Sioux Falls Fire Department responds.

Fire Definitions

Fire: Rapid oxidation of combustible material accompanied by heat, light and smoke of combustible material, which is found outside of its normal appliance, whether or not it is extinguished prior to arrival of emergency.

Fire-related Deaths: Number of persons who were fatalities because of a fire incident, including death resulting from a natural or accidental cause while involved in fire control, attempting a rescue, or persons escaping from the fire scene (an individual who dies within one (1) year of injuries sustained as a result of a fire).

Fire-related Injuries: Number of persons receiving injuries from fire-related incidents, including an injury from a natural or accidental cause who received medical treatment at a local medical facility. This includes first responders attempting to control the fire, attempting a rescue, or persons escaping from the fire scene. Persons may include students, faculty, staff, visitors, firefighters, or any other individuals.

Estimated U.S. Dollar Loss Related to Fire Incidents: Estimated total U.S. dollar loss of both contents and structure or property destroyed because of a fire incident, not loss of business.

Evacuation Procedures Posted: When a fire alarm is activated, evacuation is mandatory. DO NOT use elevators; evacuate the building using the nearest available exit.

Crime Report Glossary

Aggravated Assault: An attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Arson: Any willful or malicious burning or attempt to burn a house, building, motor vehicle or personal property of another.

Burglary: The unlawful entry of a structure to commit a felony or a theft.

Campus Housing: Incidents reported in this category occurred in on-campus housing.

Drug Law Violation: The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics - manufactured narcotics which can cause true addiction (Demerol, Methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Illegal Weapons Possession: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

Judicial System Referrals: All reported judicial system referrals are incidents that have been investigated and/or formally addressed by Southeast Tech.

Liquor Law Violations: Southeast Tech holds students in violation of the Code of Student Conduct if they are present in a residence hall room or like space where an alcoholic beverage is found, regardless of whether a student consumed or was in possession of the alcoholic beverage. Reported data includes only those students under the age of 21 who violated the alcoholic beverage policy per federal reporting guidelines.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

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

Negligent Manslaughter: The killing of another person through gross negligence.

On-Campus: Crimes/incidents reported in the "on-campus" category occurred on property owned by Southeast Tech, including on-campus housing.

Public Property: Crimes/incidents reported in the "public property" category occurred on property adjacent to the campus but not owned by Southeast Tech.

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

Sex Offenses, Forcible: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. Incidents reported in this category may also include forcible rape - the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity, or because of his/her youth), forcible sodomy, sexual assault with an object, or forcible fondling - the touching of the private body parts of another person for the purpose of sexual gratification.

Sex Offenses, Non-forcible: Unlawful, non-forcible sexual intercourse. Incidents reported in this category may also include incest - non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law, and statutory rape - non-forcible sexual intercourse with a person who is under the statutory age of consent.

Southeast Tech Crime Statistics Summary 2013-2015

Criminal Offenses	2015 On-Campus	2015 Housing	2015 Public Property
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Rape	0	0	0
Fondling	1	1	0
Sex offenses – Non-forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Criminal Offenses	2014 On-Campus	2014 Housing	2014 Public Property
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Rape	1	1	0
Fondling	0	0	0
Sex offenses – Non-forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Criminal Offenses	2013 On-Campus	2013 Housing	2013 Public Property
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses – Non-forcible (includes only incest and statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Hate Crimes	2015 On-Campus	2015 Non-Campus	2015 Public Property
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex offenses – Non-forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Any other crime involving bodily injury	0	0	0
Hate Crimes	2014 On-Campus	2014 Non-Campus	2014 Public Property
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex offenses – Non-forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Any other crime involving bodily injury	0	0	0
Hate Crimes	2013 On-Campus	2013 Non-Campus	2013 Public Property
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses – Non-forcible (includes only incest and statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0

Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Any other crime involving bodily injury	0	0	0
Arrests	2015 On-Campus	2015 Housing	2015 Public Property
Weapons:carrying, possessing, etc.	0	0	0
Drug law violations	9	1	0
Liquor law violations	8	8	11
Arrests	2014 On-Campus	2014 Housing	2014 Public Property
Weapons:carrying, possessing, etc.	0	0	0
Drug law violations	2	0	2
Liquor law violations	11	11	1
Arrests	2013 On-Campus	2013 Housing	2013 Public Property
Weapons:carrying, possessing, etc.	0	0	0
Drug law violations	5	3	2
Liquor law violations	31	31	0

Disciplinary Actions	2015 On-Campus	2015 Housing	2015 Public Property
Weapons:carrying, possessing, etc.	0	0	0
Drug law violations	0	0	0
Liquor law violations	18	18	0
Disciplinary Actions	2014 On-Campus	2014 Housing	2014 Public Property
Weapons:carrying, possessing, etc.	0	0	0
Drug law violations	0	0	0
Liquor law violations	3	3	0
Disciplinary Actions	2013 On-Campus	2013 Housing	2013 Public Property
Weapons:carrying, possessing, etc.	0	0	0
Drug law violations	0	0	0
Liquor law violations	20	20	0

Violence Against Women Act Offenses	2015 On-Campus	2015 Housing	2015 Public Property
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0
Violence Against Women Act Offenses	2014 On-Campus	2014 Housing	2014 Public Property
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0