



2015
Annual Security &
Fire Safety Report

Reporting Period
January 1, 2014 to
December 31, 2014

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 website.

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 of each year and is available to the public online at [www.southeasttech.edu /About/ Campus Safety,Privacy & Technology/ Safety & Security](http://www.southeasttech.edu/About/Campus%20Safety,Privacy%20&%20Technology/Safety%20&%20Security). 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 form. Current students and Southeast Tech 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:

- Murder/non-negligent Manslaughter
- Negligent Manslaughter
- Sex Offenses – Forcible
- Rape
- Fondling
- Sex Offenses – Non-Forcible
- Incest
- Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes

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 4 th St; Sioux Falls, SD 57104	911
Southeast Tech Security	Mickelson Center	605-941-9003 605-323-9052
Southeast Tech Housing Staff	Nicolay/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 the 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 eight buildings, including two housing facilities with 202 total students. A new building is under construction and will open in Fall 2016.

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.

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.

Any victim of a sexual assault should find safety, seek any necessary medical treatment, and report the incident as soon as possible to assure that evidence is collected and preserved. The report can be made 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
- 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.

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 the sexual assault flier information with new, incoming students during JumpStart Week.
- Covered the sexual assault flier information with all on-campus housing students during floor meetings.
- Sent all Southeast Tech students the flier regarding sexual assault awareness, prevention, and reporting.
- Currently developing and will implement additional training for employees and students that may include online training and/or on-campus events specifically regarding sexual assault.

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, 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 Director of Housing 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 2014 – December 2014 Southeast Tech Fire Statistics

# of Fires:	No fires
Cause:	N/A
Injuries:	N/A
Deaths:	N/A
Value of Property Damage:	N/A

All Southeast Tech Housing apartments contain sprinkler systems and meet all 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, the local Sioux Falls Fire Department will respond.



2012 – 2014
Crime Statistics Summary

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
Criminal Offenses	2012 On-Campus	2012 Housing	2012 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	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
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
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
Hate Crimes	2012 On-Campus	2012 Non-Campus	2012 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	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	2013	2013

	On-Campus	Housing	Public Property
Weapons:carrying, possessing, etc.	0	0	0
Drug law violations	5	3	2
Liquor law violations	31	31	0
Arrests	2012 On-Campus	2012 Housing	2012 Public Property
Weapons:carrying, possessing, etc.	0	0	0
Drug law violations	0	0	0
Liquor law violations	15	15	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
Disciplinary Actions	2012 On-Campus	2012 Housing	2012 Public Property
Weapons:carrying, possessing, etc.	0	0	0
Drug law violations	0	0	0
Liquor law violations	9	9	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