



Mitchell Technical College 2026 Annual Security and Fire Safety Report

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Introduction

Campus security and safety are vital in maintaining a positive learning environment for students and work environment for employees. It is important for the College to keep students, parents, and employees informed about campus safety and security.

Mitchell Technical College, through the office of Vice President for Academic Affairs, annually prepares and submits crime statistics to the U.S. Department of Education in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”) by the timelines published in the Federal Register *34 C.F.R. §668.41(e)(5)*. The crime statistics are submitted through the Department’s annual Campus Safety and Security Survey for inclusion in the Office of Postsecondary Education’s Campus Safety and Security Data Analysis Cutting Tool. Campus crime statistics are also available at <http://ope.ed.gov/security>.

Mitchell Technical College, through the office of Vice President for Academic Affairs, prepares an annual security report (ASR) with all required elements as stated in the Clery Act and in *34 C.F.R. §668.46(b)* and publishes the single document report as a safety service to the MTC community. Each employee and student receive an electronic notification of the report each year through email. Applicants for MTC employment are provided notification regarding the report and new employees are provided notification during their on-boarding orientation. The notification includes information regarding the report’s availability, a link to its exact electronic address, a description of its contents, and a notice that a paper copy will be provided upon request. The report can also be accessed electronically through the Mitchell Technical College Student Consumer Information webpage at <https://mitchelltech.edu/about/student-consumer-information/>.

Key resources provided to the campus community include:

- 2026-2028 Catalog and Student Handbook
- MTC Policy 113 – Drug Free Workplace
- MTC Policy 114 – Crime Awareness and Campus Security Act of 1990 Compliance Policies and Procedures
- MTC Policy 115 – Harassment
- MTC Policy 117 – Sexual Harassment/Title IX
- MTC Policy 120 – Hazing
- MTC Policy 518 – Smoke Free Schools
- MTC Policy 1036 – Non-academic Probation, Suspension, and Expulsion
- 34 CFR 668.46(c)(1) and 34 CFR 668.46(b)

Section 1

Accurate and Prompt Reporting of Crimes

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents in a timely manner. MTC does not have campus police or security personnel. To report a crime or an emergency, dial 911. Crimes also should be reported in a timely manner to the Vice President for Academic Affairs to ensure, if required, inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Annual Disclosure of Crime Statistics

MTC, through the office of the Vice President for Academic Affairs, annually prepares and submits crime statistics to the U.S. Department of Education in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”) by the timelines published in

the Federal Register 34 C.F.R. §668.41(e)(5). The crime statistics are submitted through the Department's annual Campus Safety and Security Survey for inclusion in the Office of Postsecondary Education's Campus Safety and Security Data Analysis Cutting Tool. Campus crime statistics are also available at <http://ope.ed.gov/security>.

Pursuant to the Clery Act, the College, through the office of the Vice President for Academic Affairs, also compiles and publishes crime statistics in an Annual Security Report which is located at <https://mitchelltech.edu/about/student-consumer-information/>. As part of this obligation, members of the College's community who are considered to be Campus Security Authorities (identified in MTC Policy 712) are required to report crimes for inclusion as statistics in the College's Annual Security Report. MTC also solicits crime statistics from the law enforcement agencies that have jurisdiction over the College's location. Agencies contacted include the Mitchell City Police Department, Davison County Sheriff's Office and other local and county law enforcement as applicable.

Individuals unable to obtain a hard copy from the College's website of the College's Annual Security Report that includes crime statistics may request one from MTC at:

Vice President for Academic Affairs
Mitchell Technical College
1800 E Spruce St
Mitchell, SD 57301

Guidance to Pastoral and Professional Counselors

MTC does not employ pastoral or professional counselors and, as a result, has no procedures in place.

Law Enforcement Authority and Jurisdiction of Security Personnel

MTC does not employ or contract security personnel.

Monitoring of Student Organizations Non-Campus Locations

MTC does not have any officially recognized student organizations with non-campus locations.

Programs to Inform Students and Employees about Crime Prevention

MTC encourages all employees and students to accept personal responsibility for their own safety and the safety of others and to report all crimes that occur on the College campus to the Mitchell Police Department or to MTC.

Students receive electronic notification regarding their access to the Catalog and Student Handbook, and the Annual Security and Fire Safety Report at least once per academic year. These publications contain information and guidelines related to drugs and alcohol, tobacco and smoke-free campus, sexual harassment, registered sex offenders listing, safety, theft/vandalism, dating violence, domestic violence, sexual assault, and stalking. The Center for Student Success also hosts educational programming to raise awareness throughout the year.

- Educational articles are available to students through MTC's Student Success classes and to students requesting information about specific crime-related topics. Educational activities and events related to alcohol or other drugs, or sexual violence awareness and support are provided through other emails coordinated through the Center for Student Success.
- Educational and informative signs are regularly posted on bulletin boards, in bathroom stalls, and on the tv monitors around campus.

All MTC employees are provided with a copy of the MTC Emergency Procedures and Evacuation Procedures upon hire, and training is provided during new employee orientation. New employees

also receive orientation and training regarding the policies listed below and sign an acknowledgement indicating their understanding and location of current board policies found online at <https://mitchelltech.edu/about/board-policies/>.

- MTC Policy 113 Drug Free Workplace
- MTC Policy 114 Crime Awareness and Campus Security Act
- MTC Policy 115 Harassment
- MTC Policy 116 Equal Opportunity
- MTC Policy 117 Sexual Harassment/Title IX
- MTC Policy 120 Hazing
- MTC Policy 743 Use of Alcohol and other Drugs by Employees
- Mitchell Technical College Employee Handbook (MyTech-Human Resources – Internal)

Hazing Policy, Reporting, and Prevention Programs

Mitchell Technical College is committed to maintaining a safe, respectful learning and working environment free from all forms of hazing. MTC strictly prohibits hazing by any student, employee, or recognized student organization.

In accordance with MTC Policy 120 (Hazing), hazing is defined as any action taken or situation created intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule as part of initiation, admission into, affiliation with, or continued membership in any group, club, or student organization.

Under federal law (Jeanne Clery Act / Stop Campus Hazing Act), hazing includes any intentional, knowing, or reckless act committed by a student, individually or in concert with others, against another student in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization operating under the sanction of or recognized by the institution that causes or creates a substantial risk of causing physical injury, mental harm, or personal degradation.

Students, faculty, staff, and campus community members are strongly encouraged to report all suspected hazing incidents immediately. Reports can be submitted to:

- Vice President for Academic Affairs / Title IX Coordinator: (605) 995-7178
- Director of Student Success: (605) 995-7195
- Campus Security Authorities (CSAs): Identified in MTC Policy 712
- Local Law Enforcement: Dial 911 for emergencies or immediate threats

Reports may be filed confidentially or anonymously through the Vice President for Academic Affairs or the Center for Student Success.

All reported allegations of hazing involving students or student organizations will be investigated promptly and thoroughly through institutional grievance procedures (MTC Policy 120 and Grievance Process B / MTC Policy 1036).

If an individual student or recognized student organization is found responsible for violating MTC's hazing policy, disciplinary sanctions may be imposed. Sanctions for individual students may range from a conduct warning or probation to suspension or permanent expulsion from the College. Recognized student organizations found in violation may face disciplinary sanctions up to and including formal deactivation and loss of official campus recognition.

MTC delivers research-informed hazing awareness and prevention education to students, employees, and student club advisors during new student orientation, Student Success classes, and staff onboarding processes.

In compliance with federal mandates, MTC maintains a publicly accessible Campus Hazing Transparency Report detailing findings of responsibility for student organization hazing violations. This report can be accessed electronically on the Mitchell Tech Consumer Information webpage at <https://mitchelltech.edu/about/student-consumer-information/>.

Programs to Inform Employees and Students about Campus Security Procedures and Practices – Types and Frequency

MTC provides employees and students annual notices concerning campus security procedures and practices. MTC encourages all employees and students to accept personal responsibility for their own safety and the safety of others and to report all crimes that occur on the MTC campus to law enforcement and to MTC.

Reporting Clery Act Crimes and Voluntary, Confidential Crime Reporting

MTC encourages the campus community to immediately report Clery crimes or suspicious activity to Campus Security Authorities to help maintain the safest possible environment for students, faculty, staff, and visitors. A report from a victim who does not want to pursue action through MTC, or the criminal justice system can be filed and maintain the confidentiality of the reporting individual. The College can document the report without revealing the victim's identity. This allows MTC to track the incident, compare it to other incidents, and take actions to keep further incidents from occurring.

"Campus Security Authority" is a Clery-specific term that encompasses certain MTC employees who have a duty to report crimes they become aware of, as defined by the Clery Act and outlined in MTC Policy 712, Campus Security Authority (CSA) Identification. The law defines a Campus Security Authority as "an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings."

MTC identifies employees in the following roles as Campus Security Authorities:

- Vice President for Academic Affairs/Title IX Coordinator
- Director of Student Success
- Student Success Coaches
- Student Club Advisors (Rodeo, Skills USA, Student Veterans Organization, Student Rep Board, Trap)

Clery Crimes include the following:

Criminal Homicide	Murder/non-negligent manslaughter: the willful (non-negligent) killing of one human being by another
	Manslaughter by Negligence: the killing of another person through gross negligence

Sexual Assault Sex Offenses	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: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law Statutory Rape: Sexual intercourse with a person who is under the age of consent.
Robbery	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.
Aggravated Assault	Unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.
Burglary	Unlawful entry of a structure to commit a felony or a theft
Motor Vehicle Theft	The theft or attempted theft of a motor vehicle.
Arson	Willful or malicious burning or attempt to burn with or without intent to defraud a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
Hate Crimes	A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.
Dating Violence	Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: • the length of the relationship • the type of the relationship • the frequency of interaction between the persons involved in the relationship
Domestic Violence	Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction...or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
Stalking	Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.
Liquor Law Violation	The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

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.
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.

Security and Access to Campus Facilities

MTC Clery Act Geography includes the following locations:

On-Campus

- 1800 E Spruce St, Mitchell, SD
 - Campus Center
 - Energy Training Center
 - Nordby Trades Center
 - Technology Center
- 2021 E Spruce St, Mitchell, SD
 - Driver Training Center

On-Campus Student Housing

- 1400 E Spruce St, Mitchell, SD
 - MTC does not own, operate, or manage the Campus Tech Apartments, located at 1400 E Spruce St. However, these apartments are considered on-campus student housing under the Clery Act, since they meet the following criteria: 1) are contiguous to MTC main campus; 2) are used to support MTC's education purpose; and 3) MTC is considered to be in control of the Campus Tech Apartments because the buildings are located on property that is owned by the MTC Foundation.

Off-Campus

- 40625 W Havens St
 - MTC Land Lab, 85 acres of leased property for crop production

Public Property

- Under the Clery Act, public property encompasses all public property, including thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus.

Except as noted below, access to the MTC campus facilities is authorized through the Vice President for Academic Affairs and the Office of Technology. Building keys and fobs are issued to staff as needed by the Office of Technology. All staff are authorized to call the appropriate authorities in case of an emergency. All buildings are locked and unlocked by MTC employees or by automated timers. Unless other arrangements have been made, buildings open at 7:15 am during weekdays and close at 5:00 pm. Hours may vary with holiday schedules or summer hours. All buildings remain locked after hours and throughout the weekend unless prior arrangements have been made for an on-campus event. Students and visitors may access the facilities whenever open.

Students are granted 24/7 access to the Student Lounge and Fitness Center located in the Muth Technology Center after completing an orientation and review of the rules of the Fitness Center. Students must scan their MTC issued ID card every time they enter the Fitness Center, even if it is

during normal business hours. After hours, students must scan their ID card to gain access to the Student Lounge and they must scan it again to gain access to the Fitness Center. When a student scans their ID card, a record is created that includes date and time of entry. In addition, motion-activated cameras are operational in both areas 24/7.

Security Considerations in the Maintenance of Campus Facilities

MTC custodial and maintenance staff monitor campus facilities, including those related to safety and security and to interior and exterior campus lighting. Maintenance staff manage the security system/door locks located throughout the campus and repair broken or malfunctioning locks. Fire extinguisher and sprinkler system functionality is documented and serviced on a regular schedule by certified vendors.

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, MTC provides a link to the South Dakota Sex Offender Registry website: <https://sor.sd.gov/>.

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 to each institution of higher education in that state at which the person is employed or is a student.

As stated on the South Dakota Sex Offender Registry website:

“Any person who uses information contained in or accessed through this website to threaten, intimidate, or harass any individual, including registrants or family members, or who otherwise misuses this information, may be subject to criminal prosecution. A violation is a Class 6 felony, and the violator could be sentenced to the South Dakota State Penitentiary for up to two years and could be fined up to \$4,000. If you believe that any of the information found in these records is in error, or you would like additional information, please contact the sheriff of the county or the chief of police of the city where the sex offender resides.”

Timely Warnings, Emergency Response, and Evacuation Procedures

Emergency Response and Evacuation and Timely Warning Notification Policy

MTC's emergency notification and timely warning processes are consistent with the federal Clery Act legislation regarding emergency notification and timely warnings.

Upon confirmation of a campus emergency, the MTC Vice President for Academic Affairs, or an employee designated by the President, issues notification without delay to alert the College community to a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees on campus.

Emergency Response and Evacuation Notification and Procedures

In response to a confirmed emergency, MTC will, without delay, and considering the safety of the community, determine the content of the emergency notification and initiate the notification, unless issuing a notification will, in the professional judgment of law enforcement, the President, or the Vice President for Academic Affairs, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. MTC will notify the campus community upon confirmation of an

emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus using its emergency notification system.

Before the campus emergency warning system is activated, a MTC leadership team member confirms that the emergency exists through contact with the appropriate law enforcement agency, contact with MTC personnel at the scene of the emergency, personal verification of the emergency, or contact with emergency personnel responding to the emergency. If emergency responders have not been notified of an emergency on campus, MTC leadership will immediately call 911. The President or designee will notify the Mitchell School District Superintendent of emergencies as appropriate.

The entire campus community is alerted through the MTECH emergency communication system when there is at least the potential that a very large segment of the community is affected or when a situation threatens the operation of the entire campus. The President or Vice President for Academic Affairs determines the content of the emergency warning, consulting with the Mitchell Police Department, and includes directions to students and employees on campus as well as those on the way to campus. Further notification of the larger Mitchell Community will be disseminated by commercial radio stations, the Mitchell Public Safety alert system, and direct contact if determined to be necessary.

The Vice President for Academic Affairs and designees are responsible for initiating the emergency notification process and follow this checklist:

1. Take necessary steps to get to a safe location. When you are safe, proceed to step two.
2. Send MTECH alert through the MTECH emergency notification system.
3. Upon conclusion of the event, send MTECH alert to all students and employees and email as appropriate to press contacts declaring the campus safe and indicate a time when more information will be available.

MTC tests its emergency response procedures quarterly, including tests that are announced or unannounced. The tests may include notification exercises, drills, or other activities as deemed appropriate.

Emergency Response and Evacuation Flyers

The Mitchell Technical College Emergency Procedures and Mitchell Technical College Rally Points will be posted in all MTC classrooms, labs, and office areas. These procedures will be reviewed and discussed by MTC instructors with students at the beginning of each semester. Copies of the flyers are posted on the MTC website and provided to new employees.

Timely Warnings

The MTC Vice President for Academic Affairs, or an employee designated by the President, will issue a timely warning to the community when a Clery Act crime that poses a serious or continuing threat to students and employees is reported. In addition to issuing a timely warning for Clery Act crimes, MTC will issue a timely warning in the event of threats to student, employee, and College property and other crimes that, in the judgment of College administrators, may pose a serious or continuing threat to the campus community.

Timely warnings will be issued on a case-by-case basis considering all facts surrounding a crime, including the following considerations:

- The type of crime reported must pose a serious threat to students and employees or their on-campus property.
- In addition, the crime must pose a continuing danger to the campus community.
- Finally, the possible risk of compromising law enforcement efforts will be considered.

Upon receipt of information that requires a timely warning to be issued, the President and Vice President for Academic Affairs will develop the warning content in consultation with Mitchell Police Department or other emergency officials and activate the emergency communication process to issue the warning.

The content of the timely warning includes all available information that enables students and employees to protect themselves and aid in the prevention of crime. All known and available information pertinent to the crime is included in the warning, such as the nature of the crime, the location of the crime, the target of the crime, and a description of the perpetrator(s), if the information does not compromise law enforcement efforts. Any additional relevant information that does not compromise law enforcement efforts is also included in the warning.

In every case, an evaluation of the circumstances is conducted to determine if a timely warning or other appropriate notification should be issued. Notifications are issued and continually updated until it is determined that the threat has ended.

Individuals with information warranting a timely warning, or emergency notification should report circumstances by dialing 911, by notifying a campus security authority, or by contacting the Mitchell Police Department.

Timely warnings will be issued to all students and employees using the MTECH alert notification system, the campus website, and/or social media sites.

Missing Student Notification

Mitchell Technical College does not own, operate, or manage any on-campus student housing facilities. MTC does not own, operate, or manage the Campus Tech Apartments, located at 1400 E Spruce Street. However, for the purposes of the Higher Education Act (HEA) missing student notification regulations, MTC is considered to be in control of the Campus Tech Apartments because the buildings are located on property that is owned by the MTC Foundation.

MTC has established procedures to report a missing student, defined as a MTC student residing in the Campus Tech Apartments who is absent for an extended period (24 hours or more) with no visual, verbal, or written confirmation of the individual's whereabouts. The Missing Student Procedure is posted on the MTC Website, <https://www.mitchelltech.edu/about/student-consumer-information/>.

Working Relationship of Campus Security and Law Enforcement Agencies

MTC does not employ or contract security personnel.

Section 2

Sexual Assault, Domestic Violence, Dating Violence, Stalking – Prevention & Response

MTC is committed to providing a safe educational and working environment for its students, faculty, staff, and other members of the MTC community. MTC addresses sexual assault, domestic violence, dating violence, and stalking (SA/DV/DV/S) in its educational programs and activities. MTC is committed to preventing SA/DV/DV/S, as well as considering its effects on the MTC community.

MTC has adopted Policy and related Procedures (Enclosure 1 and Enclosure 2) to inform all persons of how to report or file a complaint in the event they are or have knowledge of someone involved in an incident of sexual harassment to include SA/DV/DV/S, and to inform them how MTC will respond. It is important that all students and employees read these policies and procedures, so they fully understand their rights, obligations, and options if sexual harassment including SA/DV/DV/S occurs. Upon actual knowledge of SA/DV/DV/S, the Title IX Coordinator will immediately contact the victim to assist with MTC policies and procedures, supportive measures, and resources including written notification of information on existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to the victim. Below is information on programming MTC provides to increase campus awareness and knowledge to prevent SA/DV/DV/S and to access resources that are available if SA/DV/DV/S occurs. These, too, are important for all students and employees to read and partake in so they know their rights, obligations, and options, and can be part of the solution to prevent sexual violence.

Programs to Prevent Sexual Assault, Domestic Violence, Dating Violence and Stalking

MTC believes that SA/DV/DV/S prevention training and education cannot be accomplished via a single day or a single method of training. To that end, MTC will continue to educate all new and current students and employees using a variety of best practices aimed at educating the entire MTC community in a way that decreases SA/DV/DV/S and maintaining a culture where SA/DV/DV/S are not tolerated.

Training is provided on the following topics, using a method and manner appropriate to the institutional culture of the MTC campus:

- MTC prohibits sexual harassment, including sexual violence, other violence, or threats of violence, and will take administrative action per policy regarding any accused individual within the MTC jurisdiction;
- MTC will provide a written explanation of student's or employee's rights and options when a student or employee reports to MTC that the student or employee has been a victim of SA/DV/DV/S whether the offense occurred on- or off-campus;
- Relevant definitions including, but not limited to, the definitions of sexual harassment and consent;
- Policies apply equally to all students regardless of sex, sexual orientation, gender identity, or gender expression;
- The role of the Title IX Coordinator and other relevant offices that address sexual violence prevention and response;
- Awareness of violence, its impact on victims/survivors and their friends and family, and its long-term impact;
- The Sexual Assault Awareness, Prevention, and Reporting document and the MTC Policy 117 Sexual Harassment – Title IX;
- How to report sexual violence and other crimes to MTC officials and/or local law enforcement;

- How to obtain services and support;
- Bystander intervention and the importance of taking action, when one can safely do so, to prevent violence;
- Risk assessment and reduction including, but not limited to, steps that potential victims/survivors and potential assailants and bystanders to violence can take to lower the incidence of sexual violence; and
- Consequences and sanctions for individuals who commit these crimes.

The process is not limited to a single day of orientation or in-service but recognizes that students enroll at different times and employees start on different dates and gives MTC the flexibility to best educate students and employees at a time and manner that can most effectively bring these points to light.

Students and employees at MTC shall receive general and specialized training in sexual violence prevention. MTC will conduct a campaign, compliant with federal and state requirements, to educate the student and employee populations. Methods of training and educating students and employees may include, but are not limited to:

- Online training;
- Posters, bulletin boards, and other targeted print and email materials;
- Educational programs;
- Programming surrounding large recurring campus events;
- Partnering with state and local community organizations that provide outreach, support, crisis intervention, counseling, and other resources to reporters of crimes to offer training and education.

Partnerships can also be used to educate community organizations about the resources and remedies available on campus for students and employees seeking services.

Resources and Emergency External Reporting Options

MTC is committed to treating all members of the community with dignity, care, and respect. All individuals are encouraged to seek the support of campus and community resources when SA/DV/DV/S occurs. These trained professionals can provide guidance in making decisions and provide information about available resources and procedural options. Individuals are encouraged to use all available resources on- and off-campus, regardless of when or where the incident occurred. There are many resources available on campus and in the surrounding community. As detailed below, there are confidential resources that by law cannot share information without the consent of the individual seeking assistance, except for extreme circumstances, such as a health and/or safety emergency.

On-campus Resources

On-campus options to obtain assistance and guidance include:

- Title IX Coordinator (Vice President for Academic Affairs) – (605) 995-7178

The following may also provide assistance at the direction of the Title IX Coordinator:

- MTC Director of Student Success (Assistant Title IX Coordinator) – (605) 995-7195

MTC is bound by mandatory reporting laws in certain situations, including the sexual abuse of a minor. Any MTC employee who suspects that a child under 18 years of age has been neglected or physically abused (including sexual abuse and emotional abuse) by a parent or other person, will report this information orally or in writing to the Title IX Coordinator. The Title IX Coordinator will immediately report this information to the state's attorney, the department of social services, the county sheriff,

and/or the city police.

In all cases, MTC staff will maintain the privacy of an individual's information within the limited circle of those involved in the resolution of a complaint under this policy.

Off-campus Resources

Off-campus options to obtain assistance and guidance confidentially (these outside options do not provide any information to the College):

- Crisis services offices will generally maintain confidentiality unless you request disclosure and sign a consent or waiver form. More information on an agency's policies on confidentiality may be obtained directly from the agency.
 - Safe Place of Eastern South Dakota House
 - <https://www.safeplace-esd.org>
 - (605) 996-4440
 - South Dakota Domestic Violence Hotline
 - www.sdnafvsa.com
 - (800) 430-7233
 - 211 Helpline Center
 - www.helplinecenter.org
 - Phone – 211 or text your zip code to 898211
- Off-campus healthcare providers (Medical office and insurance billing practices may reveal information to the insurance policyholder, including medication and/or examinations paid for or administered. Even individuals who can typically maintain confidentiality are subject to exceptions under the law, including when an individual is a threat to him or herself or others and the mandatory reporting of child abuse.)
 - Avera Queen of Peace Hospital
 - <http://www.avera.org/queen-of-peace>
 - (605) 995-2000
- Assistance can also be obtained through:
 - Legal Momentum: <https://www.legalmomentum.org/>
 - Pandora's Project: <http://www.pandys.org/>
 - RAINN: <https://www.rainn.org/get-help>
 - Safe Horizon: <http://www.safehorizon.org/>

Note that these hotlines are for crisis intervention, resources, and referrals, and are not reporting mechanisms, meaning that disclosure on a call to a hotline does not provide any information to the campus. Victims/survivors are encouraged to additionally contact a campus confidential or private resource so that the campus can take appropriate action in these cases.

Emergency and External Reporting Options

MTC encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual violence. This is the best option to ensure preservation of evidence to assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order and to begin a timely investigative and remedial response.

The College encourages all individuals to make a report to the College and to local law enforcement. Reporting options are not mutually exclusive. Both internal and criminal reports may be pursued simultaneously.

The College will help any MTC community member get to a safe place and will facilitate transportation

to the hospital, coordinate with law enforcement, and provide information about on- and off-campus resources and options for resolution.

To file a criminal complaint with local law enforcement:

- Mitchell Police Department
 - 911 – Emergency
 - (605) 995-8400 non-emergency
 - 201 W First St, Mitchell
- Davison County Sheriff Office
 - (605) 995-8630
 - 1015 S Miller Ave, Mitchell

Section 3

Introduction

The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226, 20 U.S.C. § 1011i), and its implementing regulations (34 C.F.R. Part 86), requires that an institution of higher education that receives Federal funding certify to the Secretary of Education that it has adopted and implemented a drug and alcohol abuse prevention program (DAAPP) to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees on school premises or as part of any of its activities. The DAAPP must be communicated annually, in writing, to all students enrolled in any course(s) for which academic credit will be awarded as well as to all employees.

Drug and Alcohol Abuse Prevention Program (DAAPP)

MTC has adopted and implemented a Drug and Alcohol Abuse Prevention Program (DAAPP) to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees on school premises or as part of any of its activities. The DAAPP as well as other drug and alcohol awareness information is provided to all members of the College community through the Center for Student Success and Office of the Vice President for Academic Affairs. Employees and students may contact the Vice President for Academic Affairs or Director of Student Success for additional information on the risks involved with the misuse of drugs and alcohol and services available for assistance.

The Center for Students Success coordinates educational programming to raise awareness throughout the year including the following:

- Distribution and review of MTC drug and alcohol policies during Student Success course.
- Inclusion of drug and alcohol education content in the Student Success curriculum.
- Provision of individualized programming, education, or intervention as needed or requested.
- Some MTC programs have zero-tolerance policies for drug and alcohol use. Beginning with the recruitment process, students in these programs are informed of drug testing requirements and the consequences of violating the policy.
- The Director of Student Success sends a notification with MTC's DAAPP to all students via emails in October of the Fall semester and again in January of the Spring semester, thus assuring that all students who enroll for credit at MTC will receive the notification.
- MTC's drug and alcohol policies are also posted on the MTC website along with the DAAPP.

MTC publishes a biennial report describing drug and alcohol abuse education programs. The biennial review and supporting documents are available to any interested party upon request to the Vice President for Academic Affairs.

Disclosure of DAAPP

Students

Students receive notification of MTC's drug and alcohol policies through the MTC Student Handbook, the Annual Security and Fire Safety Report, MTC policy webpage, and as part of the curriculum of the Student Success class. Students who have knowledge of or receive notification of a violation of the drug-free workplace policy by a student or MTC employee shall immediately report the violation to the Vice President for Academic Affairs or the Director of Student Success.

Employees

New employees receive a copy of the drug-free workplace policy, DAAPP, and notice of the ASR at the time of their new employee orientation. All employees are required to review these documents and sign an acknowledgment. An employee or supervisor having knowledge of or having received notification of a violation of the drug-free workplace policy by an employee shall immediately report such violation to the Vice President for Academic Affairs. Employees who have knowledge or receive notification of a violation of the drug-free workplace policy by a student shall immediately report the violation to the Vice President for Academic Affairs or the Director of Student Success.

Standards of Conduct

Possession, Use, and Sale of Alcoholic Beverages and Illegal Drugs

MTC is committed to a drug-free workplace and learning environment. All students and employees should be familiar with and abide by the Drug Free Workplace Policies (MTC Policy 113 and MTC Policy 743). MTC believes in providing assistance to employees and students with alcohol and other drug concerns while upholding the law. MTC will report all criminal alcohol and other drug violations to the appropriate law enforcement agencies and cooperate with state and federal investigations related to these matters.

MTC students or employees shall not be involved with the use, possession, or sale of drugs, alcohol, or any controlled substances including cannabis used or possessed for medical purposes in any manner that may impair any person's ability to perform assigned tasks or otherwise adversely impact their behavior. Furthermore, no student shall possess alcoholic beverages and/or the previously mentioned substances in the workplace, classroom, lab, vehicle, or at any off-campus event, class trip, or campus function or consume alcoholic beverages in association with said places during working, classroom, lab, or vehicle operating hours or at any time prior to performing safety-sensitive functions which may impair that person's ability to perform their duties.

While South Dakota may permit certain actions regarding marijuana, the use and possession of marijuana whether for medical or recreational purposes, is prohibited under federal law. Federal law classifies marijuana (cannabis) as a Schedule 1 controlled substance and criminalizes the growth or use of marijuana. The use of medical marijuana is also restricted by federal laws such as the Drug-Free Workplace Act and Drug-Free Schools and Communities Act of 1989. Consequently, any use or possession of marijuana (even medically issued) on property or vehicles owned or controlled by MTC or at any event hosted or sponsored by MTC is prohibited.

It is the policy of the MTC that the unlawful manufacture, distribution, dispensation, possession, use, or being under the influence of a controlled substance on property of MTC as a student or employee of MTC while engaged in an activity assigned as part of his/her involvement with MTC is prohibited unless said controlled substance is used as prescribed by a doctor. A description of applicable legal sanctions for students is listed in MTC Policy 1035. For purposes of this section, a prescription does not include a written certification for use of medical marijuana, pursuant to SDCL 34-20G-1(23). Students who use medical marijuana pursuant to a validly issued written certification when not on property controlled by MTC may subsequently report to class or participate in activities as long as such use does not cause impairment or disrupt academic or campus activities.

An employee has a duty to report to work able to perform the duties of their position, notifying the supervisor when they are not able to perform the duties of their position, and notifying their supervisor when they observe a colleague who is not able to perform their duties.

Students and employees may not consume alcoholic beverages on MTC property, during classes, or in connection with activities officially sponsored by MTC except as outlined by MTC Policy 1143 Facility Usage – Use of Alcohol. (see extract below)

MTC Policy 1143 extract:

No possession, use, or distribution of alcohol is permitted on MTC premises controlled by the Board of Education except as provided in this policy. Possession, use or distribution of alcoholic beverages in a lawful manner is permitted on premises controlled by the Board of Education which have been designated by the President of Mitchell Technical College as places where such possession, use and distribution may be granted, subject to such conditions as the president may also prescribe. Alcoholic beverages are not permitted on premises controlled by the Board of Education at any student sponsored program, activity, or event including MTC - recognized clubs and organizations and the Student Representative Board.

Legal Sanctions for Unlawful Possession or Distribution of Illicit Drugs and Alcohol

Alcohol Offenses

The State of South Dakota sets 21 as the minimum age to purchase or possess any alcoholic beverage. A violation of any law or MTC policy regarding alcohol while at the workplace or on campus will be treated as a disciplinary matter by MTC.

MTC will report all criminal alcohol violations to appropriate law enforcement agencies and will cooperate with state and federal investigations related to these matters.

Controlled Substance Offenses

Criminal manufacture, distribution, possession, sale or use of drugs is covered in South Dakota Codified Law ([SDCL 22-42](#)) and Federal laws ([21 US Code 841 \(Manufacture & Distribution\)](#), [21 US Code 863 \(Paraphernalia\)](#), and [21 US Code 844 \(Possession\)](#)). Drugs include all controlled substances, illegal or controlled mood-altering chemicals, all look-alike drugs, all chemicals that release toxic vapors, and any prescription or patent drugs except those medications prescribed by and under the supervision of a licensed physician in a manner consistent with MTC policy. A violation of any law or MTC policy regarding drugs while at the workplace or on campus will be treated as a disciplinary matter by MTC.

MTC will report all illegal drug violations to appropriate law enforcement agencies and will cooperate with state and federal investigations related to these matters.

Health Risks Associated with the Use of Illicit Drugs and Abuse of Alcohol

Known Health Risks

As part of the effort to create a drug-free campus, MTC believes the MTC community should be educated about the physical and emotional health hazards the misuse of drugs and alcohol presents. MTC provides information and educational programs on substance abuse throughout the year to students and employees. Listed below are some of the health risks associated with using/abusing alcohol and various drugs.

(Please note that the dangers associated with substance abuse are not limited to only the conditions listed below. For additional information see CDC webpage <https://www.cdc.gov/alcohol/about-alcohol-use/index.html> and the Substance Abuse and Mental Health Services Administration (SAMHSA) <https://www.samhsa.gov/adult-drug-use>:

- Alcohol - Heart and liver damage; brain damage; death from overdose and accidents.
- Marijuana/Hashish - Impaired memory perception, interference with psychological maturation, possible damage to lungs and heart, psychological dependence
- Cocaine - Intense psychological dependence, sleeplessness and anxiety, nasal passage damage, lung damage, heart damage/heart attack, and death from overdose
- Stimulants - Loss of appetite, hallucinations, paranoia, convulsions, brain damage, cancers of the lung, throat, mouth, death from overdose
- Depressants - Infection, addiction, loss of appetite, death from overdose, nausea, and has severe interaction with alcohol
- Narcotics - Addiction with severe withdrawal symptoms, loss of appetite, death from overdose
- Hallucinogens - Anxiety, depression, impaired memory, emotional breakdown, death from overdose
- Inhalants - Drastic weight loss, brain damage, liver and bone marrow damage, high risk of sudden death

Contact the Vice President for Academic Affairs or the Center for Student Success for additional information on the risks involved with the misuse of drugs and alcohol.

Maintenance of Drug-Free Workplace

Good faith efforts on the part of MTC to establish and maintain a drug-free workplace will include providing ongoing drug awareness educational programs and dissemination of drug awareness information for all members of the MTC community as well as implementation and strict enforcement of this policy.

The Vice President for Academic Affairs and Director of Student Success or designees will coordinate ongoing drug education and awareness programs guided by the biennial and other drug informational materials and programming as appropriate. Students and employees are expected to avail themselves of these programs and materials. Schedules and locations will be publicized in various media and by individual notification.

Disciplinary Sanctions for Students or Employees

Sanctions for Violation or Non-compliance

Students

Violations of MTC's drug and alcohol policies will be responded to in accordance with the seriousness and frequency of the offense. Any student displaying intoxicated behavior will immediately be referred to the Director of Student Success or Vice President for Academic Affairs. Students found in violation of any of these policies will be subject to the following consequences.

Reasonable Suspicion

MTC practices zero tolerance for drug or alcohol use by students and employees while in classrooms, labs, or safety-sensitive areas. When an instructor, supervisor or administrator observes a student with behavior or an appearance that is characteristic of alcohol or drug use, the student will be required to submit to drug or alcohol testing. The student will be immediately suspended from school until test results are received. MTC is responsible for the cost of this test.

Positive Test Results for Students after Reasonable Suspicion

A student with a positive test result will meet with the Director of Student Success or designee to determine disciplinary and treatment options that the student must follow in order to be reinstated into

school. MTC's intent is to establish a positive environment in which these problems can be addressed locally in a helpful and supportive manner rather than a punitive way.

If a student tests positive for alcohol (0.02 or higher), the student will be removed from classes and taken home. A breath alcohol test administered the following day must be considered negative for alcohol concentration before the student may return to classes. If a student tests positive for alcohol in a subsequent follow-up test, the student will be referred to a substance abuse professional (SAP) and must complete a prescribed treatment plan and follow-up testing in order to remain enrolled in the program at MTC. The student can continue to attend classes until such time as they can meet with the SAP as long as they test negative on alcohol tests that will be administered daily. The student is responsible for the cost of the initial referral to an SAP. The student will be responsible for the cost of any follow-up counseling or treatment and any follow-up drug testing.

If a student tests positive for drug use, the student will be immediately suspended from school until MTC receives results from the review by the medical review officer. Based on the medical review officer's report of a positive drug test, the student will be required to meet with a substance abuse professional (SAP) to determine the counseling or treatment plan the student must follow to remain enrolled at MTC. The student would also be subject to unannounced follow-up testing as determined by the SAP in order to remain in classes. The student is responsible for the cost of the initial referral to an SAP. The student will be responsible for the cost of any follow-up counseling or treatment and any follow-up drug testing.

Cannabidiol (CBD) use is not a legitimate medical explanation for a laboratory-confirmed marijuana or tetrahydrocannabinol (THC) positive result. Therefore, Medical Review Officers will verify a drug test confirmed at the appropriate cutoffs as positive, even if the person being tested states, he or she only used a CBD product.

All positive tests for drug use (refusal to submit to a test or an altered specimen is considered a positive test result) will be reviewed by a medical review officer who is a licensed physician with knowledge of substance abuse disorders. The medical review officer will interpret and evaluate the results of each test, along with relevant medical information, including possession of a medical marijuana card, about each student, to determine whether or not a positive test resulted. If the result of the test is positive, the medical review officer will also determine if the student was impaired at the time of the test because of drug use. (Students who use medical marijuana pursuant to a validly issued written certification when not on property controlled by the College may subsequently report to class or participate in activities as long as such use does not cause impairment or disrupt academic or campus activities.) The medical review officer will contact the student whose test is positive or whose test has been altered or refused. MTC will also be notified of a positive test result.

Based on the medical review officer's review of a positive drug test, the student will be required to meet with a substance abuse professional (SAP) to determine the counseling or treatment plan the student must follow to remain enrolled at MTC. The student would also be subject to unannounced follow-up testing as determined by the SAP in order to remain in classes. The student is responsible for the cost of the initial referral to an SAP. The student will be responsible for the cost of any follow-up counseling or treatment and any follow-up drug testing.

When the student has completed the treatment plan as outlined by the substance abuse professional, the student's name will be returned to the selection pool for random drug testing as long as the student remains enrolled in the program.

If the results of a positive drug test are confirmed by a medical review officer and are not the result of medication currently prescribed to the student, the student will be dismissed from any zero-tolerance program which currently includes the Power Line Construction & Maintenance and Electrical Utilities & Substation Technology programs. The zero-tolerance policy is consistent with industry standards and is recommended by industry. For purposes of this section, a prescription does not include a written certification for use of medical marijuana, pursuant to SDCL 34-20G-1(23).

Employees

Violations of MTC's drug-free workplace policy by employees will result in disciplinary actions that may include a warning, temporary suspension from duties with or without pay, or termination of employment. Disciplinary actions will be pursued consistent with existing contractual agreements. The nature and extent of these actions depend on a variety of factors, including the severity of any work rule violations, the pattern and frequency of observed substance related problems, past work record, or any other consideration which may be considered relevant by the College. The need for disciplinary action and the appropriate penalty for employees will be handled accordingly by the Vice President for Academic Affairs and others as appropriate.

Reasonable Suspicion

Drug or alcohol testing may be conducted when a supervisor or administrator observes impairment, behavior, or actions that indicate the individual is not able to perform the duties of their position. MTC is responsible for the cost of this test.

Positive Test Results for Employees after Reasonable Suspicion

All positive tests (refusal to submit to a test or an altered specimen is considered a positive test result) will be reviewed by a medical review officer who is a licensed physician with knowledge of substance abuse disorders. The medical review officer will interpret and evaluate the results of each test, along with relevant medical information about each student or staff member, to determine whether a positive test resulted. The medical review officer will contact the individual whose test is positive or whose test has been altered or refused. (MTC Policy 743)

Drug and Alcohol Counseling, Treatment, Rehabilitation or Re-Entry Programs Available to Students and Employees

Students are encouraged to contact the Center for Student Success for assistance with drug and alcohol concerns. Employees should contact the Vice President for Academic Affairs. Community resources and confidential third-party counseling services are available as indicated below.

The South Dakota Department of Social Services maintains a statewide list of prevention and treatment programs. The list is available at <https://dss.sd.gov/behavioralhealth/resources.aspx>.

Mitchell Alcohol and Drug Resources

- Stepping Stones
 - 901 S Miller St, 605-995-8180
- AA (Alcoholics Anonymous)
 - 424 E 9th St, 605-996-8264
- Dakota Counseling Institute
 - 910 W Havens St, 605-996-9686
- 211 Helpline Center
 - www.helplinecenter.org, Phone - 211



2023-2025 Crime Statistics Summary

Crime Statistics

MTC collects crime statistics from the Mitchell Police Department and the Davison County Sheriff's Office annually. A request for information is made to the above agencies each calendar year.

2023				
Criminal Offenses	On-Campus	On-Campus Housing	Non-Campus	Public Property
Murder/Non-negligent Manslaughter	0	0	0	0
Manslaughter by negligence	0	0	0	0
Rape	0	0	0	0
Fondling	0	1	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Hazing	0	0	0	0
2024				
Criminal Offenses	On-Campus	On-Campus Housing	Non-Campus	Public Property
Murder/Non-negligent Manslaughter	0	0	0	0
Manslaughter by negligence	0	0	0	0
Rape	0	0	0	0
Fondling	0	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Hazing	0	0	0	0
2025				
Criminal Offenses	On-Campus	On-Campus Housing	Non-Campus	Public Property
Murder/Non-negligent Manslaughter	0	0	0	0
Manslaughter by negligence	0	0	0	0
Rape	0	0	0	0
Fondling	0	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Hazing	0	0	0	0

Violence Against Women Act (VAWA) Offenses

2023				
Offense	On-Campus	On-Campus Housing	Non-Campus	Public Property
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0

2024				
Offense	On-Campus	On-Campus Housing	Non-Campus	Public Property
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0

2025				
Offense	On-Campus	On-Campus Housing	Non-Campus	Public Property
Domestic Violence	0	1	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0

Arrests Made

2023				
Offense	On-Campus	On-Campus Housing	Non-Campus	Public Property
Illegal Weapons Possession	0	0	0	0
Drug Law Violations	0	0	0	0
Liquor Law Violations	0	5	0	0

2024				
Offense	On-Campus	On-Campus Housing	Non-Campus	Public Property
Illegal Weapons Possession	0	0	0	0
Drug Law Violations	0	0	0	0
Liquor Law Violations	0	0	0	0

2025				
Offense	On-Campus	On-Campus Housing	Non-Campus	Public Property
Illegal Weapons Possession	0	0	0	0
Drug Law Violations	0	0	0	0
Liquor Law Violations	0	0	0	0

Hate Crimes

There were no reported Hate Crimes for the years 2023, 2024, or 2025.

Unfounded Crimes

As categorized by the Mitchell Police Department, there were no unfounded crimes in 2023,

2024, or 2025.

Disciplinary Actions Taken

2023				
Offense	On-Campus	On-Campus Housing	Non-Campus	Public Property
Illegal Weapons Possession	0	0	0	0
Drug Law Violations	0	0	0	0
Liquor Law Violations	0	0	0	0

2024				
Offense	On-Campus	On-Campus Housing	Non-Campus	Public Property
Illegal Weapons Possession	0	0	0	0
Drug Law Violations	0	0	0	0
Liquor Law Violations	0	0	0	0

2025				
Offense	On-Campus	On-Campus Housing	Non-Campus	Public Property
Illegal Weapons Possession	0	0	0	0
Drug Law Violations	0	0	0	0
Liquor Law Violations	0	0	0	0

Annual Fire Safety Report

MTC does not own, operate, or manage any on-campus student housing facilities. In particular, MTC does not own, operate, or manage the Campus Tech Apartments, located at 1400 E Spruce St. However, for the purposes of the *Clery Act*, MTC is considered to be in control of the Campus Tech Apartments because the buildings are located on property that is owned by the MTC Foundation.

Since the Campus Tech Apartments located at 1400 E Spruce St are considered On-Campus student housing under the *Clery Act*, MTC is required to maintain and disclose statistics for fires that occur in those facilities as well as to disclose fire safety policies and procedures for these facilities.

Fire Safety requirements include:

1. Maintain a log of all reported fires that occur in on-campus student housing facilities;
2. Publish an annual fire safety report that contains fire safety policies and fire statistics for these facilities; and
3. Submit fire statistics annually to the U.S. Department of Education.

Components of the Fire Safety Report

1. Fire Safety System installed in the Campus Tech Apartments includes:
 - a. Smoke Detectors located in each apartment for detection of smoke and potential fire.
 - b. Fire Extinguishers are installed in public hallways for use in the event of a fire.
 - c. Sprinkler System is located throughout the building to extinguish fires.
2. Number of Fire Drills held during the previous calendar year. There were no fire drills conducted during the 2025 calendar year.
3. Policies on portable electrical appliances, smoking, and open flames in student housing facility.
 - a. Smoking is not permitted anywhere within the building.
 - b. Fire pits, personal grills, and chiminea type equipment are not allowed on the Campus Tech Apartment Grounds.
 - c. Open Flames are prohibited in student housing.
 - d. Portable electrical appliances such as George Foreman Grill, Pizza Pizzaz, are allowed in student housing.
4. Procedures for student housing evacuation. Students are provided an Emergency Procedure handout upon moving into their apartment. Students are directed to call 911 and get out of the building in the event of a fire.
5. Policies regarding Fire Safety Education and training:
 - a. Students are provided written guidelines during check-in that include Campus Tech Apartments Rules and Regulations as well as Emergency Procedures.
 - b. The Campus Tech Apartment Property Manager has conducted fire extinguisher and safety training for employees.
 - c. Fire safety is a topic addressed during new Student Orientation. This information is reinforced during the Student Success class taken by incoming students.
6. Reporting. The following individuals may receive reports of fires (after the fact) to record information/statistics for inclusion in the Annual Fire Safety Report:
 - a. Vice President for Academic Affairs
 - b. Director of Student Success
 - c. Manager, AJ Management
7. Future Improvements – MTC and AJ Management will meet as needed to consider updates and revisions of the current Campus Tech Apartment Rules & Regulations.
8. Fire Statistics. Annual statistics are submitted online to the U.S. Department of Education and are included in this report below:

Fire Statistics

There were no reported fires in any on-campus student housing facilities for 2025.