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CAMPUS POLICIES

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Campus Procedures for Reporting and Responding to Bias Incidents/Bias Incidents of a Criminal Nature

University of Minnesota , Crookston

*Academic/Administrative Procedure***Effective: December 2006****Related Policies:** University of Minnesota Board of Regents Policy: Student Conduct Code

University of Minnesota Board of Regents Policy: Diversity, Equal Employment

Opportunity and Affirmative Action

University of Minnesota Board of Regents Policy: Sexual Harassment

Responsible University Officers: Chancellor, Vice Chancellors for Student and Academic Affairs, Director of Human Resources**Responsible Offices:** Student Affairs and Human Resources/Equal Opportunity**Governance Review/Action:** To be reviewed by Associate Vice Chancellor of Student Affairs and Enrollment, Diversity Committee, Residential Life, Career Services, Black Student Association.**Drafted:** Diversity & Multicultural Affairs (Based on Morris Bias Incidents Procedures)

Policy Statement

The University of Minnesota 's Mission Statement commits us to "establish and nurture an environment that actively acknowledges and values diversity and is free from racism, sexism, and other forms of prejudice, intolerance or harassment." Members of the U of M community have the right not to be discriminated against by any agent or organization of the U of M for reasons of actual or perceived race, color, creed, religion, national origin, gender, gender identification, age, marital status, disability, public assistance status, veteran status and/or sexual orientation. The University of Minnesota , Crookston does not tolerate such incidents and will seek resolution of such matters.

Definitions

Bias Incident: Expressions of disrespectful bias, hate, harassment or hostility against an individual, group or their property because of the individual or group's actual or perceived race, color, creed, religion, national origin, gender, gender identification, age, marital status, disability, public assistance status, veteran status and/or sexual orientation can be forms of discrimination. Expressions vary, and can be in the form of language, words, signs, symbols, threats, or actions that could potentially cause alarm, anger, fear, or resentment in others, or that endanger the health, safety, and welfare of a member(s) of the University community, even when presented as a joke.

Bias Incidents of a Criminal Nature: Minnesota does not have a "hate crimes law." Instead, the Legislature has identified particular crimes that, if perpetrated because of the victim's actual or perceived race, color, religion, sex, sexual orientation, disability, age, or national origin, trigger heightened penalties. Included crimes are criminal damage to property, assault, and harassment/stalking.

Bias Incidents not under the jurisdiction of the University of Minnesota : Bias incidents impacting students, faculty, and staff but occurring beyond the campus should be reported through this process. The Response Team will coordinate with appropriate community agencies.

Conduct and Free Speech: The conduct underlying some bias incidents might be protected speech, but still violate the University of Minnesota 's commitment to civility and diversity. Constitutional rights will continue to be protected, and University community members will

also exercise the right to speak, engage in educational dialogue, and seek a constructive response rooted in the university's mission and vision.

Procedures: Reporting a Possible Bias Incident

PLEASE LET US KNOW if you, someone you know, or a group within our university community, has experienced bias, discrimination or hostility. We are concerned about incidents based on actual or perceived race, color, creed, religion, national origin, gender, gender identification, age, marital status, disability, public assistance status, veteran status and/or sexual orientation. The University of Minnesota is ready and willing to provide support, and address disrespectful bias and discrimination within our community. We need to know what happens and how often, so that we can respond and help those who are targeted. By reporting incidents, you become part of the solution.

We encourage you to report potential crimes directly to the police and incidents that occur in University housing to the local residential Life staff, before removing any evidence of bias. If those people are not easily available or appropriate, please use this form:

The UM Bias/Discrimination Reporting Form is available at this site:

www.eoaffact.umn.edu/services/biasreportform.html

Reasons for reporting an incident:

- So you or someone you know can receive support
- So any damage to property can be repaired
- So we can follow-up with any alleged perpetrators
- So we can track campus climate and work towards improving it
- So we can try to prevent further acts of bias
- Because suffering in silence can be a suffocating experience

University of Minnesota , Crookston Contacts & Reporting:

Many University of Minnesota offices and staff members are willing to assist you, and provide support. If you have experienced or witnessed a bias incident please contact us for support and to allow us to respond:

FIRST RESPONSE	Phone
Emergency Police Assistance	911
Human Resources/Equal Opportunity	218-281-8345
Student Affairs	218-281-8505
Residential Hall	218-281-8530
Campus Security (Dale Martinson)	218-289-0565
Nights/weekends	218-289-5502

Cell phone
Bias/Discrimination Reporting Form - for all UM campuses

www.eoaffact.umn.edu/services/biasreportform.html.

We are able to work with you directly and connect you with the resources of your choosing. Resources available include:

subject	contact	phone
For emergency assistance	Emergency Police Assistance	911
For reporting & consulting	Human Resources/Equal Opportunity	218- 281-8345
	Student Affairs	218-281-8505
	Diversity & Multicultural Affairs	218-281-8583
To report a possible crime	Campus Police	218-289-0565
	Nights/weekends	218-289-5502
	Cell phone	
To report a possible student conduct code violation	Student Affairs	218-281-8505
	Career & Counseling	218-281-8585
Assistance for a student living in a residence hall	Resident Advisor, Hall Director or Residential Life	218-281-8530
		218-281-8533
For incidents involving student organizations	Student Activities	218-281-8507
	Student organization advisor(s)	

For cultural support and advocacy	Diversity & Multicultural Affairs	218-281-8583
	Disability Services	218-281-8587
	GLBT Issues	218-281-8585
	International Programs	218-281-8442
For individual support and referral services	Counseling	218-281-8585
For support and referrals for off-campus incidents	Police	218-281-8587 911
	Health Services	218-281-8512
For medical services	Student Affairs	218-281-8505
For academic support or problem solving	Academic Affairs	218-281-8324

Campus Procedures for Responding to Possible Bias-Related Incidents

If any member of the UMC community experiences or becomes aware of a possible bias-related incident, the following campus procedures will guide campus response.

- Contact a first response office. Staff will work with you to provide support and to respond.

FIRST RESPONSE

Emergency Police Assistance
Human Resources/Equal Opportunity

phone
911
218- 281-8345

Student Affairs
Campus Police

218-281-8505
218-289-0565

Nights/weekends

218-289-5502

Cell phone

Bias/Discrimination Reporting Form - for all UM campuses

www.eoaffact.umn.edu/services/biasreportform.html.

Members of the Campus Bias Incident Response Team will work with those involved as follows.

- Determine whether emergency medical treatment for physical injury is needed . If medical attention is needed, call 9-1-1.
- Call Campus Security to report any incidents involving assault, injuries, damage to property, stalking or other possible criminal activity.
- The Minnesota Legislature has identified particular crimes that, if perpetrated because of the victim's actual or perceived race, color, religion, sex, sexual orientation, disability, age, or national origin, trigger heightened penalties. Included crimes are criminal damage to property, assault, and harassment/stalking.

b. Campus Crime Reporting Process (UMC Campus Safety and Security Report, p. 11)

Call the Police immediately if you witness a crime, are a victim of one, or observe suspicious activity. You can report a crime by calling 911 for emergencies, **218-289-0565** . The appropriate law enforcement agency will respond. The agencies are Campus Police, Crookston Police and the Polk County Sheriff's Office.

- ii. If you witness or are a victim of a crime, write down as much information as you can remember. Try to obtain a description of the offenders clothing, age, gender, height, weight, and voice. Also try to describe details such as eye color, hair color, jaw and nose structure and distinguishing characteristics.
- iii. Try to obtain a description of any vehicles involved. Note the direction that is taken. Preserve the crime scene. Do not touch any items involved in the incident. Close off the area and don't let anyone in the crime area until the police arrive.
- iv. Employees of the University of Minnesota , Crookston who become aware of a violation of university policy, the Student Conduct Code, or illegal activity are required to report the incident to their supervisor and to the Campus Security.

c. Campus Security and/or other responding offices will contact the Vice Chancellor for Student Affairs and the Director of Human Resources/Equal Opportunity to facilitate the campus response protocol for possible bias incidents.

4. For possible bias incidents that are not of a criminal nature : Immediately document and

report what happened even if the issue seems small or remote. We want to document all bias incidents. Seek support from the Director of Human Resources/Equal Opportunity, a Residential Life staff member, Diversity & Multicultural Coordinator, Director of Student Activities, Vice Chancellor for Student Affairs or another staff member to complete the UM Bias/Discrimination Reporting Form (available online and from UMM Human Resources/Equal Opportunity).

The Reporting Form is available at this site: www.eoaffact.umn.edu/services/biasreportform.html.

The report will a) include as much detail as possible; b) record where and when the incident occurred, c) document the names of witnesses, if applicable; d) document detailed information about the perpetrator(s), if applicable. In addition, we will retain any physical evidence of the incident (e.g., photos of messages written on doors, physical objects, etc.)

UMC reporting forms submitted through this site go to U of M Office of Equal Opportunity and Affirmative Action and are sent to the UMC Human Resource/Equal Opportunity Office for response. The UMC Human Resource Director/EO Liaison will review the submission and work with appropriate personnel to respond to the situation in a timely manner.

- Staff coordinating campus response will ask that the responding agent documents the incident as possible bias-related activity and photographs physical injuries, offensive graffiti and evidence of vandalism. This can also be accomplished by providing the Campus Security or Crookston Police with a copy of the completed Bias/Discrimination Reporting Form and photographs. Campus Security and Human Resources/Affirmative Action will be provided with a copy of campus bias report and will retain files of all documented incidents of bias-related activity.
- Responding staff will contact the Vice Chancellor for Student Affairs and/or Director of Human Resources/EEO to assure that the Bias Incident Response Team (BIRT) is notified of the incident. The Vice Chancellor will immediately respond to the needs of the University community (or affected community) related to the incident.
- As outlined in UMC's Campus Security and Security Report: The Chief Law Enforcement Officer, the Campus Security, Facilities Director, Counseling Services, Residential Life Director, and the Vice Chancellor for Student and Academic Affairs are the lead people in campus crisis response. When an emergency situation occurs on the campus these administrators, in consultation with the Chancellor, identify a crisis response team (typically four to six people) to coordinate campus crisis response. Specific team members will vary to meet the needs of the situation at hand.

The Response Team for possible bias incidents will include:

- Vice Chancellor for Academic and Student Affairs (convener)
- Director of Residential Life (convener, in absence of VCSA)
- Human Resources/Equal Opportunity Director (convener, in absence of the above)
- Diversity & Multicultural Affairs Coordinator
- Target group lead support staff person (i.e. Diversity & Multicultural Affairs Coordinator, Student and Academic Affairs, Residential Life Director, Counseling Director, Athletic Director & Staff, Disabilities Services Coordinator, International Program Director)
- Chief Law Enforcement Officer (or their designee) for incidents of a criminal nature
 1. In events where the Bias Incident Response Team determines that the situation represents a serious or continuing threat to students and employees, the team will activate the Campus Notification System.
- Institutional Response:
 - a. In developing an institutional response, the Bias Incident Response Team will first provide care for the affected individual(s) or group(s). The team will consult with those affected to determine what role they would like to play in responding to the incident.
 - b. The appropriate campus and/or community agent(s) will investigate all complaints of possible bias-related incidents, including those of a criminal nature, by taking appropriate action to identify any University community member, campus guest, or other individual responsible for the behavior.
 - c. The appropriate campus and/or community agent(s) will respond in a sensitive manner to the targeted person/group, his or her family, and the broader campus and area community.
 - d. The Bias Incident Response Team will coordinate campus communication as appropriate to the situation, in conjunction with the Chancellor and Vice Chancellor for Student and Academic Affairs.

e. Following the investigation:

Where the investigation determines a party responsible for a bias incident, one or more of the following options may be employed:

- i. Criminal prosecution will be supported where laws are violated.
- ii. Student judicial processes will be applied to student conduct code violations.
- iii. Administrative action will be taken in violations of campus policy.
- iv. Where the conduct underlying an incident is protected speech but still violates the University of Minnesota 's commitment to civility and diversity, university community members will engage in educational dialogue, conflict mediation, restorative justice efforts, campus awareness programming and/or other activities. Relevant campus governance groups will be engaged in developing needed campus initiatives.

Where the investigation determines that the incident was not based in bias :

i. The Bias Incident Response Team will inform those involved of the outcome of the investigation and any possible programming, activities or actions that will result from this incident.

Where investigation doesn't lead to identification of the person(s) responsible :

i . The Bias Incident Response Team will work with those involved to keep them informed regarding progress, institutional follow-up and any possible programming, activities or actions that will result from this incident.

- All bias-related incidents shall be considered confidential. Any personal information obtained during the investigation or adjudication of the matter will be subject to disclosure only to the extent required by law.

We ask your help in immediately documenting and reporting all bias incidents even if they seem small or remote. The University of Minnesota is ready and willing to provide support, and address disrespectful bias and discrimination within our community. We need to know what happens and how often, so that we can respond and help those who are targeted. By reporting incidents, you become part of the solution.

The Bias/Discrimination Reporting Form is available at this site: <http://www.eoaffact.umn.edu/services/biasreportform.html>.

Responding to Individuals or Groups Targeted by Bias Incidents

Offer care and support to targeted individuals or groups. A targeted person(s), or group may feel uncomfortable about cooperating with an investigation due to fear of retaliation by the perpetrator(s). Assure the targeted person that his or her personal safety and security is important; that special requests such as relocation and/or anonymous reporting can be utilized to minimize foreseeable threats; and that any retaliatory behavior by the perpetrator or his or her supporters may constitute an independent violation of UMC's Student Conduct Code. If the targeted person is distraught, contact Student Counseling at 218-281-8585 and explain the situation. The counselor on call may want to speak with the student over the telephone to conduct an initial assessment. If the student does not wish to speak with a counselor, suggest contacting someone that the student knows for emotional support.

Parents or guardians of students should be notified only at the request of the student or if the student has been injured. Every effort should be made to support the student in making the decision to contact a parent and/or guardian.

Additional resources to offer are noted in the contact section above.