

Annual Crime Awareness and Campus Security

Sanford Medical Center School of Radiologic Technology believes in maintaining a safe, healthful, and efficient environment for all employees and students in protecting staff, hospital property, and equipment. 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.

In compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, or *Clery Act (amended by the Violence Against Women Reauthorization Act of 2013)*, Sanford Medical center publishes an annual report which provides students and families with detailed information about this Act.

Data for the Annual Security and Safety Report for Sanford USD Medical Center School of Radiologic Technology is compiled annually by Brian Anderson, Sanford Security Director. This report documents three calendar years of campus crime statistics. The Sanford USD Medical Center Security Director prepares this report to comply with *the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. This report is prepared in cooperation with the local law enforcement agencies surrounding the campus.

The report is published by October 1 each year and is available to the public online at <http://www.sanfordhealth.org/Careers/InternshipsJobShadowingAndResidency/RadiologySchoolSiouxFalls>. Campus crime statistics are also available at <http://ope.ed.gov/security>.

Prospective students, current students and employees can access the report from the school website. All current students and school employees receive a paper copy of the report annually, in the fall. Along with the Annual Security Report, students and school faculty receive a copy of the Sanford Health Workplace Violence and Bullying Policy, Sanford USD Medical Center Security Management Policy, Abusive Action and Discrimination and Harassment Policy, and Evacuation Plan Policy.

Individuals who are unable to obtain a hard copy from the web site may request one from:

Sanford Medical Center School of Radiologic Technology
1305 W. 18th St.
Sioux Falls, SD 57117-5039
Candace.McNamara@sanfordhealth.org

NOTE: For prospective students, a paper copy of the Sanford Health Workplace Violence and Bullying Policy, Sanford USD Medical Center Security Management Policy, Abusive Action/ (?) and Discrimination and Harassment Policy, and Evacuation Plan Policy may be requested from Brian.anderson@sanfordhealth.org.

Hospital Access and Security

- Security services include 24 hour patrol of Sanford Medical Center and grounds, television surveillance, and escort service to parking ramp upon request. Employees and students should call Security (605-333-1111) to request an escort to the parking area.
- Photo ID/Security badges are issued at the beginning of the Radiologic Technology Program. ID badges must be worn in the clinical setting. The badge will permit access to clinical assignments in secured areas.

Authority of Sanford USD Medical Center Security Officers

Sanford Medical Center Security officers are not sworn police officers and do not carry firearms. Officers are empowered to enforce Sanford USD Medical Center policies and regulations and can make a citizen's arrest under the South Dakota State Law. Brian Anderson, Director of Security serves as the liaison between the Sanford USD Medical Center and local/state/federal law enforcement agencies.

Depending on the applicable South Dakota and Federal law, criminal incidents are generally referred to local law-enforcement agencies with jurisdiction over campus property. The Sanford USD Medical Center Security Department also maintains working relationships with neighbors and surrounding community groups.

Campus Security Authority (CSA)

Employees at the Sanford Medical Center who have significant responsibility for student activities on campus are designated as "Campus Security Authorities" as defined by the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*.

The function of CSAs is to report to the official or office designated by the institution to collect crime report information such as campus security department any allegations of Clery Act crimes that he or she concludes were in good faith.

It is critical that all alleged crimes reported to CSAs be included in the annual campus security report pursuant to the *Clery Act*. Compliance with these provisions does not constitute a violation of regulations under the Family Educational Rights and Privacy Act of 1974 (FERPA).

Reporting a crime under the *Clery Act* does not require an investigation or disclosing identifying information about the victim. In addition, retaliation by an institution or officer or employee of an institution against any individual for exercising their rights or responsibilities to report crimes under any provision under the *Clery Act* is strictly prohibited.

Individuals whom students and employees should report criminal offenses

- The designated Campus Security Authority is Brian Anderson, Director of Security
605-333-1111

To Report a Crime

All employees and students are responsible for reporting violence or bullying to their respective supervisors. Supervisors are responsible to follow up concerning all reports of violence or bullying. If there is an immediate threat of bodily harm from any person, the student should call a security code and law enforcement for immediate assistance. Reports of patient or visitor-involved violence or bullying will be handled by Sanford Security, local law enforcement and/or the Risk Management Department.

- **Security:** 605-333-1111
- **Sioux Falls Police Department:** 911

Staff, students, and the public are encouraged to report all crimes in a timely manner.

Confidential Crime Reporting

Sanford Medical Center Security Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, reports to the police department are not confidential.

To the extent possible, Sanford will maintain the confidentiality of the reporting employee/student and the investigation; when appropriate Sanford may make certain disclosures concerning the incident and investigation.

Annual Disclosure of Crime Statistics

In compliance with the *Clery Act*, the Director of Security is responsible for maintaining the data required of all Title IV and for annual reporting of Crime Statistics on the Campus Security and Safety site at <http://ope.ed.gov/security>.

A crime report and crime logs are available upon request through the Sioux Falls Police Department, Community Services Division. Call 605-367-7226 and ask for the crime log for Sanford Medical Center, 1305 W. 18th St., Sioux Falls, SD,

Crime Logs

A crime report and logs are available upon request through the Sioux Falls Police Department, Community Services Division. Call 605-367-7226 and ask for the crime log for Sanford Medical Center, 1305 W. 18th St., Sioux Falls, SD. The crime log includes:

- Nature of crime
- Date/time of crime reported
- Date/time of crime occurred
- Location of crime
- Reference number to a full report

Alleged crimes reported to the Sanford Medical Center Security Department will not be withheld or removed from the crime statistics based on a decision by a court, coroner, jury, prosecutor or other non-campus official unless the crime is classified as “unfounded” by local law enforcement.

Procedures for investigating incidents of workplace violence

In the event of a reported crime, security staff will follow the procedure listed below:

- Visiting the scene of an incident as soon as practicable
- Interviewing injured and threatened persons and witnesses
- Examining the workplace for security risk factors associated with the incident, including any reports of inappropriate behavior by the perpetrator
- Determining the cause of the incident
- Taking mitigating action to prevent the incident from recurring

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, a link is provided to the Minnehaha County

Sex Offender Registry site. 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”.

Crime Prevention and Security Awareness Programs

During student orientation, students attend a Safety In-service, which is presented by the Director of Security. Various topics are covered to educate the students on security and crime prevention and awareness. A common theme of all safety awareness and crime prevention programs is to encourage students and employee to be aware of their responsibility to report violent behavior or bullying to their respective supervisors. Annually, students and employees complete the following online educational courses regarding prevention of crimes;

- Understanding Workplace Discrimination and Harassment
- Workplace Violence Prevention

In addition, the Sanford Medical Center School of Radiologic Technology Policy & Procedure Manual contains information and guidelines related to a drug and alcohol free workplace. Crime prevention in-services for students, faculty, and staff can be arranged by contacting the Director of Security at 605-333-6535. Crime prevention education includes a “Protect Yourself Class; Basic Awareness of Your Surroundings”, which is available to students and employees at various times.

Referral Resources - Employee Assistance Program

Referral resources are available to employees and students through the Employee Assistance Program (Vital WorkLife) at 1-800-303-1908. Vital WorkLife staff is available 24/7 by phone or face to face sessions are available to speak with employees or students who are struggling with personal or work challenges. This program provides employees, students, and their families access to a confidential counseling/assessment and referral service at **NO COST** to students or staff.

- Services include assistance in emotional, physical and marital issues; alcohol and drug related issues; legal, financial or other work/life issues.

Reportable Crimes

The following is a list of reportable crimes as mandated by the *Clery Act*: Definitions are taken from the Handbook for Campus Crime Reporting published by the U.S. Department of Education Office of Postsecondary Education and the FBI’s Uniform Crime Reporting Hate Crime Collection Guidelines.

1. *Murder and Non-Negligent Manslaughter*: The willful (non-negligent) killing of one human being by another.
2. *Negligent Manslaughter*: the killing of another person through gross negligence.
3. *Sex Offenses-Non-Forcible*: Incidents of unlawful, non-consensual sexual intercourse. There are two types defined the Clery Act:
 - a. *Incest* : Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - b. *Statutory Rape* : Non-forcible sexual intercourse with a person who is under the statutory age of consent.
4. *Sex Offenses – Forcible*: Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent. This includes:
 - a. *Forcible Rape*: Carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving

consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females.

- b. *Forcible Sodomy*: Oral or anal sexual intercourse with another person, forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her physical incapacity.
 - c. *Forcible Fondling*: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
 - d. *Sexual Assault With an Object*: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcible or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender's genitalia. Examples are a finger, bottle, handgun, stick, etc.
 - e. *Sexual Assault*: Any nonconsensual sexual act, including when the victim lacks the capacity to consent.
5. *Robbery*: The taking or attempting to take anything of value from the care, custody, or control of a person or person by force or threat of force or violence and/or by putting the victim in fear.
 6. *Aggravated Assault*: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
 7. *Simple Assault*: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
 8. *Burglary*: The unlawful entry of a structure to commit a felony or a theft.
 9. *Motor Vehicle Theft*: Theft or attempted theft of a motor vehicle.
 10. *Arson*: Any willful or malicious burning attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another.
 11. *Hate Crimes*: A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, actual or perceived gender identity, religion, disability, sexual orientation, or ethnicity/national origin.
 12. *Larceny/Theft*: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another (other than motor vehicle theft).
 13. *Other Assaults*: (simple) Assaults and attempted assaults which are not of an aggravated nature and do not result in serious injury to the victim. Stalking, intimidation, coercion, and hazing are included.
 14. *Vandalism*: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or person, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, covering with filth, or any other means specified by local law.
 15. *Domestic Violence*: Felony or misdemeanor crime of violence by:
 - a. A current or former spouse or intimate partner.
 - b. A person with whom the victim shares a child in common.

- c. A person who is cohabitating with or has cohabitation with the victim as a spouse or partner.
 - d. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving the grant monies (under VAWA).
 - e. Any other person against an adult or youth victim who is protected from the person's acts under the domestic or family violence laws of the jurisdiction.
16. Dating Violence: Violence committed against a person:
- a. Who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - b. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - i. The length of the relationship
 - ii. The type of relationship
 - iii. The frequency of interaction between the persons involved in the relationship
17. Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
- a. Fear for his or her safety or the safety of others or
 - b. Suffer substantial emotional distress

Emergency Response and Evacuation Procedures

Overview: Because of the nature of Sanford Medical Center (SMC) operations, it is essential that the organization is prepared to operate at all times, even under unusual or adverse circumstances. As per the SMC Hazard Vulnerability Analysis (HVA), high probability circumstances could include natural causes such as severe weather, fire, exposure to hazardous materials, interruption of basic utilities, mass casualties or acts of violence. Sanford Medical Center's Emergency Operations Plan is designed to provide an organized response to the possible events.

Sanford Medical Center is recognized by the State of South Dakota as a NIMS compliant hospital facility. SMC utilizes the Incident Command System to coordinate its Hospital Command Center (JCC). Staff has been trained utilizing the FEMA-EMI ICS 100HC and ICS 200HC, as well as IS 700 programs.

To ensure that there is little to no delay in coordinating a response, the administrative staff has a 24/7 on call incident commander. The Hospital Administrator on call serves in the Incident Commander role. This enables the Hospital Administrator on call to immediately begin to coordinate command center responsibilities and initiate the appropriate response. All administrative staff is trained in the incident command process and all participate in the multi-year training and exercise plan.

Procedure to disseminate emergency information

The primary SMC Command Center is located on the administrative floor of the Medical Center. An alternate command center has been identified. The various forms of communication listed below are used to disseminate information internally, externally, and the larger community. Each command center is capable of redundant communications in the following formats:

- Telephone
- Fax
- Email
- Cellular
- Instant Messaging
- VHF Two way radio
- UHF Two way radio
- State Digital Radio
- Television
- Weather Radio

Description of the procedures used for a significant emergency or dangerous situation

The Emergency Operations Plan will be implemented in response to internal, external, regional, and national disasters at the discretion of Sanford Administration.

1. The Administrator on call will initiate the Emergency Operations Plan.
2. The individual initiating the plan will determine the need to call a Code Disaster, the need for decontamination, and the need for additional resources.
3. If activation is required for an event that is not expected to generate patients, but might impact business continuity, the administrator on call will coordinate with the Subject matter expert from the area of impact and activate an appropriate response.
4. Communications will be responsible for the Notification process.
5. If an event occurs that generates a direct impact on the campus, the Command team will order an immediate operational assessment and initiate the appropriate response level.

The Sanford Health Organization recognizes five levels of emergency activation:

Level 1 - Enterprise Emergency (National Incident)

- Incident that could tax the resources of the entire health system
- Ex. (Pandemic, power grid disruption, major catastrophe)

Level 2 - Regional Support (Area Command Activation)

- Incident that would require the system command center to provide resource and administrative support to affected facilities with the health system.
- Ex. (tornados, local outbreaks, ice storms, biohazard situations)

Level 3 - Code Disaster

- Incident that will generate the arrival of fifteen or more patients to one or more system facilities
- Ex. (mass casualty incident)

Level 4 - Code Disaster (Decon)

- Incident, regardless of patient count, that will generate patient arrivals requiring decontamination at one or more system facilities.
- Ex. (HAZMAT or Biohazard Incidents)

Level 5 - Facility Silent Activation

- Incident or impending incident with a high impact potential that could directly affect operations at one or more system facilities.
- Ex. (Utility failure, airport incidents, other potential or unconfirmed events, or if)

The only reason that Sanford Health Organization would not immediately issue a notification for a confirmed emergency or dangerous situation is if doing so will compromise efforts to:

- Assist a victim
- Contain the emergency
- Respond to the emergency
- Compromise the emergency

A list of Emergency Management Codes, along with the proper procedures to be followed, are included in the Sanford Medical Center’s Emergency Operations Plan, which may be accessed at the Safety site, and is included in the Safety Kardex, which is displayed in all areas of the hospital. Staff /students receive annual training (Sanford Learn courses) for each of the codes. The list of Emergency Management System Disaster codes are listed below.

TYPE	Incident Type	Code
<i>Medical</i>	Adult Code	Code Blue - Adult (location)
	Pediatric Code	Code Blue – Pediatric (location)
	Neo-Nate Code	Code Blue – Neonate (location)
	Adult Trauma	Adult Trauma Team – Level 1 or 2
	Pediatric Trauma	Pediatric Trauma Team – Level 1 or 2
	Rapid Response Team	Rapid Response – (location)
<i>Safety / Security</i>	Disruptive Individual	Security Alert – Manpower needed (location)
	Missing person/Elopement	Security Alert – Missing Person (age/gender)
	Infant Abduction	Security Alert – Missing Person (infant/gender)
	Dangerous Person	Security Alert – Armed Intruder (location)
	Bomb Threat	(Silent Activation)
	Controlled Access	Security Alert - Controlled Access
	Lockdown	Security Alert – Lockdown
	Fire	Fire Alarm – (location)
<i>Weather Related</i>	Surge, HASMAT, Other	Incident Command Activation (define incident)
	Other	
<i>Utility Failure</i>	Tornado Watch	Weather Alert – Tornado Watch
	Tornado Spotted	Weather Alert – Warning
	Severe Thunderstorm In progress	Weather Alert – Severe Thunderstorm
	Winter Weather	Weather Alert – (Define Type)
<i>Utility Failure</i>	Water Outage	Facility Alert – Water Outage
	Electrical Outage	Facility Alert – Electrical Outage
	Natural Gas Outage	Facility Alert – Gas Outage
	Telephone Outage	Facility Alert – Telephone Outage

Notification Process / Timely Warnings

1. The Communications Department is responsible for the notification of staff during activations of the emergency operations plan. Notification and warnings would be decided on a case by case basis.
2. The Administrator on call will advise the Communications Department regarding the Level of Activation, Type of Activation, and Need for overhead page.
3. The Communications will launch the appropriate call trees in the HICS program.
 - a. Call trees are used to communicate with off duty staff, when additional staff is required. (eICS, telephone, utilization of local media, Email, Dark web)
4. The Communications will commence with the appropriate overhead page.
5. The Command Center will monitor all incoming availability responses from the electronic activation process.

Evacuation Plan

In the event that evacuation of the entire facility or a portion thereof is required, the Evacuation Plan will serve as an overall guide for the safe movement of patients, staff, and visitors. This plan establishes the line of authority for implementation of evacuation procedures and provides for alternative care sites following evacuation. Students and faculty will review the Evacuation Plan annually. Also, the plan can be accessed on the Safety Website and Safety Kardex in every area of the hospital.

Procedure for Testing Emergency Response and Evacuation Procedure

SMC maintains a multi-year training and exercise program that is compliant with the following requirements:

- National Incident Management System
- OSHA First Receivers
- Homeland Security Exercise and Evaluation Program
- Joint Commission EM Standards

All staff will know his / her role during a disaster exercise. All exercises that result in activation are evaluated in an after action process and are documented on an exercise/incident evaluation form. Following an exercise, the after action forms are reviewed by the emergency management committee to determine if any corrective actions are needed. Corrected actions are entered into the objective lists of subsequent exercises to ensure that unwarranted outcomes are corrected.

Command center power up is a practiced activity and training is conducted with administrative assistant staff at least once a year. All training is documented.

Drug Free Campus

The Drug-Free Schools and Communities Act of 1989 mandates that institutions of higher education adopt and implement a program designed to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

Sanford Medical Center is committed to providing a drug & alcohol free, healthy, safe and secure workplace at all locations where company business is conducted. Sanford Medical Center prohibits the

manufacturing, distributing, diverting, possessing, selling/use of or being under the influence of illegal drugs or alcohol in the workplace.

Prospective students, current students and employees are made aware of this policy on the school website. During new student orientation, this policy is reviewed and a statement of understanding is signed by each individual. In addition, all current students and school employees receive a paper copy of this policy annually, in the fall.

Title IX

Title IX promotes equal opportunity by providing that no person may be subjected to discrimination on the basis of sex under any educational program or activity receiving federal financial assistance. A school must respond promptly and effectively to sexual harassment, including sexual violence, that creates a hostile environment. When responsible employees are aware of possible sexual harassment or sexual violence, they must notify the Title IX Coordinator.

Title IX Coordinator: Brian Anderson – Director of Security (605) 333-1111

The responsibility of the Title IX Coordinator is to oversee the implementation of Title IX and to review all Title IX complaints.

In accordance with Title IX, Sanford USD Medical Center prohibits discrimination on the basis of sex in all academic activities. Sanford USD Medical Center has **NO** extracurricular programs or athletic activities.

Notice of Non-discrimination

Sanford Medical Center does not discriminate on the basis of race, color, national origin, sex or sexual orientation, gender identity, age, religion, mental or physical disability, genetic information, marital status, military/veteran status with regard to public assistance, pregnancy, or other category protected by local, state, or federal government.

Sexual Harassment Policy

Sexual harassment is a form of sex discrimination and is illegal. Sexual harassment is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

Sexual harassment encompasses any sexual attention that is unwanted and can take many forms. Most sexual harassment falls into 3 categories: verbal, visual and physical. All forms of sexual harassment cause the victim to feel uncomfortable or threatened by the behavior and may cause the victim to fear retaliation such as the loss of job or poor grades.

Any student or employee who feels that he or she has been or is being harassed and/or discriminated against, should immediately report it to the his or her immediate supervisor or designated CSA/Director of Security.

Privacy of the charging party and the person accused will be kept confidential to the fullest extent possible.

Confidential documentation of allegations and investigations will be maintained by the Risk Management. Risk Management department will handle corrective actions to resolve policy violations. For off campus locations, law enforcement shall be called for assistance.

The Sanford Health Policy for *Discrimination and Harassment* is located on the Sanford Connect website and it describes the procedure for reporting and handling of complaints of discrimination or harassment. New students will review this policy during student orientation. In addition, students and school faculty review this policy in the fall, annually.

Policy for Reporting Sexual Assault, Dating Violence, Domestic Violence, and Stalking

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. Security will make appropriate contacts to the employee or student's direct supervisor, Risk Management department, or Sioux Falls Police Department. This policy is intended to provide encouragement for reporting and prosecuting sexual assault and sexual contact while maintaining confidentiality to the fullest extent possible.

The report can be made to:

- Brian Anderson, Director of Security: (605) 333-1111
or
- Sioux Falls Police Department : 911

A victim has the options to:

- Notify proper law enforcement authorities, including campus security
- Be assisted by campus security in notifying law enforcement authorities if the victim so chooses
- Decline to notify such authorities

Filing a report with the Sanford USD Medical Center Security staff will:

- Not obligate the victim to prosecute.

Filing a police report will:

- Ensure that the victim of sexual assault receives the necessary medical treatment
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later
- Ensure that the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention

Confidentiality

- To the extent possible, reported concerns will be handled in a confidential manner, recognizing Sanford's need to investigate.
- The reported crime will be included with *Clery Act* reporting and disclosures, without the inclusion of personally identifying information about the victim.

Sexual Assault Prevention and Response

Annually, students and employees complete the following online educational courses regarding prevention of crimes;

- Understanding Workplace Discrimination and Harassment
- Workplace Violence Prevention

In addition, the Sanford Medical Center School of Radiologic Technology Policy & Procedure Manual contains information and guidelines related to a drug and alcohol free workplace. Crime prevention in-services for students, faculty, and staff can be arranged by contacting the Director of Security at 605-333-6535. Crime prevention education includes a “Protect Yourself Class; Basic Awareness of Your Surroundings”, which is available to students and employees at various times.

Security services include 24 hour patrol of Sanford Medical Center and grounds, television surveillance, and escort service to parking ramp upon request. Employees and students should call Security (605-333-1111) to request an escort to the parking area.

No reprisals or retaliation will be taken against any person who reports workplace violence, Sexual Assault, Dating Violence, Domestic Violence, or Stalking.

In cases of domestic violence and/or the existence of court orders, the student or employee is encouraged to share such information with Security.

The Sanford Health Policy for *Workplace Violence and Bullying* is located on the Sanford Connect website. This policy describes the procedure for reporting, investigating, handling of reports, and disciplinary action of workplace violence. New students review this policy during student orientation. In addition, students and school faculty review this policy in the fall, annually.

Referral Resources - Employee Assistance Program

Referral resources are available to employees and students through the Employee Assistance Program (Vital WorkLife) at 1-800-303-1908. Vital WorkLife staff is available 24/7 by phone or face to face to speak with employees or students who are struggling with personal or work challenges. This program provides employees, students, and their families access to a confidential counseling/assessment and referral service at **NO COST** to students or staff.

- Services include assistance in emotional, physical and marital issues; alcohol and drug related issues; legal, financial or other work/life issues.