



## **Procedures for Implementation Hate Crimes and Bias-Motivated Incidents Policy**

The University of St. Thomas values and encourages diversity and is committed to providing a safe environment that protects the rights of persons connected with the university.

Accordingly, the university prohibits acts of harassment and discrimination as outlined in the Hate Crimes and Bias-Motivated Incidents Policy. A copy of this policy is available on the university's website at [www.sthomas.edu/policies](http://www.sthomas.edu/policies).

It is the university's goal that no member of the university community shall be subject to any physical or verbal harassment, abuse or violence based on the individual's race, color, gender, sexual orientation, age, national origin, religion, or physical or mental disability. As requested by a victim, the university will investigate and respond to any hate crime or bias-motivated incident. The following procedures will be followed:

- 1) Reporting a hate crime and/or bias-motivated incident is important.
  - a) For the welfare of individuals and our community, it is critical that anyone who believes she or he has experienced or observed a hate crime or bias-motivated incident should report it by contacting the Public Safety Department at
    - ◆ (651) 962-5555 for emergency or
    - ◆ (651) 962-5100 for non-emergency.
    - ◆ You may also contact the police by dialing 911 from an outside line.

Doing so allows authorities to take necessary action to preserve evidence, pursue the assailant or take other appropriate steps. The Public Safety Department will assist public law enforcement in a timely manner to obtain, secure, and maintain evidence in connection with the reported hate crime or bias-motivated incident.

- b) For assistance and support in responding to a hate crime or bias-motivated incident, individuals are strongly encouraged to talk to a member within the university with whom they are comfortable. Reporting a hate crime or a bias-motivated incident does not trigger a formal investigation unless the complainant expressly requests an investigation or the university determines that it is necessary to conduct an investigation.

Individuals can commence an internal investigation by contacting any university office listed below. You will find trained professionals who are able to provide you with additional guidance and support. These offices, which are open from 8 a.m. to 4:30 p.m., Monday through Friday, include but are not limited to:

- ◆ Dean of Students Office, (651) 962-6050
- ◆ Human Resources (for faculty and staff), (651) 962-6510
- ◆ Office of Institutional Diversity, (651) 962-5200
- ◆ Office of Residence Life, including RAs and hall directors, (651) 962-6470

- ◆ Office of Affirmative Action, (651) 962-6031
  - ◆ Multicultural Student Services, (651) 962-6460
  - ◆ Office of International Student Services, (651) 962-6650
  - ◆ Office of Campus Life, (651) 962-6130
  - ◆ Offices of the academic deans (see individual academic department numbers)
  - ◆ Campus Ministry, (651) 962-6560
  - ◆ Academic Counseling, (651) 962-6300
  - ◆ Life Work Center, (651) 962-4763
  - ◆ Luann Dummer Center for Women, (651) 962-6119
- c) For confidential on-campus and/or off-campus counseling resources, please contact the Personal Counseling Center at [www.stthomas.edu/pc](http://www.stthomas.edu/pc) or (651) 962-6780. You can set up an appointment or ask for off-campus referrals.
- d) If you wish to report anonymously, please call the Public Safety Department TIPS line at (651) 962-TIPS (8477) or email [pstips@stthomas.edu](mailto:pstips@stthomas.edu).

Regardless of where individuals decide to report incidents, that department will contact Public Safety and a report will be filed.

### **Responses by the University**

#### 2) Response to a complaint

The complainant has the right to request that the university investigate a complaint that a hate crime or bias-motivated incident has been committed.

- a) If the complainant is a student, the Dean of Students Office will communicate promptly with the complainant and offer services related to safety, counseling or other supports that may be appropriate. If the complainant is a graduate or professional student, the Dean of Students Office will consult with the appropriate Academic Dean and one or both departments will contact the complainant. If the complainant is faculty or staff a response to the complainant will be coordinated through Human Resources and/or the appropriate academic department.
- b) If the complainant requests an investigation, the Dean of Students Office (student complainant) or Human Resources (faculty/staff complainant) will consult and/or assemble the University Action and Response Team.
- c) The Dean of Students Office (student complainant) or Human Resources (faculty/staff complainant) will promptly document the complainant's report of the incident (i.e., who, what, when and where). Additionally, those directly concerned with the incident should take care to retain physical evidence.
- d) The complainant will be asked what role she or he would like to play in responding to the incident.
- e) When appropriate, interim actions may be considered (i.e., consider relocation, academic accommodations, counseling, etc.) by St. Thomas staff.

- f) A biweekly review of reported incidents will be made by representatives from Public Safety, Campus and Residence Life, Dean of Students Office and other appropriate offices to ensure that services and follow-through are occurring on a coordinated and timely basis. Human Resources will be included when the complainant or alleged respondent is a faculty or staff member.
  - g) When appropriate, enhanced public safety measures (patrols, surveillance, etc.) may begin promptly and will be directed by the Public Safety Department.
- 3) Response to complainant(s) and respondent(s)
- a) The university shall make a decision concerning the allegations in the complaint, and if appropriate, a sanction.
  - b) If requested by the complainant, investigations will begin promptly once a report is compiled by the Public Safety Department and the appropriate office (Dean of Students or Human Resources). If the act involves a crime, the university will encourage the complainant to report the act to the police, and can assist the complainant with such reporting if it is requested. At its discretion, the university may defer the investigation to the police.
  - c) If the complainant or respondent is a student, and the allegation is found to have merit, the investigative reports will be sent to the Dean of Students Office for further action or response.
  - d) If the complainant or respondent is faculty or staff, and the allegation is found to have merit, the investigative report will be sent to Human Resources (Associate Vice President) and/or the appropriate AAL Member (Dean and Vice President) for further action or response.
- 4) Response to the campus community
- a) The University Action and Response Team will review available information regarding an incident and will implement a strategy to educate and/or engage the campus community in appropriate follow-up regarding the issue when necessary or appropriate.
- 5) Communication to University of St. Thomas Community
- a) All incidents reported to Public Safety will be included in a *Weekly Public Safety Incidents Report*. All such information will be available on the Public Safety Department's Web site. Reports will not contain the names of the complainant or the alleged respondent. The university is sensitive to anonymity under these circumstances.
  - b) When notifying the campus community, all appropriate communications will be coordinated by the President's Office, Office of Institutional Diversity, Dean of Students Office, Public Safety, or the respective designated office.
  - c) A report on the resolution of hate crimes and/or bias-motivated incidents will be provided at least once per semester, and more often, as appropriate to the campus community.