

**UNIVERSITY OF ST. THOMAS
DEPARTMENT OF PUBLIC SAFETY**

**FALL 2009
MINNEAPOLIS AND ST. PAUL CAMPUS**

“YOUR RIGHT TO KNOW”

In compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (formerly the Crime Awareness and Campus Security Act of 1990), this report contains detailed information covering a broad range of topics, including public safety services, crime prevention policies, and campus crime statistics.

GUIDELINES AND INFORMATION

DEPARTMENT OF PUBLIC SAFETY MISSION STATEMENT

The Department of Public Safety, in partnership with the campus community and within the framework of the university's mission, is dedicated to creating and promoting a safe, secure and peaceful environment by applying policies and laws, delivering emergency services, performing requests for assistance, and providing on-going education.

The following are the Public Safety Department’s guiding principles:

- Respect:** We will respect all people in all situations.
Integrity: We will maintain integrity in all that we do.
Impartial: We will be impartial in the delivery of services.
Information: We will provide clear, timely and accurate information.

OVERVIEW OF THE DEPARTMENT OF PUBLIC SAFETY

The Department of Public Safety operates 24 hours a day, 7 days a week, and 365 days a year to assist the University of St. Thomas community by providing core services for some or all of the following:

- Protection of the university and its community from all manner of significant danger, injury, harm, or property damage
- Law and code enforcement services, including uniformed patrol and incident response, and crime prevention, suppression and investigation
- Fire, rescue services, emergency medical services, and hazardous materials response
- Emergency communications and dispatch, including interfacing with public emergency communications telephone systems (9-1-1, E9-1-1)
- Emergency management services and crisis response during emergencies, disasters, and special events
- Security services, including alarm and video monitoring, access control, and lost and found services
- Parking management, enforcement, and transportation services
- Inspections, including building safety, lighting, site security surveys, etc.
- Animal control

- Unified command and liaison services with public agency counterparts, including the Federal Bureau of Investigations, The United States Department of Homeland Security, Federal Emergency Management Agency of the United States, The Minnesota Department of Public Safety and Bureau of Criminal Apprehension, the St. Paul and Minneapolis Police Departments, the Ramsey County and Hennepin County Sheriff's Offices, St. Paul and Minneapolis Fire Departments, etc.

INSTITUTIONAL SECURITY POLICIES AND CRIME STATISTICS

ADDITIONAL DEFINITIONS THAT APPLY TO THIS REPORT

Business day

Monday through Friday, excluding any day when the institution is closed.

Campus

(1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

(2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Campus security authority

(1) A campus police department or a campus security department of an institution.

(2) Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department under paragraph (1) of this definition, such as an individual who is responsible for monitoring entrance into institutional property.

(3) Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.

(4) 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. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor.

Noncampus building or property

(1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or

(2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Pastoral counselor

A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

Professional counselor

A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

Public property

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Referred for campus disciplinary action

The referral of any student to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

ANNUAL SECURITY REPORT

An institution must prepare an annual security report that contains, at a minimum, the following information:

The crime statistics described in the crime statistics heading below**Statement of current campus policies regarding procedures for students and others to report criminal activity or other emergencies occurring on campus**

All faculty, staff, students and visitors of the University of St. Thomas are encouraged to report criminal or suspicious activity and other emergencies to the Department of Public Safety. Criminal or suspicious activity committed on and near University of St. Thomas property that is reported to the Department of Public Safety will be investigated by Public Safety staff. Information regarding these crimes and suspicious activity, including investigatory follow up, is also shared with the local police department. Other emergencies reported to the Department of Public Safety will be investigated by Public Safety staff and/or referred to the proper department or agency for follow up.

To report criminal activity, an emergency, or to request Public Safety assistance, contact the following Public Safety office:

UST Public Safety

EMERGENCY LINE - (651) 962-5555, or 5555 from any campus phone

Non-emergency on the St. Paul Campus - (651) 962-5100

Non-emergency on the Minneapolis Campus - (651) 962-4100

Local police agencies can be reached from within their respective cities at the following phone numbers.

St. Paul Police Department

Emergency - 911

Non-emergency - (651) 291-1111

Minneapolis Police Department

Emergency - 911

Non-emergency - (612) 348-2345

Emergency call boxes and general-use wall phones are also available to report crimes. They are found throughout the St. Paul and Minneapolis campuses in administrative, academic, and residence hall facilities.

Emergency call box phones located outdoors and marked with a blue light above them provide a direct link to the Public Safety emergency line. Officers will respond immediately to the activation of these emergency boxes. Check the UST map in this booklet for exact locations of the emergency call boxes.

The reporting of criminal or suspicious activity and campus emergencies to Public Safety allows the department to continually reassess services and develop better methods of crime prevention.

Institution's policies concerning its response to reported criminal activity or other emergencies on campus

Policies for making timely warning reports to members of the campus community regarding the occurrence of crimes described in this report

The Department of Public Safety is authorized by the university to maintain accurate law enforcement records of all criminal activity on campus, near campus, or involving the university community.

Public Safety has a strong working relationship with the Dean of Students, Residence Life, Human Resources, and other departments and campus security authorities. Public Safety works closely with these reporting authorities to ensure timely reporting of criminal information while maintaining confidentiality (except where required by law or university policy).

In order to make timely warnings to the University of St. Thomas community, it is important for all faculty, staff, students, and visitors to notify the Department of Public Safety and proper authorities when a crime occurs.

Various efforts are made to inform the campus community in a timely way about crime and suspicious activity, personal safety issues, and other crime-related concerns on campus and in the neighboring community. Sharing timely information educates our community and aids in the prevention of similar incidents. For these reasons, Public Safety and the university go beyond reporting requirements found in this law by sharing information about more than just the crimes gathered in this report.

For the latest and most up-to-date information on timely warnings, watch for Public Safety postings throughout campus, distributed through on-line BULLETIN updates, and published on the DEPARTMENT OF PUBLIC SAFETY website (www.stthomas.edu/pfps).

These postings describe crimes or security concerns and solicit information from the university community regarding the reported incidents. They also share important crime prevention tips, ways to report crime, and phone numbers to use to share information.

There are three different types of postings:

Public Safety Bulletins

Public Safety bulletins are printed on blue paper and outline topics of concern that serve to educate students, faculty, and staff on the environment in which they live and work. These postings emphasize crime awareness and prevention and are posted around campus to warn of situations in

which the university community may be vulnerable. Examples of incidents calling for Public Safety bulletins are thefts, fraudulent activity, or dangerous conditions.

Public Safety Advisories

Public Safety advisories are printed on yellow paper, and describe crimes on or off campus that are important to the university community. While not as critical as the incidents described in Public Safety alerts, advisories pose significant concern for the safety and well being of students, faculty, staff, and guests.

Public Safety Alerts

Public Safety alerts are printed on red paper and describe situations or incidents of the greatest magnitude. Alerts can include incidents such as robberies, burglaries, multiple thefts on campus, or aggravated assaults.

Please watch for Public Safety bulletins, advisories and alerts posted in campus buildings and in university publications throughout the year. Our safety as a community depends on each of us staying informed.

Policies for preparing the annual disclosure of crime statistics

The Department of Public Safety Investigations Division compiles all required information and statistics for this brochure.

Statistics are collected using Public Safety Initial Complaint Reports, and from other reporting authorities including but not limited to local police agencies, officials of the university who have significant responsibility for student and campus activities. These university officials, known as Campus Security Authorities, include individuals in Athletics, Enrollment Services, and the Dean of Students and Residence Life offices.

Other required information included in the annual Campus Security Act Report, including University of St. Thomas security-related policies and procedures, are also compiled from various sources.

By October 1st of each calendar year, all current employees and students are notified of the availability of this report and how to request a copy. This report is accessible on the Public Safety website (www.stthomas.edu/psps/campus_security_act_report.htm), and is also made available upon request at several Public Safety office locations around campus.

All reasonable attempts have been made to identify all reported criminal activity and to present the crime statistics in this report in accordance with the Campus Security Act and its amendments.

Policies or procedures that allow victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics

The Department of Public Safety encourages all faculty, staff, students and visitors of St. Thomas to report all crimes and suspicious activity. At the request of the reporting victim or witness, Public Safety will make every effort to maintain confidentiality while respecting law and university policy.

Crime and suspicious activity may be reported on a voluntary, confidential basis to:

UST Public Safety

EMERGENCY LINE - (651) 962-5555, or 5555 from any campus phone

Non-emergency on the St. Paul Campus - (651) 962-5100

Non-emergency on the Minneapolis Campus - (651) 962-4100

TIPS LINE – (651) 962-TIPS, or (651) 962-8477

TIPS E-MAIL – pstips@stthomas.edu

Any Campus Security Authority – for more information on these reporting authorities, including the use of confidential reporting forms, please refer to our website at http://www.stthomas.edu/psps/Campus_Security_Act_Report/campus_security_authority.htm

Statement of current policies concerning security of and access to campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities

Security Measures

Public Safety has surveillance camera systems installed throughout St. Paul in residence halls, parking lots and ramps, and other key interior and exterior areas. At the Minneapolis Campus, these systems are also operational in all campus buildings and in some exterior areas.

These camera systems are monitored 24 hours a day and continuously record to digital media. The use of these camera systems, coupled with 24 hour monitoring and recording, enhances community safety and security while aiding in the investigation of criminal and suspicious incidents on campus.

Both campuses also utilize an electronic card access system on many interior and exterior doors, which improves security.

Alarms are also installed and monitored 24 hours a day in high security areas.

Academic and Administrative Building Access

The Department of Public Safety receives hundreds of calls each year by faculty, staff and students for access to buildings, offices and other rooms. Public Safety personnel strive to maintain the balance between personal safety, building security and the needs of accessing campus facilities. This presents unique challenges in maintaining safety and security at both the Minneapolis and St. Paul campuses.

Access to academic and administrative facilities varies by use and location. The Department of Public Safety and the Physical Plant maintains and implements a schedule to lock and unlock exterior and interior doors in each academic and administrative building.

Many of the academic and administrative buildings have electronic card access installed on exterior doors. With this system, Public Safety electronically monitors certain doors 24 hours a day and will dispatch an officer to the door if an alarm indicates that the door has been forced open or is ajar.

To ensure that campus facilities are accessible without compromising security, Public Safety has established building access guidelines. Faculty and staff wishing to give other faculty, staff, or students access to their offices may do so by completing an access authorization form. This may be accomplished by filling out a paper form available in the Public Safety office in Morrison Hall, or by an electronic Request for Services form on the UST Web page (<http://www.stthomas.edu/rfs/>).

Once this request is on file, access can be granted when requested through Public Safety, and with the presentation of proper university photo identification. Due to university liability, Public Safety officers cannot accept memos, notes, or verbal authorization in place of the access authorization form.

The use of university athletic facilities use requires appropriate university identification for admittance.

Residence Hall Access

Exterior doors to residence halls are locked 24 hours a day, except during times when temporary access is needed (such as periodic building maintenance) or for students during move-in. Each exterior residence hall door is equipped with an electronic card reader, which replaces a traditional key system and greatly enhances building security. Individual resident doors are equipped with interchangeable cores and allow for expeditious key core changes when room keys are lost, for roommate changes, or for other immediate security concerns.

Only resident students, their guests, and those with approved access are allowed inside residence halls. All others are considered trespassers and residents are urged to report their presence to the Department of Public Safety.

Access to residence halls can only be given to residents or their escorted guests upon presentation of proper photo identification. Sundays through Thursdays after 8 p.m., and Friday and Saturday nights after 7 p.m., all residence hall guests are required to sign in at the entrance of the respective residence hall. Depending on the residence hall, opposite-sex visitors may be prohibited from residence halls during specific times (refer to the Resident Student Handbook for specific times).

Resident students who lock themselves out of their rooms should *first* contact a Residence Life staff member. If one is not available, then Public Safety should be contacted.

Maintenance of Campus Facilities

The Physical Plant maintains university buildings and grounds with an interest toward the general safety and security of university faculty, staff and students. Public Safety officers also spot and report safety and security hazards during routine patrol.

Public Safety frequently conducts security surveys, exterior lighting surveys, and inspections of electronic security systems in an ongoing effort to maintain existing conditions while increasing campus protection. Channels of internal communications exist to facilitate the repair or improvement of security systems on campus. The Physical Plant recognizes the importance of responding promptly to requests that involve safety and security issues.

A safety committee comprised of representatives from the student body, administration, and various university departments meets to discuss safety concerns. The committee accepts suggestions, reviews problems, and makes recommendations for changes and improvements.

Students, faculty, staff, neighbors and visitors are all encouraged to express concerns to the safety committee by calling or writing to the Department of Public Safety at (651) 962-5100, Mail # 4081, 2115 Summit Avenue, St. Paul, MN 55105.

In order to help keep buildings safe and in good repair, it is important to promptly report maintenance problems. For plumbing, electrical, heating, elevator, door lock, key and other maintenance concerns, contact the Physical Plant at 962-6530. On weekends and holidays, or after 4:30 p.m. on weekdays, call the Department of Public Safety at (651) 962-5100.

Statement of current policies concerning campus law enforcement

Enforcement and arrest authority of security personnel

The Department of Public Safety is open 24 hours a day, 7 days a week, 365 days a year. Public Safety Officers are responsible at all times for the enforcement of university regulations and all federal, state and local laws as they apply to the University of St. Thomas.

Public Safety Officers are authorized to make citizen arrests and will detain people for local police agencies. Public Safety functions as an independent agent of the university to provide a sensitive, measured response to all situations requiring public safety services.

Working relationship between Public Safety, State and Local Police Agencies

The Department of Public Safety maintains a strong collaborative working relationship with federal, state and local police agencies. Public Safety works with these agencies on criminal matters, special operations, and security details during special events on and off campus.

ST. PAUL POLICE INVOLVEMENT

As noted above, the Department of Public Safety and the St. Paul Police Department have a close working relationship. In addition to training together and working together on criminal matters, the two departments work closely with quality of life issues in the neighborhood around the St. Paul campus.

Due to a rising concern with noise and party complaints near the St. Paul campus, St. Paul Police actively work with Public Safety, The Dean of Students Office, and University Relations to mitigate effects of these public disturbances between students living in the neighboring community and the permanent residents in the area.

During each fall and spring semester, Public Safety hires off-duty St. Paul Police Department officers to responding to party and noise complaints in the neighborhood around St. Thomas. Warnings and citations are issued when appropriate. This special detail increases quality of life for our students and neighbors, and has resulted in many arrests (of people with no university affiliation) for crimes-in-progress including robbery, burglary, driving while intoxicated, hit-and-run, etc.

MINNEAPOLIS POLICE INVOLVEMENT

The Department of Public Safety and the Minneapolis Police Department also have a close working relationship. Public Safety is actively involved in both the Downtown Block Club Association and the Downtown Security Council. By participating in and sponsoring the Block Club, Public Safety stays updated on crime occurring in the area. The Security Council and Minneapolis Police also keep Public Safety updated on crime prevention methods and events occurring in the city that may affect the general safety of the campus community.

Policies that encourage accurate and prompt reporting of all crimes to campus law enforcement and appropriate police agencies

The Department of Public Safety strongly encourages victims and witnesses to report crime promptly to both Public Safety and the St. Paul or Minneapolis Police Departments. Public Safety officers make all efforts to assist crime victims in reporting incidents to the police.

All Public Safety personnel are trained to respond to a wide variety of complaints and calls within the St. Thomas community, including emergency situations on the St. Paul and Minneapolis campuses. If any situation escalates beyond or falls outside officer training, Public Safety personnel will make an immediate request to contact proper emergency response authorities.

Procedures that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics

All employees and students of the university, including pastoral and professional counselors, are strongly encouraged to report crimes and encourage victims or witnesses of crime to voluntarily report these offenses to Public Safety. The reporting person may request to remain confidential.

Description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and that of others

In addition to investigating and reporting crimes that occur on campus, the Department of Public Safety is dedicated to aiding in the prevention of crime and in maintaining a safe campus environment.

The following is a list of programs and projects available to faculty, staff, and students at the University of St. Thomas:

Student Escort Program

The Student Escort Program is a volunteer student-run organization that provides a service to those who want to be walked to their cars, classes, or other locations within an approximate six-block radius of the St. Paul campus, and an approximate two-block radius of the Minneapolis campus.

Always in a male and female team and with radio contact with the Public Safety dispatcher, student escorts work night hours during the week or peak times. When student escorts are not in service, Public Safety officers will escort people to the same service area described above. All university faculty, staff, students and visitors are encouraged to use the Student Escort Program when appropriate for each individual's personal safety needs.

Public Safety provides escorts to any one requesting such service when the escort program is not available.

Campus Crime Prevention Month

Each September, Public Safety provides information on crime prevention to the campus community through brochures, fliers, and presentations. Representatives from Public Safety, the St. Paul and Minneapolis Police Departments, and other key departments on campus are on hand at both the St. Paul and Minneapolis campuses to offer crime prevention tips and personal safety information. The major areas addressed each year involve general personal safety, protection of personal property, bike and motor vehicle theft prevention, sexual assault awareness, and drug and alcohol abuse.

Student Orientation Program

Public Safety provides information on campus security policies, procedures and crime prevention on an annual basis during new student orientation.

Employee Orientation Program

Public Safety provides information on campus security policies, procedures, and crime prevention on a biweekly basis to all new university employees and faculty.

Sexual Violence and Sexual Harassment Training

All new full time employees and students are required through Human Resources to receive sexual violence and sexual harassment awareness training in order to increase awareness and response. Current employees may also be required to take refresher or updated courses.

Minnesota Crime Alert Network

Public Safety is a member of the Minnesota Bureau of Criminal Apprehension Crime Alert Network, which issues crime alerts across the state and region. Public Safety's associate director is a past president and current Crime Alert Network advisory board member. The purpose of the Crime Alert Network is to aid in the prevention of crime, aid in the apprehension of criminals, and to locating missing persons. When appropriate, these alerts are distributed to the university community by Public Safety as addressed under the "*Policies for making timely warning reports to members of the campus community regarding the occurrence of crimes described in this report.*"

Minnesota Crime Prevention Association

Public Safety is a member of the Minnesota Crime Prevention Association (MCPA), a statewide, non-profit organization of citizens, law enforcement officers, and crime prevention practitioners who work together to promote, develop, and advance crime prevention programs. MCPA and its members foster cooperation, encourage the exchange of information, provide leadership, and seek involvement from all segments of society to expand, improve and develop crime prevention programs throughout Minnesota.

Public Safety Seminars

The Public Safety staff is also available on request to conduct seminars on a variety of topics including personal safety, self defense, first-aid and CPR, and theft prevention. Materials containing tips for personal safety and crime prevention are available at the St. Paul and Minneapolis Public Safety offices.

Description of programs designed to inform students and employees about the prevention of crimes

Crime prevention is a top priority for Public Safety. The previous section outlines many of the programs used to inform the university community about crime prevention. The new student and new employee orientations, Campus Crime Prevention Month, Public Safety seminars, and the use of Public Safety Bulletins, Advisories and Alerts are all tools to advise the community of crime prevention measures. Additionally, Public Safety participates in the Minnesota Crime Prevention Association to stay updated and trained in crime prevention education, and to share applicable information with the UST community.

Public Safety also promotes crime prevention through a variety of other novelty items, including posters, key chains, and bookmarks. These items include emergency telephone numbers, and are distributed in conjunction with regularly scheduled programs and services.

Public Safety performs site security surveys, or security audits, for employees, students, and departments upon request. Security audits include recommendations, instruction and troubleshooting services for access control, surveillance systems, and alarm systems.

The Public Safety Investigations Division maintains a relationship with university newspapers and publications. This close contact provides another avenue for the dissemination of accurate information regarding significant or recurring incidents, and provides tips to prevent similar crimes.

A weekly incident summary publication and crime log are also available for on-line viewing at http://www.stthomas.edu/psps/Public_Crime_Log/Public_Crime_Log.htm. This log includes a brief description of campus crimes and incidents as reported to, or by, Public Safety.

Statement of policy concerning the monitoring and recording through local police agencies of criminal activity in which students engaged at off-campus locations of student organizations officially recognized by the institution, including student organizations with off-campus housing facilities

As noted in preceding pages, the Department of Public Safety and the St. Paul and Minneapolis Police Departments have a close working relationship with each other. In addition to working together on criminal matters, Public Safety and their public counterparts work closely in neighborhood matters.

St. Paul Police and Public Safety share information regarding criminal and suspicious activity on and near campus, and at residences believed to be owned or controlled by university students. These students are subject to dual jurisdiction and may be sanctioned by both the university and the city.

Statement of policy regarding possession, use, and sale of alcoholic beverages and enforcement of state underage drinking laws, and statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of federal and state drug laws

The university neither approves of nor condones the unauthorized possession, use or sale of alcohol or illegal drugs at the University of St. Thomas campus or on university property. The university promotes the responsible, legal use of alcohol and prescribed medication and over-the-counter drugs.

The possession, use, and sale of drugs or alcohol by students, staff, or faculty must conform to federal, state and local laws and ordinances.

- Use of alcohol by faculty, staff or students at the university or at a university-sanctioned event must be at approved and represent responsible use.
- Students living in off-campus housing may participate in responsible consumption in accordance with state laws, city ordinances, and student policy.
- Students of legal drinking age may possess and participate in responsible alcohol consumption at approved all-school and club functions.
- Minors and those found illegally consuming alcoholic beverages will be referred to the Dean of Students office and disciplined according to policy.
- Open containers of alcoholic beverages in public areas of campus are prohibited unless authorized by policy.

Description of any drug or alcohol-abuse education programs

The university encourages and provides reasonable help for students, faculty or staff who seek information on or treatment for chemical dependency. The available programs are both proactive and reactive, depending on individual needs and circumstances.

The following university departments provide information or counseling for persons seeking help with substance abuse. To get more information regarding the services these departments provide, we encourage you to contact them directly.

Wellness Center

962-6128

Personal Counseling	962-6780
Student Health Services	962-6750
Human Resources	962-6510
Athletics	962-5900
Residence Life	962-6470
Public Safety	962-5100

LOCATION OF LAW ENFORCEMENT AGENCY INFORMATION REGARDING REGISTERED SEX OFFENDERS

The Federal Campus Sex Crimes Act, effective October 28, 2002, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state regarding registered sex offenders may be obtained. The Campus Sex Crimes Act also mandates that sex offenders who are already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

The Minnesota Bureau of Criminal Apprehension administers a predatory offender registration and tracking program. Any questions regarding the program may be directed to the Predatory Offender Unit at (888) 234-1248 or (651) 793-7070. Information regarding this program can be found at the following web site:

<http://www.dps.state.mn.us/bca/invest/documents/page-07.html>

Information regarding registered sex offenders may be obtained through the St. Paul Police Department (SPPD). The SPPD may be contacted at (651) 266-5685. General information on registration requirements and notification procedures can be found at the following web site:

<http://www.stpaul.gov/depts/police/sexoff.html>

Information regarding registered sex offenders may be obtained through the Minneapolis Police Department (MPD). The MPD may be contacted at (612) 673-3081. General information on registration requirements and notification procedures can be found at the following web site:

<http://www.ci.minneapolis.mn.us/police/crime-prevention/sex-offender.asp>

In addition, information regarding registered sex offenders may be obtained through the Minnesota Department of Corrections at (651) 642-0200. An offender locator, for offenders that have the highest risk for re-offense, can be accessed from the Minnesota Department of Corrections' web site:

<http://info.doc.state.mn.us/publicviewer/main.asp>

Statement of policy regarding the institution's campus sexual assault programs to prevent sex offenses, and procedures to follow when a sex offense occurs

Under Minnesota law, sexual violence is a criminal act. The University of St. Thomas believes strongly in the human dignity of each individual. The university condemns and opposes any type of sexual violence among any member of its community. Sexual violence is a crime and the university urges victims of sexual violence to contact the Department of Public Safety and the local police. It is the university's primary concern that the victim receives support from a qualified individual as soon as possible after the incident.

At St. Thomas, sexual violence is defined as any act of violence or force committed without the complainant's consent, for the purpose of satisfying the actor's sexual or aggressive impulses, including but not limited to, contact of a person's clothing in the genital, groin, inner thigh, buttocks, or breast area, or the use of threat of force or coercion which requires the victim to commit or submit to any kind of sexual act.

While a stranger may perpetuate sexual violence, an acquaintance or someone known by the victim more frequently will perpetuate these criminal acts. Sexual violence typically involves a female victim, but both males and females can be victimized by members of either sex.

Sexual violence can include:

- Rape (stranger and acquaintance)
- Forcible touching or other sexual assault
- Any attempted rape, or sexual assault

Description of educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses

It is important to always take precautionary measures. In addition, the University of St. Thomas will provide educational programs and opportunities to all members of the community (students, faculty, and staff) on a regular basis regarding the subject of sexual violence, its causes, its effects, and the university's policies and procedures in dealing with sexual violence. All members of the St. Thomas community are expected to attend these programs offered through the Human Resources Department at (651) 962-6510.

Procedures students should follow if a sex offense occurs, including procedures concerning who should be contacted, the importance of preserving evidence for the proof of a criminal offense, and to whom the alleged offenses should be reported and information on a student's option to notify proper law enforcement authorities, including on-campus and local police, and a statement that institutional personnel will assist the student in notifying these authorities, if the student requests the assistance of these personnel

The university urges victims of sexual violence to contact the Department of Public Safety and local police as soon as possible so that the proper authorities can take actions necessary to preserve evidence, pursue the assailant, or take other appropriate steps. Reporting an incident of sexual violence to the police does not mean that the victim must file charges against the assailant. The university will assist victims in the process when requested.

To report a crime or request assistance, contact the following agency:

UST Public Safety

EMERGENCY LINE - (651) 962-5555, or 5555 from any campus phone

Non-emergency on the St. Paul Campus - (651) 962-5100

Non-emergency on the Minneapolis Campus - (651) 962-4100

Local police agencies can be reached from within their respective cities at the following phone numbers.

St. Paul Police Department

Emergency - 911

Non-emergency - (651) 291-1111

Minneapolis Police Department

Emergency - 911

Non-emergency - (612) 348-2345

As soon as possible after an assault, an attempted assault, or a perceived assault, victims should talk to someone who they trust. That someone may be a friend, a counselor, a professional staff person at the university, a university Public Safety officer or a police officer. The university recognizes that with incidents of sexual violence it can take weeks, months or even years before victims realize that an assault did indeed take place. Nevertheless, the university urges victims of sexual violence to:

- contact the Department of Public Safety and the police as soon as possible;
- seek support from appropriate medical resources;
- utilize on-campus and/or off-campus counseling resources;
- use university procedures to report the incident

If an emergency situation exists, please call the Department of Public Safety at (651) 962-5555. Public Safety will assist you in notifying the appropriate police department as necessary. You may also call the police directly at 911.

If information or non-emergency assistance is needed outside of regular business hours, please call the Department of Public Safety at (651) 962-5100. This phone is answered 24 hours a day and Public Safety staff can refer you to a variety of medical, counseling, and other resources.

Information and assistance is also available 24 hours a day from Sexual Offense Service (S.O.S.) in St. Paul at (651) 643-3006.

If victims do not wish to pursue an official course of action or are unsure what action to take, victims may contact the University of St. Thomas Personal Counseling department at (651) 962-6780. Personal Counseling staff psychologists are legally bound to maintain confidentiality and will not report or officially pursue an incident without consent of the victim.

Importance of preserving evidence:

DO NOT DISTURB EVIDENCE

It is strongly recommended that all victims of sexual assault or violence seek medical attention within hours of the crime.

Until a report is filed:

- Do not shower
- Do not douche
- Do not change or wash clothes
- Do not comb hair
- Leave the scene untouched

**Notification to students of existing on- and off-campus counseling,
mental health, or other student services for victims of sex offenses**

Medical Resources

UST Health Services
(651) 962-6750

Regions Hospital
Emergency Room
(651) 221-2121

Crisis Program
(651) 221-8922

Counseling Resources

UST Personal Counseling
(651) 962-6780

UST Campus Ministry
(651) 962-6560

Sexual Offense Services (S.O.S.)
(651) 643-3006

Sexual Violence Center of Hennepin County
(612) 871-5111

Notification to students that the institution will change a victim's academic and living situations after an alleged sex offense and of the option for those changes, if those changes are requested by the victim and are reasonably available

If requested by the victim, and if reasonably available, the university may also take steps to change a victim's academic and living situations.

Procedures for campus disciplinary action in cases of an alleged sex offense:

Students, faculty or staff members who are victims of sexual violence should take prompt action. A process coordinator is available to review options with the victim. Options include:

- Personal action: Victim speaks directly to the offender and indicates that the objectionable behavior must stop.
- Informed third party intervention: Discussion between the victim and the offender, with the process coordinator present. Call (651) 962-6050 for name and telephone numbers of process coordinators.
- Formal mediation: Process coordinator can arrange for formal mediation services between the victim and alleged perpetrator.
- Formal Investigation: Process coordinator or victim contact investigative officer who complete formal investigation. Call (651) 962-6050 for names and telephone numbers of investigative officers.

General Guidelines

- A process coordinator is always available to assist parties in considering and selecting options available. Process coordinators can provide information on the process to the accused as well.
- The victims and the accused can have a support person and/or attorney accompany them throughout the process.
- Any hearing or meeting held will be closed to all members of the public unless all parties agree otherwise.

- The victim and the accused will be kept informed of the status of the process and the result of the discipline process.
- The process will be handled with courtesy and respect in a timely manner.

Appeal

Either party may appeal any decision of the vice president following a formal investigation. An appeal must be made within five workdays of receipt of the written decision by submitting a written statement to the executive vice president, explaining the basis for the appeal.

CRIME STATISTICS

Crimes that must be reported

An institution must report statistics for the three most recent calendar years concerning the occurrence on campus, in or on noncampus buildings or property, and on public property of the following that are reported to local police agencies or to a campus security authority

Criminal Homicide - Murder and nonnegligent manslaughter

The willful (nonnegligent) killing of one human being by another

Criminal Homicide – Negligent Manslaughter

The killing of another person through gross negligence

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. Reported offenses may include:

- **Forcible Rape** - the 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).
- **Forcible Sodomy** - oral or anal sexual intercourse with 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 because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **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 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.
- **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; or, 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 incapacity.

Sex Offenses, Non-Forcible

Unlawful, nonforcible sexual intercourse. Reported offenses may include:

- **Incest** - non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- **Statutory Rape** - non-forcible sexual intercourse with a person who is under the statutory age of consent. If force was used or threatened, or the victim was incapable of giving consent because of his/her youth, or temporary or permanent mental impairment, the offense should be classified as forcible rape, not statutory rape.

Robbery

The 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 making the victim fearful.

Aggravated Assault

The unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.

Burglary

The unlawful entry of a structure with the intent to commit a felony or theft.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle.

Arson

Any 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.

Arrests and liquor law violations, drug law violations and illegal weapons possession

Persons not arrested but referred for campus disciplinary action for liquor law violations, drug law violations and illegal weapons possession

Liquor law violations - defined

Arrests or referrals for the violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, or possessing of intoxicating liquor.

Drug law violations - defined

Arrests or referrals for the violation of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Weapons law violations - defined

Arrests or referrals for the violation of laws or ordinances dealing with weapon offenses.

Recording crimes

An institution must record a crime statistic in its annual security report for the calendar year in which the crime was reported to a campus security authority.

Reported crimes if a hate crime

An institution must report, by category of prejudice and crime it reports pursuant to the above noted offenses (criminal homicide, sex offenses, robbery, aggravated assault, burglary motor vehicle theft and arson), and any other crime involving bodily injury reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

Crimes by location

The institution must provide a geographic breakdown of the statistics for crimes noted above reported (criminal homicide, sex offenses, robbery, aggravated assault, burglary motor vehicle theft and arson), arrests and campus disciplinary referrals for those violations noted above (liquor law, drug law, and weapons law violations), and for reported crimes if a hate crime, according to the following categories:

On campus

Of the crimes reported on campus, the number of crimes that took place in residential facilities for students on campus

In or on a noncampus building or property

On public property

Identification of the victim or the accused

The statistics required in this document may not include the identification of the victim or the person accused of committing the crime.

Pastoral and professional counselor

An institution is not required to report statistics in this document for crimes reported to a pastoral or professional counselor.

Uniform Crime Report (UCR) definitions

An institution must compile the crime statistics required in this document using the definitions of crimes provided to this part and the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection.

For further guidance concerning the application of definitions and classification of crimes, an institution must use either the UCR Reporting Handbook or the UCR Reporting Handbook: NIBRS EDITION, except that in determining how to report crimes committed in a multiple-offense situation an institution must use the UCR Reporting Handbook.

Use of a map

In complying with the statistical reporting requirements in this document, an institution may provide a map to current and prospective students and employees that depicts its campus, noncampus buildings or property, and public property areas if the map accurately depicts its campus, noncampus buildings or property, and public property areas.

Statistics from police agencies

In complying with the statistical reporting requirements in this document, an institution must make a reasonable, good faith effort to obtain the required statistics and may rely on the information supplied by a local or state police agency. If the institution makes such a reasonable, good faith effort, it is not responsible for the failure of the local or State police agency to supply the required statistics.

SEPARATE CAMPUS

An institution must comply with the requirements of this section for each separate campus.

TIMELY WARNING

An institution must, in a manner that is timely and will aid in the prevention of similar crimes, report to the campus community on crimes that are:

- Described in this document;
- Reported to campus security authorities; and
- Considered by the institution to represent a threat to students and employees

An institution is not required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

CRIME LOG

An institution that maintains a campus security department must maintain a written, easily understood daily crime log that records, by the date the crime was reported, any crime that occurred on campus, on a noncampus building or property, on public property, or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or the campus security department. The Department of Public Safety maintains this crime log in the Public Safety office in 100 Morrison Hall. This log must include:

- The nature, date, time, and general location of each crime; and
- The disposition of the complaint, if known

The institution must make an entry or an addition to an entry to the log within two business days, as defined in this report, of the report of the information to the campus security department, unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim.

An institution may withhold information required under this section if there is clear and convincing evidence that the release of the information would:

- Jeopardize an ongoing criminal investigation or the safety of an individual;
- Cause a suspect to flee or evade detection; or
- Result in the destruction of evidence

The institution must disclose any information withheld under this section once the adverse effect described in that paragraph is no longer likely to occur.

An institution may withhold under this section only that information that would cause the adverse effects described in those paragraphs.

The institution must make the crime log for the most recent 60-day period open to public inspection during normal business hours. The institution must make any portion of the log older than 60 days available within two business days of a request for public inspection.