

CAMPUS SECURITY ACT REPORT
FALL 2009 UNIVERSITY OF ST. THOMAS – Owatonna Campus
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2009 Campus Security Policy and Campus Crime Statistics Report

This document complies 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 document is a component of the Minneapolis and St. Paul campus crime report. All definitions and policies not addressed within this subsection apply to this report.

INTRODUCTION

The UST Owatonna Campus considers the safety of its students, university employees and guests in the same way the home campus does. The primary goal of the Owatonna Campus is to provide an environment that is both conducive to learning and safe for its community members. A community such as this can only be safe if all of its members share in this responsibility. The Owatonna Campus provides the opportunity for safety by working closely with the City of Owatonna police department and the Steele County Sherriff's office coordinated efforts of a well trained and seasoned director and staff, and through the active participation of its students.

OWATONNA CAMPUS

The University of St. Thomas Owatonna Campus is located at 2480 South County Road 45, Owatonna, Minnesota. Bequeathed to the University of St. Thomas in 1979, the Owatonna Campus is named The Daniel C. Gainey Conference Center. Ground was broken in 1981 for the conference center building which is constructed adjacent to the original Gainey home. The Owatonna Campus is a full service conference and retreat facility for corporate, non-profit & student groups, and offers accommodations for overnight guests. Situated south of Owatonna just outside of city limits, the Campus is located one mile east of Interstate 35 at the intersection of highway 14 and county road 45. The campus is 182 acres with many of the original buildings that served as a horse ranch for the Gainey family.

Facilities

The Owatonna Campus can provide over night accommodations for 70 guests. The 35 guest rooms on three floors include 5 rooms with king size beds, and 15 rooms with queen size beds, each with a single sofa sleeper. The remaining 15 rooms have two double size beds. The Main Center and Gainey Home consist of a large 30' x 40' meeting room, Executive board room, numerous breakout areas, lounge, elegant dining room, and commercial kitchen. Because the Owatonna Campus does not offer hotel-style reservations to the general public, a higher level of security is maintained on campus.

The University of St. Thomas converted one of the horse stables (now named The Mews) into 4 class rooms. The Mews provides class rooms for graduate program classes (MBA) and day meeting clients. The lower 3 rooms accommodate 24 persons each. The larger, upper loft area will accommodate 40 persons.

There are many other buildings on campus used for a variety of storage, two of which serve for the Property Manager's use to maintain the building and grounds. The campus also has three residences, which currently house employees of the Owatonna Campus.

The Owatonna Campus utilizes the horse barns/stables/pastures by renting space to private individuals. There are two large stable barns, and a large arena barn which offers wash and workout areas for the horses. The grounds offer numerous acres of fenced pasture land, two training rings, and a large riding ring. The campus offers 2.25 miles of walking/riding trails for guest use.

Building Hours

The Owatonna Campus main building is locked at 10 p.m. seven days a week. Guests are able to contact the front desk staff 24 hours a day for assistance as needed. The main building and grounds are patrolled by security during early morning hours for the safety and security of guests. The property is posted at entrances "Registered Guests Only". Persons that are not guests or students are directed to leave the campus.

Currently the three residences on campus are occupied by Owatonna Campus staff members. Security is highly enhanced by this fact because these staff members know who/what is scheduled, and can quickly to identify suspicious activity on campus.

Owatonna Staff

The Owatonna Campus Director serves as the primary supervisor for campus operations. The director supervises and works directly with the Food and Beverage, Sales, Property, and Operations Managers. Each department has a staff to accommodate the work load according to the number of guests on campus. In addition to these departments, MBA has two staff members to coordinate classes on campus.

POLICE/FIRE PROTECTION

The Owatonna Campus is located in the Owatonna Township of Steele County. The campus is patrolled by the Steele County Sheriffs Department. The Owatonna Campus Director has fostered and continues to maintain a positive working relationship with the Steele County Sheriffs Department. This working relationship advances the likelihood that Owatonna Campus guests are safe during their stay.

The Main Center fire alarm system is monitored 24 hours a day. All alarm conditions dispatch the Owatonna Fire Department to campus for building inspection. All Owatonna campus departments have Emergency Procedures Manuals to follow in the event of various emergencies.

IMPORTANT CONTACT INFORMATION

Police/Fire/Medical 911

Director, Marlene Levine 507.213.3979

Property Manager, Ralph Miller 507.451.3249

Operations Manager, Dennis Benjamin 507.456.7521

For emergency situations, guests must dial “9” for an outside line first from any phone, and then dial the emergency number above.

Security at Owatonna Campus

Overseeing campus security at the Owatonna campus is the Director and the Operations Manager. The director and the operations manager live on campus, and they can be contacted at the telephone numbers above, or by email at:

mmlevine@stthomas.edu

djbenjamin@stthomas.edu

Student Code of Conduct

Students are referred to the Student Life Policy Book and Resident Student Handbook for policies, procedures and rules at the University of St. Thomas.

Policies on Alcohol Consumption and Illegal Drug Use

The Owatonna Campus serves many different corporate clients. Therefore, the Owatonna Campus maintains a State of Minnesota liquor license. The mandatory age in the State of Minnesota is age 21, and anyone under that age is not served or allowed to bring alcohol on campus. Student group facilitators are advised that any alcohol found will be confiscated.

UST students attending programs coordinated through UST and the Owatonna campus agree to abide by university policy and procedure as described above. Convictions for violations of these laws could result in fines and/or imprisonment. University sanctions could include penalties ranging from fines to suspension from the university.

Many physical and psychological health risks are associated with the abuse of alcohol and other substances, including the following:

- difficulty with attention and learning
- physical and psychological dependence
- damage to the brain, liver and heart
- unwanted sexual activity
- accidents due to impaired judgment and coordination

Staff members at the Owatonna campus, UST Health Services and the UST Personal Counseling office can provide additional information about these concerns. More complete information on UST's substance abuse policy can be found in the section on University Policies.

Smoking

Smoking is not allowed inside the Owatonna Campus buildings. Smoking is only permitted outside the buildings.

Emergencies Involving Guests

Guests involved in a medical emergency who need immediate treatment should go to the Owatonna Hospital emergency room at 903 South Oak, Owatonna. Depending on the situation, call the front desk by dialing "0", or an ambulance by dialing (9) 911.

GENERAL SECURITY PROCEDURES

Sex Offender Registry and Access to Related Information

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>

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

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.

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

Owatonna Police Department

Emergency - 911

Non-emergency - (507) 444-3800

Counseling Resources

UST Personal Counseling

(651) 962-6780

UST Campus Ministry

(651) 962-6560

Sexual Offense Services (S.O.S.)

(651) 643-3006

Registered Guest Policy

The university's Registered Guest Policy enforced by the director and posted at all campus entrances is as follows:

Only those persons having legitimate business with the University of St. Thomas Owatonna campus, members of the university community and their invited guests, are permitted on campus. The university reserves the right to exclude all persons from these premises who do not conform to acceptable behavior. Those who disregard this warning are to be considered in violation of criminal trespass and are liable for prosecution.

Firearms and dangerous weapons

Firearms and dangerous weapons of any type are not permitted on the Owatonna Campus, except when carried by law enforcement officers within their respective jurisdiction. Intentional use, possession or sale of firearms or other dangerous weapons by guests is strictly forbidden and is a violation of university policy as stated in the student handbook.

Access Control

The main building doors of the Owatonna campus are locked at 10 p.m. Each guest has access to a code that can be entered on a key pad to enter the building after hours.

Emergency Safety Lighting

Sufficient interior emergency safety lighting exists at the Owatonna campus. Emergency egress lighting exists in hallway areas and near doors in the event of a fire.

Fire Extinguishers

Fire extinguishers are conveniently located throughout the Owatonna campus and are regularly tested and maintained.

Health and Safety Inspections

The Minnesota Department of Health and the State Fire Marshall inspect the building annually to insure there are no code violations.

Maintenance

Requests for maintenance (equipment failures, bathroom problems, computer hardware issues, etc.) should be directed to the front desk.

Communications

All phones connected to the phone system at the Owatonna Campus require dialing a (9) for access to an outside line. Calls on campus are made by dialing the 4 digit extension number. Calls to the guest rooms are made by dialing the 3 digit room number. Calls can not be placed directly to guest rooms. Callers must call the main number and be transferred to a guest room extension. All guest rooms have 2 phone lines and one high speed Ethernet port.

Cell phone coverage is largely good on the Owatonna campus. Some of the carriers require guests to walk outside for adequate signal strength.

The Main Conference Room and the Executive Board Room have wireless internet connectivity. Many of the guest rooms are able to connect to the wireless but, it is recommended using the wired port in guest rooms. The Main Center has two computers for guest use on the first & third floors and has printing capabilities to the front desk. The Mews has four computers for guest use, two upstairs and two downstairs with printing capabilities to printers on those floors.