



Public Safety Press

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Guidelines for Parking Citation Appeal Process

If you have received a parking citation and feel that it was issued in error there is an appeal process available.

The Parking Appeals Committee reviews written appeals from individuals challenging parking violations. The committee consists of faculty, staff and students. Due to the nature of the committee and volume of appeals, appeals cannot be presented to the committee in person. Appeal forms may be obtained in person at the Parking Services Office at 2119 Grand Avenue and at the Public Safety offices on either campus during non-business hours, or they are available online at www.stthomas.edu/psps.

An appeal should be based on the fact that the violation notice was issued in error or contrary to the regulations listed in this Parking Guide. A lost permit, forgetfulness,

parking only for a short period, failure to display parking permit, and/or not seeing the signs are unacceptable grounds for ap-



peal. Additionally, a citation may not be appealed if the vehicle or permit holder has any other unpaid parking fines.

The appeals committee adheres to the following procedures and responsibilities:

1. The appeal form and citation must be received by the Department of Public Safety and Parking Services within 10 days of the date the citation was issued. The appeal form must be filled out in its entirety.
2. The payment of the citation under appeal is suspended without penalty during the appeal process.
3. Upon an affirmative vote of a majority of the committee voting, the appeal will be

accepted and the citation canceled.

4. A vote to deny the appeal requires that the appellant pay the citation.
5. Decisions of the Appeals Committee are final.
6. Once the appeal is denied, failure to pay the issued citation within five days from the date of notice will result in a late fee.
7. Fines that have been reduced by the committee will return to their original amount if not paid within five days of the date of notice.

It is imperative to remember the importance of not letting parking tickets go unpaid or unresolved. Unpaid citations can result in fines on student accounts or immobilization devices, or "boots", being placed on the vehicle's tire until fines are paid in full. In the long run, it is easier and cheaper to take care of these matters as soon as possible.

Medical Emergency Procedures

In the event of a medical emergency, there are a few simple steps to remember when reporting it to Public Safety.

- Immediately report the emergency to Public Safety by calling 651-(96)2-5555. Be prepared to give the following information:
- Location of the emergency
- Type of injury, illness, or symptoms
- Name, age of injured or person who is ill, if known

It is very important to **NOT** move a seriously injured person unless



they are in a life threatening situation. Doing so could cause further injury. If you notice any jewelry with an inscription indicating medical information, be sure to bring this to the responding officer's attention.

Once Public Safety arrives on the

scene, an assessment will be made as to whether or not to call paramedics. The Public Safety officer will administer first aid and, if needed, prepare for the arrival of emergency units.

Keeping these simple steps in mind could make a big difference in the well-being of any person you see that is in need of immediate medical attention.

**Public Safety
Emergency Line
Dial 5555**

General Building Evacuation Procedures

In the event of a general emergency where the Public Safety Department has deemed it necessary for a building or area on the campus to be evacuated, there are proce-



dures that should be followed to ensure everyone's safety

Public Safety officers will assess the situation and, depending upon the circumstances, will notify occupants in person or by phone. During evacuation, a temporary gathering site will be selected by Public Safety and persons leaving the building or area will be directed to proceed to that location. At special events, such as commencement or sporting events, an announcement will be made to those in attendance to gather their personal items and proceed to exit the premises in a calm and orderly manner. Upon evacuating all persons from the building, the officer(s) will attempt to lock all exterior doors (or block other access) to prevent any unauthorized persons from entering the area.

No one may re-enter the build-

ing/area until the "All Clear" is given by Public Safety, fire or police personnel. Depending upon the circumstances, all persons at the temporary gathering site may be asked to give names and UST status. This will allow for accountability for possible person(s) still in the building or "missing". Only UST Public Safety personnel or local public law enforcement personnel may indicate an "All Clear". The "All Clear" simply indicates that as thorough and reasonable a search as possible was conducted and no further danger was apparent. Once the "All Clear" is given, people may re-enter the building/area.



Thief Grief: Top 5 Things Stolen From Students

Students should guard their purses, laptop cases and backpacks carefully while on campus or something might get stolen from right under their noses.

Allstate Insurance Company property claim specialists reported that the top five items stolen on campuses include expensive but easy-to-grab things that are hard to recover as well as replace. The top five things that are stolen, according to www.allstate.com, are: Band instruments, Laptops and other data processing devices such as PDAs, Sports equipment, MP3 players and iPods, and Digital cameras.

At St. Thomas, additional the

items that are popular with thieves are bikes and car stereos, said Wells Farnham, Lead Crime Prevention Officer. Farnham agreed with All State's findings, especially when it comes to iPods, which he felt would become a hot item this year.

Although most students don't expect their things to get stolen, they should take some precautions to avoid becoming a victim. Valuables should never be left unattended, even in dorm rooms.

Thieves are also more likely to break into a car when valuables are left in plain sight.

These simple steps may not be

completely effective in protecting students' valuables. However, other options are available for students. The protection parents have for their belongings through homeowner's policies will usually cover the child's things while he or she is away at college and living in an on-campus dorm. If a student is not living on campus, the parent's policy will not provide coverage for any mishaps. In that case, students always have the option of purchasing renter's insurance. The insurance is relatively inexpensive, and the claim will not affect the homeowners insurance of students' parents, according to www.allstate.com.

Winter Overnight Parking Restrictions

Due to snow plowing issues during the winter months, overnight parking will not be allowed in non-resident lots from Nov 1 until Mar 31st from 6 p.m. Friday until 6 p.m. Sunday. This means that during these months resident students with vehicles, but who do not have a parking permit, may only park in resident lots on the

weekend. During the restricted months, employees working overnight shifts, who have a valid permit and authorization from Public Safety, may only park in the McNeely Hall Ramp, Morrison Hall Ramp level R2-South, or Lot T on south campus during the hours of 10pm to 9am. These individuals will need to contact Pub-

lic Safety and Parking Services for approval and card access to the ramps. Vehicles parking overnight in all other lots than those mentioned during the winter restricted months are subject to ticketing and /or towing at the owner's expense.

Family Visitor Permits Available

Family members of resident students who will be parking overnight on campus will need to obtain a special permit from Public Safety. These permits are available only to parents and siblings

of resident students and are valid for 24 hours from the time issued. Valid identification from both the resident student and the family member will be required to obtain a permit. The cost is \$5.

Other overnight guests will need to park off-campus (following city parking regulations) to avoid being ticketed.



**DEPARTMENT OF PUBLIC SAFETY
AND PARKING SERVICES**

Office Locations

www.stthomas.edu/psps

Parking Services—New for Fall '06

2119 Grand Ave. (Finn St. & Grand Ave.)
Hours: Monday—Friday 8a.m. to 4:30 p.m.
Phone: 651-(96)2-PARK

Public Safety - St. Paul Campus

1st floor of Morrison Hall
Hours: 24 hours/day, 7 days/week, 365 days/year
Phone: 651-(96)2-5100
Emergency Line: 651-(96)2-5555

Public Safety - Minneapolis Campus

2nd floor of Opus Hall
Hours: 24 hours/day, 7 days/week, 365 days/year
Phone: 651-(96)2-4100
Emergency Line: 651-(96)2-5555

Our Mission:

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.

Your Right To Know

Your personal safety and the security of the campus community are of vital concern to the University of St. Thomas. 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.

The 2006 Annual Campus Security Act Report is available through the University of St. Thomas Department of Public Safety. This report includes campus crime statistics for the most recent three-year period and a broad range of institutional policies concerning campus safety. These policies pertain to alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other important topics.

You can obtain a copy of this report by stopping by any Public Safety office; by contacting the Department of Public Safety, Investigations Division, at Mail 4081, 2115 Summit Ave., St. Paul, MN 55105; by phone at (651)

962-5100; or by accessing the Public Safety Web site at:
http://www.stthomas.edu/psps/Campus_Security_Act_Report/campus_security_act_report.htm

All faculty, staff, students and visitors of the University of St. Thomas are

**2006 Campus
Security Act
Report Available**

encouraged to report all criminal acts or other emergencies to the Department of Public Safety. Criminal acts that are committed on and near University of St. Thomas property and that are reported to the Department of Public Safety will be investigated by Public Safety staff. These crimes will also be reported to the local police department. Other emergencies reported to the Department of Public Safety will be investigated by Public Safety staff or referred to the proper department or agency for follow up.

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 for exact locations of the security controls and patrol strategies, and develop better methods of crime prevention.

Various efforts are made to inform the campus community on a timely basis about campus crime, personal safety issues, and other crime-related concerns in the neighboring community. For the latest and most up-to-date information on these issues, watch for Public Safety postings throughout campus, distributed through on-line BULLETIN updates, and published on the Department of Public Safety and Parking Services website (www.stthomas.edu/psps).