

ANNUAL CAMPUS SECURITY & FIRE SAFETY REPORT

2021

University of St. Thomas
Department of Public Safety
stthomas.edu/campus-safety



Saint Paul, Minnesota
Minneapolis, Minnesota

2021 Annual Campus Security and Fire Safety Report

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2021 Annual Campus Security and Fire Safety Report

“YOUR RIGHT TO KNOW”

The following document is being submitted by the University of St. Thomas in compliance with 34CFR§ 668.46 and 34CFR§ 668.49. This report contains detailed information and documentation dealing with public safety services, crime prevention policies, and campus crime statistics for the 2020 calendar year.

BACKGROUND 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.

Annual Campus Security and Fire Safety Report

The University of St. Thomas must prepare an annual campus security and fire report that minimally contains the information found in 34CFR§ 668.46 and 34CFR§ 668.47+

34CFR§ 668.46 institutional security policies and crime statistics

(1) The crime statistics described in paragraph (c) of this section.

See this section below for compliance with this section.

(2) Current Campus Policies for Students and Others to Reporting Criminal Actions or Other Emergencies

WHERE TO REPORT

All faculty, staff, students, and visitors are encouraged to report all criminal activity, emergencies, or other public safety-related incidents occurring on and near University of St. Thomas property in an accurate, prompt, and timely manner.

All criminal activity, emergencies, or other public safety-related incidents reported to the Department of Public Safety will be investigated by Public Safety staff. Information regarding these crimes and suspicious activity, including investigative follow up, is also shared with the local police department when necessary.

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.

Accurate and prompt reporting ensures Public Safety is able to evaluate, consider and send timely warning reports, disclose crimes through ongoing disclosure processes such as the posting of crimes in the Daily Crime Log and accurately documenting reportable crimes in its annual statistical disclosure.

The University of St. Thomas further encourages accurate and prompt reporting to St. Paul Police Department (SPPD), Minneapolis Police Department (MPD), or the local police when the victim of a crime elects to or is unable to make such a report.

Reporting Options

Department of Public Safety

EMERGENCY LINE:
(651) 962-5555, or 5555 (on-campus phone)

Non-emergency:
(651) 962-5100

Locations:

Department of Public Safety Office:
2115 Summit Avenue
St. Paul, MN 55105

Located on the ground level on Morrison Hall northeast corner.

Minneapolis Campus has Public Safety desks staffed in:

Minneapolis Opus Hall (MOH):
2nd floor near the skyway.

Terrance Murphy Hall (TMH):
1st floor near the main entrance.

Minneapolis School of Law (MSL):
1st floor near the Elevators.

Public Safety is open 24 hours a day, 7 days a week, 365 days a year.

(Staffing of desks depends on staffing levels, patrols, incidents and events; if no one is present contact Public Safety directly by phone at the numbers listed above.)

Report crime confidentially or anonymously:
PSTIPS@stthomas.edu
(651) 962-TIPS.

For more information on the use of confidential reporting options, please refer to our website at:

<http://www.stthomas.edu/publicsafety/reports/onlinereports/>

Local Law Enforcement Agencies can be reached for emergency and criminal related issues. Public Safety can assist in contacting non-local agencies when needed.

Other University of St. Thomas departments that can receive reports:

Dean of Students

- Student conduct related issues
- Student related concerns

Title IX

- Sex Offenses and other incidents of sexual or relationship violence
- Other Title IX related issues

Human Resources

- Employees conduct related issues
- Employee related concerns

Residence Life

- Resident student related issues
- Resident student related concern
- Residence Life-related concern

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 elevators, parking garages, and ramps, and in administrative, academic, and residence hall facilities. Also, there are emergency alarm buttons in designated administrative and academic offices.

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.

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.

Local Law Enforcement Agencies Reporting Options
<p>St. Paul Police Department Emergency - 911 Non-emergency - (651) 291-1111</p> <p>Minneapolis Police Department Emergency - 911 Non-emergency - (612) 348-2345</p>

Other St. Thomas Reporting Options
<p>Dean of Students: Anderson Student Center (ASC) room 241 (651) 962-6050 2-6050 (On campus phone)</p> <p>Title IX Coordinator: Anderson Student Center (ASC) room 241 651) 962-6882 2-6882 (On campus phone) On-line and Anonymous Reports: https://stthomas-advocate.symplicity.com/titleix_report/</p> <p>Human Resources: Aquinas Hall (AQU) room 201 (651) 962-6520 2-6520 (On campus phone)</p> <p>Residence Life: Koch Commons (KOC) room 106 (651) 962-6520 2-6520 (On campus phone)</p>

Our Commitment
<p>The University of St. Thomas mandates that all employees perform their duties with professionalism, integrity and respect for all.</p> <p>Public Safety commits to maintaining a department that is trustworthy and responds quickly, positively, and compassionately to our community. It is therefore critical to allow a process for honest feedback for all department employees, and it is essential that truthfulness is maintained in the submission and investigation specifically about complaints against Public Safety.</p> <p>The University has established an online form for complaints about employees to be submitted. All complaints against Public Safety are reviewed by Human Resources, with follow up and resolution done in coordination with the Director of Public Safety and/or Associate Director.</p> <p>Similarly, you may file a police misconduct complaint against an employee of the Saint Paul Police Department or Minneapolis Police Department. If you believe a police officer was contractually working at or for the University of St. Thomas, please also submit basic details using our online reporting process so Public Safety can review the details of the complaint for future employment considerations.</p>

(i) Policies for making timely warning reports to members of the campus community regarding the occurrence of crimes described in paragraph (c)(1) of this section.

Timely Warnings

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 or extending 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. Accurate and prompt reporting ensures Public Safety is able to evaluate, consider and send timely warning reports, disclose crimes through ongoing disclosure processes such as the posting of crimes in the Daily Crime Log and accurately documenting reportable crimes in its annual statistical disclosure.

The University of St. Thomas encourages accurate and prompt reporting to Public Safety and St. Paul Police Department (SPPD), Minneapolis Police Department (MPD), or the local police when the victim of a crime elects to or is unable to, make such a report.

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. To protect confidentiality, Public Safety withholds the names of victims from its timely warnings.

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 a 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 a significant concern for the safety and wellbeing 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.

The Public Safety Department is responsible for developing and issuing timely warnings to the campus community. Public Safety can seek assistance with the content of these timely warnings from other departments and agencies.

Timely warnings are disseminated to the campus community through paper copies posted on doors and walls near primary entrances to the University of St. Thomas on-campus buildings and residence facilities. An electronic copy is also sent out through campus email through our mass notification system to current faculty, staff, and students. Our system is an opt-out system, which means faculty, staff, and students are automatically enrolled unless they opted out of receiving notification. Timely warnings and community notifications are posted to the Public Safety Department website at the following link: <https://www.stthomas.edu/publicsafety/alertsadvories/> Please watch for Public Safety bulletins, advisories, and alerts posted in campus buildings and university publications throughout the year. Our safety as a community depends on each of us staying informed.

(ii) Policies for preparing the annual disclosure of crime statistics

How the Annual Security Report is Prepared

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 law enforcement agencies and officials of the university who have significant responsibility for student and campus activities. These university officials, known as Campus Security Authorities, include individuals in departments such as Athletics, Enrollment Services, Dean of Students, and Residence Life offices.

Other required information included in the Annual Campus Security Act Report, including the 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 electronically notified of the availability of this report and how to request a copy. This report is accessible on the Public Safety website at:

[\(http://www.stthomas.edu/publicsafety/prevention/campussecurityact/\)](http://www.stthomas.edu/publicsafety/prevention/campussecurityact/),

The report is also made available upon request at the Public Safety office located in Morrison Hall's main level on the northeast corner.

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.

(iii) A list of the titles of each person or organization to whom students and employees should report the criminal offenses.

Who Students and Employees Should Report Criminal Offenses

The Department of Public Safety encourages all faculty, staff, students, and visitors of St. Thomas to report all crimes and suspicious activity directly to Public Safety. Because safety issues impact the whole community, the Department of Public Safety encourages such reports even when the victim of such crime elects or is unable to make such a report. At the request of the reporting victim or witness, Public Safety will make every effort to maintain or extend confidentiality while respecting law and university policy.

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

Department of Public Safety

Local Law Enforcement Agencies

They can be reached for emergency and criminal related issues. Public Safety can assist in contacting non-local agencies when needed.

Other University of St. Thomas departments that can receive reports:

Dean of Students

- Student conduct related issues
- Student related concerns

Title IX

- Sex Offenses and other incidents of sexual or relationship violence
- Other Title IX related issues

Human Resources

- Employees conduct related issues
- Employee related concerns

Residence Life

- Resident student-related issues
- Resident Student related concern
- Residence Life-related concern

See where to report on page 2-3 for contact information and locations.

Reporting Crimes to a Campus Security Authorities

The University of St. Thomas is required under federal law to report specific criminal offenses to the United States Department of Education.

Reportable Criminal Offenses

These criminal offenses are as follows:

- Criminal Homicide
- Sex Offenses, Rape, Fondling, Incest, Statutory (sexual assault)
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Manslaughter
- Arson
- Hate Crimes
- Stalking
- Domestic Violence
- Dating Violence
- Alcohol, Drug, and Weapon violations

Reportable Geography

The Department of Public Safety coordinates this effort for the university by compiling relevant data for crimes occurring in the following places:

- On-campus
- In non-campus buildings or on non-campus property
- On public property immediately adjacent to and accessible from the campus

The above-noted crimes within these geographic locations are statistically counted if they are reported to local police agencies, the Department of Public Safety, or a Campus Security Authority.

Definition of Campus Security Authority

The Department of Education defines a Campus Security Authority as “**Any official of the university who has significant responsibility for students and campus activities.**” Students, employees, and other members of the university community should report any of the criminal offenses above for the purpose of making a timely warning and the annual statistical disclosure.

Examples of **Campus Security Authorities** include but are not limited to:

- The Dean of Students
- The Athletics Director
- Team coaches
- Faculty advisors to student groups

A faculty member *is not* considered a Campus Security Authority unless he or she serves as an advisor to a student group or has other significant responsibility for student and campus activity beyond the classroom.

Where a Campus Security Authority Should Report

If Campus Security Authorities have information regarding the above-cited crimes they must forward that information to the Public Safety contact below for reporting purposes.

The following forms should be used to report incidents as outlined above (one incident per form). If you have difficulty opening these attachments, please call the Public Safety contact below.

- [Crime Statistic Report Form](#)

Note: The Campus Security Authorities are told it is important that an exact date and location of the incident be included in the report. In addition, please provide a brief description of the incident so that crimes can be appropriately classified in accordance with the crime definitions published under the Federal Bureau of Investigation's Uniform Crime Reporting program.

If they have questions regarding this request, or if they would like to discuss a specific incident, please call the Public Safety contact below.

Please return completed forms in a “Confidential” envelope to:

Mike Barrett
Manager of Investigations
Department of Public Safety
University of St. Thomas
2115 Summit Avenue Mail #4081
St. Paul, MN 55105-1096
(651) 962-5106 Office
(651) 962-5110 Fax

(3) A 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 the St. Paul campus including in residence halls, parking lots, ramps, and other key interior and exterior areas. At the Minneapolis Campus, these systems are also operational in all campus buildings and 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 across the St. Paul and Minneapolis campuses and in high-security areas.

Academic and Administrative Building Access

The Department of Public Safety receives thousands of requests each year by faculty, staff, and students for access to buildings, offices, and other rooms. Public Safety personnel strives to maintain the balance between personal safety, building security, and community 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 Facilities Management 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, staff, or students who need access to their offices may do so by seeking permission from a supervisor who has control of the space and completing an access authorization form. This may be accomplished by filling out an electronic Request for Services form on the St. Thomas web page: <https://rfs.aws.stthomas.edu/>

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.

Additionally, the use of university athletic and recreation facilities 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 during power outages, when room keys are lost, for roommate changes, or 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.

Night Access Attendants (Traditional Halls Only)

A security procedure has been established in St. Thomas residence halls for the personal safety of residents and to provide a secure environment in the residence halls. Night Access is in our traditional halls from 10 pm - 2 am nightly at each main entrance.

When Night Access is present, the hosts will log their non-St. Thomas guests in with the Night Access Attendant. St. Thomas students will need to show their St. Thomas ID card.

Resident students who lock themselves out of their rooms first contact a Residence Life staff member. If one is not available, then Public Safety should be contacted. Again proper identification is required. After-hours access requests should be directed to Public Safety.

Maintenance of Campus Facilities

The Facilities Management maintains university buildings and grounds with an interest in the general safety and security of university faculty, staff, and students. Public Safety officers also 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. Facilities Management recognizes the importance of responding promptly to requests that involve safety and security issues.

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 Facilities Management at (651) 962-6530. On weekends and holidays, or after 4:30 p.m. on weekdays, call the Department of Public Safety at (651) 962-5100.

(4) A statement of current policies concerning campus law enforcement that -

- (i) Addresses the enforcement authority of Public Safety personnel, including their relationship with State and local police agencies and whether those Public Safety personnel have the authority to arrest individuals**

Enforcement and arrest authority of Public Safety personnel

The Public Safety Department has been charged by the University with the public safety functions for the university. The department functions as an agent of the university to provide a sensitive, measured response to all situations requiring public safety services.

The Department of Public Safety is open 24 hours a day, 7 days a week, and 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 in accordance with state laws and university policies.

Public Safety Jurisdiction

Public Safety's jurisdiction encompasses on campus property that includes campus residence halls, buildings, and/or facilities; designated non-campus properties and facilities; public property adjacent to and accessible from the on-campus property, and leased, rented, or otherwise recognized and/or controlled buildings, spaces, and/or facilities. Public Safety has no jurisdiction or enforcement authority outside of its identified Clery reporting geography – this includes areas and/or properties that are not owned, rented, leased, recognized, or otherwise controlled by the university.

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 has 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.

Quality of life complaints near the St. Paul campus are addressed using a team approach by the St. Paul Police Department, Public Safety, the Dean of Students Office, university public relations, and our neighbors to mitigate the 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 in to respond to the quality of life complaints in the neighborhood around St. Thomas. Warnings and citations are issued when appropriate. This special detail increases the quality of life for our students and neighbors, and has resulted in many arrests for crimes-in-progress including but not limited to robbery, burglary, driving while impaired offenses, and hit-and-run.

MINNEAPOLIS POLICE INVOLVEMENT

The Department of Public Safety and the Minneapolis Police Department also has 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.

We have a close working relationship with law enforcement agencies but no written memoranda of understating in place.

(ii) Encourages accurate and prompt reporting of all crimes to Public Safety and appropriate police agencies

Prompt Reporting

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. Also, Public Safety officers provide encouragement, and assistance in reporting incidents to the police if the victim elects to, or unable to make such a report.

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

(iii) Describes procedures, if any, 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

Pastoral and Professional Counselors

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. Pastoral and professional counselors are trained in how to report crimes to Public Safety and are provided confidential reporting forms. The reporting person may request to remain confidential.

(5) 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

Crime Prevention Programs and Practices

Campus Safety is everyone's responsibility. 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.

Responsibilities of the St. Thomas Community for Their Own Personal Safety

Members of the University of St. Thomas community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance.

- Report all suspicious activity to Public Safety immediately.
- Never take personal safety for granted.
- Try to avoid walking alone at night. Use the Public Safety escort service.
- Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively. Remember to call Public Safety or St. Paul Police Department or Minneapolis Police Department or local police agency for help at the first sign of trouble.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, phones, etc.) unattended.
- Carry your keys at all times and do not lend them to anyone.
- Lock up bicycles and motorcycles. Lock car doors and close windows when leaving your car.

- Always lock the door to your residence hall room, whether or not you are there. Be certain that your door is locked when you go to sleep, and keep windows closed and locked when you are not at home. **DO NOT PROP INTERIOR OR EXTERIOR DOORS.**
- Do not leave valuables in your car, especially if they can be easily noticed.
- Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.
- Inventory your personal property and insure it appropriately with personal insurance coverage.

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

Escort Service

Each year, Public Safety provides community members escorts 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.

All university faculty, staff, students, and visitors are encouraged to use the escort service when appropriate and for each individual's personal safety needs. Several thousand escorts are provided annually.

Campus Crime Prevention Month

Each September, Public Safety provides information on crime prevention to the campus community through brochures, flyers, 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 safety policies, procedures, and crime prevention on an annual basis during and at every new student orientation.

Sexual Violence and Sexual Harassment Training

Employee orientation programs and online training programs offered to new staff and faculty and orientation programs for undergraduate students and online training for all students include sexual violence and sexual harassment awareness training in order to increase awareness and response. Current employees may also be required to take a 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 locate 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 designates one of their full-time positions to crime prevention. This person is certified in crime prevention and crime prevention through environmental design (CPTED).

Public Safety Seminars

Public Safety staff is also available on request to conduct site security surveys and 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 campus Public Safety offices.

(6) A 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 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 St. Thomas community.

Public Safety also promotes crime prevention through periodic use of a variety of 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 strong working relationship with university public relations and TommieMedia. Close contact with these news agencies 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 online viewing at <http://www.stthomas.edu/publicsafety/reports/campuscrimefirelog/>. This log includes a brief description of campus crimes and incidents as reported to, or by, Public Safety.

Public Safety does a comprehensive review of safety issues in the planning of events on campus. It works with campus event planners in assessing safety needs and the use of public safety services. Additionally, there are post-event action reports that are done after events or major incidents to better learn how safety may be improved.

(7) A 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 University of St. Thomas, including student organizations with off-campus housing facilities.

Public Safety Monitoring SPPD and MPD Reports

The University of St. Thomas does not officially recognize or sanction student organizations that have off-campus locations or housing facilities.

However, as noted in the preceding sections 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.

The Public Safety Department receives periodic reports from the Minneapolis Police Department of crimes that occur on or near campus. These reports are documented in a Public Safety report to be included in our crime log and assist with timely warnings.

Public Safety will periodically request reports from the St. Paul Police Department of crimes that occur within or Clery Act geography. These reports are documented in a Public Safety report to be included in our crime log and assist with timely warnings.

(8) A statement of policy regarding possession, use, and sale of alcoholic beverages and enforcement of State underage drinking laws, and

These policies are maintained by the Dean of Students Office and reviewed every two years. See Attachment E for the policy document.

(9) A statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws.

These policies are maintained by the Dean of Students Office and reviewed every two years. See Attachment E for the policy document.

(10) A description of any drug or alcohol-abuse education programs, as required under section 120(a) through (d) of the HEA.

These policies are maintained by the Dean of Students Office and reviewed every two years. See Attachment E for the policy document.

(11) A statement of policy regarding St. Thomas' campus programs to prevent domestic violence, dating violence, sexual assault, and stalking and procedures to follow when an incident of domestic violence, dating violence, sexual assault, or stalking has been reported, including a statement of the standard of evidence that will be used during any institutional conduct proceeding arising from such report.

Sexual Misconduct Policies and Procedures

The University of St. Thomas is committed to maintaining high standards of respect and civility that are both implicit and explicit in its convictions statement. This commitment extends to creating and maintaining a learning environment that is free of sexual misconduct and that promotes personal dignity and fair treatment of all members of the University community.

Sexual misconduct, including sexual assault, domestic violence, dating violence, and stalking, is a serious breach of that commitment and compromises the integrity of human relationships and threatens the security and well-being of all individuals. Not only is sexual misconduct unlawful but it also undermines the atmosphere of trust and respect that is essential to creating a healthy working and learning environment. Sexual misconduct interferes with a student's right to an education free from sex discrimination and is a violation of Title IX of the Education Amendments of 1972. In recognition of this, the University has adopted a [Sexual Misconduct Policy](#) that is designed to investigate and resolve such claims in an equitable and impartial way while respecting the rights of all parties involved.

This statement of policy is intended to inform the community of our comprehensive plan to address sexual misconduct, the available educational programs, and the relevant procedures that address sexual assault, domestic violence, dating violence and stalking.

A. Important Definitions

1. Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking

The University of St. Thomas prohibits dating violence, domestic violence, sexual assault and stalking as those terms are defined by the Clery Act and as those terms are defined in the University's Sexual Misconduct policy. The Clery Act defines those terms as follows:

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition

- dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence is defined as a felony or misdemeanor crime of violence committed

- by a current or former spouse or intimate partner of the victim.
- by a person with whom the victim shares a child in common.
- by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
- by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- fear for the person’s safety or the safety of others; or
- suffer substantial emotional distress.

Sexual Assault is defined as an offense that meets the definition of Rape, Fondling, Incest or Statutory Rape as used in the FBI’s UCR program and included in Appendix A of 34 CFR Part 668. According to the National Incident-Based Reporting System User Manual from the FBI UCR program, a sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.”

- **Rape** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
- **Incest** is defined as nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is defined as nonforcible sexual intercourse with a person who is under the statutory age of consent.

2. Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking under Minnesota Law:

In addition to being prohibited by St. Thomas policy, domestic violence, dating violence, sexual assault and stalking are prohibited by Minnesota law.

Domestic Violence: The state of Minnesota does not define the term “domestic violence” but does define the similar term of “domestic abuse.” See Minn. Stat. § 518B.01. Under Minnesota law, domestic abuse means the following, if committed against a family or household member by a family or household member:

- physical harm, bodily injury, or assault
- the infliction of fear of imminent physical harm, bodily injury, or assault
- terroristic threats, within the meaning of section 609.713, subdivision 1; or criminal sexual conduct, within the meaning of sections 609.342, 609.343, 609.344, 609.345, or 609.3451; or interference with an emergency call within the meaning of section 609.78, subdivision 2

A “family or household member” means the following:

- spouses and former spouses;
- parents and children;
- persons related by blood;
- persons who are presently residing together or who have resided together in the past;

- persons who have a child in common regardless of whether they have been married or have lived together at any time;
- a man and woman if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time; and
- persons involved in a significant romantic or sexual relationship

Dating Violence: The state of Minnesota includes dating violence in the domestic abuse definition above. See Minn. Stat. § 518B.01.

Sexual Assault: The state of Minnesota does not define the term sexual assault in its statutes; however acts of sexual assault are included in Minnesota’s criminal sexual conduct statutes. Under Minnesota law, criminal sexual conduct falls into five categories: first through fifth-degree criminal sexual conduct. First-degree criminal sexual conduct carries the most severe penalties and fifth-degree the least. See Minn. Stat. §§ 609.341 to 609.3451. Generally speaking, the first-degree and third-degree crimes apply to sexual conduct involving sexual penetration of the victim; the second-, fourth-, and fifth-degree crimes apply to sexual conduct involving sexual contact with the victim without sexual penetration.

Stalking: The state of Minnesota defines stalking as follows: conduct which the actor knows or has reason to know would cause the victim under the circumstances to feel frightened, threatened, oppressed, persecuted, or intimidated, and causes this reaction on the part of the victim regardless of the relationship between the actor and victim. See Minn. Stat. § 609.749.

3. Definition of *Consent* Under Minnesota Law and St. Thomas Policy.

a. Minnesota’s criminal sexual conduct laws define *consent* as follows:

"Consent" means words or overt actions by a person indicating a freely given present agreement to perform a particular sexual act with the actor. Consent does not mean the existence of a prior or current social relationship between the actor and the complainant or that the complainant failed to resist a particular sexual act. A person who is mentally incapacitated or physically helpless as defined by this section cannot consent to a sexual act. Corroboration of the victim's testimony is not required to show lack of consent.

See Minn. Stat. § 609.341.

b. St. Thomas defines *consent* as follows:

Consent is clear conduct or words that indicate a person freely agrees to engage in a sexual act at the time of the act, subject to the following:

- In order to give consent, one must be of legal age.
- Consent must be knowing and voluntary.

- Silence or failing to resist a sexual act does not constitute consent. Lack of a negative response does not constitute consent. Consent is a freely given “yes” (through words or conduct), not the absence of “no.”
- A current or previous relationship does not imply consent to a sexual act.
- A person who is asleep or unconscious cannot consent to a sexual act.
- Consent may not be obtained through threats or coercion.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity. A person who would like to initiate a new form of sexual activity is responsible for obtaining consent for that form of sexual activity.
- Consent, once given, may be withdrawn at any time. Withdrawal of consent must be clearly communicated through words or conduct. When consent is withdrawn, the sexual activity must stop.
- Consent is not effective if a person knows, or reasonably should know, that the other person is incapacitated, regardless of the reason for incapacitation. [See definition of Incapacitation].

Although consent does not need to be verbal, verbal communication is the most reliable way to ask for and determine whether consent has been given. The University’s definition of consent is an affirmative consent standard.

B. Educational programs and campaigns to promote the awareness of domestic violence, dating violence, sexual assault, and stalking, including primary prevention and awareness programs for all incoming students and new employees and ongoing prevention and awareness campaigns.

The University educates the University community about domestic violence, dating violence, sexual assault, and stalking through a variety of prevention and awareness programs. The University recognizes that no single event, training or policy will eliminate sexual violence, dating violence or other forms of sexual misconduct from our community. We work to take a multitude of prevention and awareness strategies. Following a public health approach, outlined in the [Catholic Health Initiatives Violence Prevention Resource Guide](#) we focus on creating a comprehensive approach to violence prevention. A few examples of our efforts include;

1. In 2015 all University of St. Thomas students were required to complete an online sexual misconduct awareness and prevention training. This requirement has continued annually for all incoming students.
2. In 2018, all employees were required to complete an online sexual misconduct awareness and prevention training. That requirement includes refresher online training every two years.
3. Our Sexual Misconduct Policy and Procedures outlines clearly our commitment to promoting and protecting the personal dignity and well-being of every member of our community. The policy and procedures also ensure we respond to reported incidents of sexual misconduct in a prompt, fair and equitable manner.
4. Throughout the school year we utilize the digital screens across campus with messages about healthy relationships, decision-making and communication.
5. The University of St. Thomas is an active participating member of the [Ramsey County Sexual Assault Protocol Team \(SAPT\)](#). Our participation on this team helps ensure our response to sexual misconduct is based in best practice and collaborative with the community response.
6. We implement bystander intervention training in a variety of formats across campus. This information helps student recognize high risk situations that could lead to violence and offers safe ways to intervene; making it less likely a person will be hurt. Bystander Intervention workshops are integrated into student leader trainings, including residence life student leaders, peer ministers, orientation leaders and welcome day leaders. Bystander Intervention workshops open to the entire student population are offered throughout the academic year.

7. University student athletes are provided with sexual misconduct training, including matters of prevention and awareness, on an annual basis, in accordance with NCAA requirements.

The University also addresses sexual misconduct prevention and response at new student orientation for undergraduates, during welcome weekend (first weekend) activities, and in the undergraduate First Year Experience Course, and through new faculty and staff orientation. Education and awareness programs are also offered to new graduate students through schools and colleges.

The University's prevention and awareness programs available to new and continuing students and employees also include: Healthy Relationships Month (October), Sexual Assault Awareness Month (April) including the Clothesline Project and Take Back the Night (offered through the Luann Drummer Center for Women), Start by Believing Campaign (a collaboration with the Undergraduate Student Government), Breaking Ice Theater (offered during welcome weekend activities); educational and awareness programs (art exhibits, panel discussion, workshops, social media campaigns) available to all members of the campus community; regular training for faculty and staff involved in student life and student activities; classroom discussions led by faculty when relevant to course subject; easy on-line access to the University's Sexual Misconduct Policy and resolution procedures; on-line information about what to do if you are a victim or if a friend is a victim of sexual assault; on-line and other promotional information about the escort service available from the University's Public Safety department; on-line and other promotional information about consent and healthy relationships, periodic programs for students living in residence halls; and literature and resources on sexual violence and relationship violence available on the Dean of Students website and in restrooms on campus. The University promotes violence prevention, bystander intervention, and risk reduction. The University's Luann Drummer Center for Women and Center for Well-Being supports student leaders in a variety of student-led initiatives intended to raise awareness of issues related to sexual assault, relationship violence, and stalking.

The University's education, prevention and awareness programs cover:

- The University's prohibition of sexual assault, dating violence, domestic violence, stalking (as those terms are defined by Clery) and other forms of sexual misconduct and other information about the University's Sexual Misconduct Policy;
- Definitions of sexual assault, dating violence, domestic violence, and stalking;
- The definition of consent, under the University's Sexual Misconduct Policy and Minnesota law;
- Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is risk of domestic violence, dating violence, sexual assault, or stalking, including information on recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options (such as distraction or calling for help), and taking action to intervene;
- Information on risk reduction to recognize signs of abusive behavior, decrease perpetration and bystander inaction, increase empowerment for victims in order to promote safety, and help individuals and communities address conditions that facilitate violence;
- Examples of healthy relationships and communication;
- Possible sanctions or protective measures the University may impose;
- Procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred;
- Information about the procedures for institutional disciplinary action in cases of alleged domestic violence, dating violence, sexual assault, or stalking.

C. Procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred.

1. What to do following an assault or incident of domestic violence, dating violence or stalking

As soon as possible after an assault, an attempted assault, a perceived assault, or other violent act or incident of stalking, victims should talk to someone who they trust. That someone may be a friend, a counselor, the Title IX Coordinator or other 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 encourages victims of sexual violence to:

- Report the incident to the Department of Public Safety and/or the police;
- Seek support from appropriate medical resources;
- Utilize on-campus and/or off-campus counseling resources;
- Contact the Title IX Coordinator or other University Official with Authority to report the incident.

Information and free, confidential assistance is also available 24 hours a day from SOS 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 Counseling and Psychological Services department at (651) 962-6780. Counseling and Psychological Services staff psychologists are legally bound to maintain confidentiality and will not report or officially pursue an incident without consent of the victim.

2. How and to whom the alleged offense should be reported

The University encourages victims of sexual violence to contact Public Safety and the police as soon as possible so that the authorities can take whatever action is necessary to preserve evidence, pursue the assailant or take other appropriate steps. Making a police report involves talking to an officer about the incident and providing other requested cooperation. St. Thomas Public Safety will help facilitate the making of a police report at the request of a student or employee, including calling the police and asking an officer to come to campus.

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

Department of Public Safety (St. Thomas will assist you in notifying the appropriate police department as necessary)

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) 962-5100 or (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

Reports may also be made to the University by contacting an Official with Authority, which includes the Title IX Coordinator, members of the Dean of Students office, Human Resources Partners and Public Safety supervisors and officers, as well as additional individuals identified on page 5 of the [Sexual Misconduct Policy](#). For contact information, see [On-Campus Places to Report Sexual Violence](#).

Contacting Public Safety and law enforcement immediately can help ensure the preservation of evidence. Preserving evidence of sexual assault, relationship violence, and stalking is critical if a victim wants to seek criminal prosecution or a harassment restraining order. Detailed advice on preserving evidence can be found at [What to do if you have been sexually assaulted](#) and is also included below.

3. The importance of preserving evidence as may be necessary to the proof of a criminal domestic violence, dating violence, sexual assault, or stalking or in obtaining a protection order;

Contacting Public Safety and law enforcement immediately can help ensure the preservation of evidence. Preserving evidence of sexual assault, relationship violence, and stalking is critical if a victim wants to seek criminal prosecution or a harassment restraining order. Detailed advice on preserving evidence can be found on [the Title IX website](#) and is also outlined below.

Preserving evidence of sexual assault:

It is strongly recommended that all victims of sexual assault or violence seek medical attention within hours of the crime. A forensic medical exam by a Sexual Assault Nurse Examiner (SANE nurse) or another medical professional allows evidence to be preserved. Such an exam is recommended even if survivor has not yet decided whether to make a report to the police or the University. Until a report is filed or an exam conducted:

- Do not shower
- Do not douche
- Do not change or wash clothes; if you do change clothes, don't wash them. Put them in a paper bag.
- Do not comb hair
- Leave the scene untouched
- Do not disturb evidence

Preserving evidence of stalking

To preserve evidence, individuals who suspect that they are being stalked should:

- Keep an up-to-date, precise, and detailed journal or "log" of every encounter with the stalker. Include the date, time, location, form of contact or interaction, and any witnesses.
- Keep all text messages, electronic messages, and/or handwritten notes.
- Keep all messages you received or sent through any and all social medias; if electronic messages, videos, or photos cannot be stored, or are destroyed after viewing, ask a friend to take a video or picture on their phone or take a screen shot.
- Do not delete your phone's call log.

- Contact university or law enforcement authorities for assistance.

Preserving evidence of domestic violence and dating violence

To preserve evidence, individuals who are victims of relationship violence should:

- Seek medical attention for injuries. A medical provider can assist in preserving evidence, such as documenting and photographing injuries, and can provide advice on maintaining your safety. For cases of sexual assault, an exam by a sexual assault nurse examiner (SANE) may help preserve evidence. A SANE exam is available even in cases where an individual is not sure they want to report to police. To preserve the most evidence, a SANE exam should take place as soon as possible after an assault. Many hospitals require that a SANE exam be conducted within 3-5 days of the assault. In Ramsey County, a SANE exam is available up to 10 days after an assault.
- Keep any computer, internet/ email, text messages, social media and other forms of electronic evidence (voicemails, answering machine tapes, emergency number police tapes).
- Keep a list of any witnesses who can provide information about any incidents of relationship violence.
- If reporting an incident, do not clean up or alter the location in which an act of violence occurred; broken household items should not be moved.
- Maintain records of any past incidents of relationship violence, including statements from service providers involved in past incidents of violence, prior police incident reports, prior medical files detailing any past injuries, previous court orders such as protective orders or bail restrictions, and any past criminal record/history of the offenders or suspects. Ensure that these records are in a place where they won't be found or can't be read by the offender.

4. Options regarding law enforcement and campus authorities

Victims have the right to notify law enforcement authorities about an incident of sexual assault, domestic violence, dating violence, and stalking and to be assisted by campus authorities in notifying law enforcement if the victim chooses to make a report. The University will comply with a student's request for assistance in notifying law enforcement authorities. Victims also have the right to decline to notify authorities.

On request, Department of Public Safety will assist law enforcement officials in a timely fashion in obtaining, securing and maintaining evidence in connection with an incident of sexual violence.

Victims are always encouraged to report incidents to the Title IX Coordinator to learn more about available supportive measures and process options that may be available.

5. Existing on- and off-campus counseling, mental health, or other student services for victims of sex offenses

The University provides written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims, both within the institution and in the community. Several resources are listed below and several resources are listed in the University's Sexual Misconduct Policy.

Medical Resources

St. Thomas Health Services
(651) 962-6750

Regions Hospital Emergency Room
640 Jackson Street
St. Paul, MN 55101
(651) 221-2121

<https://www.healthpartners.com/hospitals/regions/specialties/emergency-center/sexual-assault-care/>

United Hospital Emergency Room
333 North Smith Avenue
St. Paul, Minnesota
55102
(651) 241-8755 (direct connection to the Emergency Room)

<https://www.allinahealth.org/health-conditions-and-treatments/forensic-nursing-services>

Hennepin County Medical Center Emergency Room
701 Park Avenue
Minneapolis, Minnesota 55415
Sexual Assault Resource Service:
(612) 873-5832

<https://www.hennepinhealthcare.org/support-services/violence-assault-and-abuse-resources/>

Counseling/Advocacy Resources

St. Thomas Counseling and Psychological Services
(651) 962-6780

St. Thomas Campus Ministry
(651) 962-6560

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

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

RAINN (Rape, Assault, and Incest National Network)
<https://www.rainn.org/articles/how-can-therapy-help>
1 (800) 656-HOPE (24-hour hotline; free and confidential)

Minnesota Coalition for Battered Women
60 East Plato Blvd., Suite 130
St. Paul, MN 55107
Office: (651) 646-6177 or (800) 289-6177

Visa and Immigration Assistance

Immigrant Law Center

651-641-1011

Legal Assistance

LawHelpMN

<https://www.lawhelpmn.org/issues/abuse-violence-crime-victims-rights/sexual-assault-and-other-crime-victims>

Other On-Campus Assistance

Title IX Coordinator
(651) 962-6882

Dean of Students' Office
Room 241, Anderson Student Center
(651) 962-6050

[Dean of Students Website](#)

Additional information about existing counseling, health, mental health, victim advocacy, legal assistance resources are available on the [Title IX website](#).

6. Orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a court or St. Thomas.

Victims of sexual assault, domestic violence, dating violence, and stalking may seek a harassment restraining order or order for protection from a state court. The University of St. Thomas will comply with any lawfully issued harassment restraining order or order for protection. If you have obtained an order for protection or harassment restraining order against another member of the community, please contact the Title IX Coordinator, Dean of Students, Human Resources, or Public Safety to inform the University of the order and to ensure that the University is able to take appropriate steps with respect to the order. In addition, the University seeks to support students and employees who may need to obtain an order for protection or harassment restraining order. Employees may take reasonable time off work to seek a harassment restraining order or order for protection and the University prohibits retaliation against an employee who seeks such an order. Students who need to seek a harassment restraining order should contact the Title IX Coordinator if they need class accommodations. Information about obtaining harassment restraining orders and orders for protection is available from both [Ramsey](#) and [Hennepin](#) Counties. In Ramsey County, call the Domestic Abuse and Harassment Office at 651-266-5130. The requirements for obtaining a harassment restraining order are available on the Minnesota Court website [here](#). Instructions for obtaining an order for protection are available on the Minnesota Court website [here](#). Minnesota recommends that parties seeking an order for protection contact an advocacy service, like [Minnesota Coalition for Battered Women](#), for assistance in seeking an order for protection.

The University has the ability, in appropriate circumstances, to issue no-contact directives to community members and to issue notices limiting campus access by community members or members of the public. Community members should contact the Title IX Coordinator or UST Public Safety (651-962-5100) to request this type of protection. The University is a private entity and does not issue orders for protection.

D. Procedures for institutional disciplinary action in cases of alleged domestic violence, dating violence, sexual assault, or stalking.

1. Response and Resolution Procedures Generally

The University follows its Sexual Misconduct Response and Resolution Procedures in cases involving domestic violence, dating violence, sexual assault, stalking, and other forms of sexual misconduct. Copies of these procedures are available on the Title IX website: <http://www.stthomas.edu/title-ix/sexualmisconduct/>. A copy of these procedures is also attached as an attachment to this report. These procedures describe in detail the steps, timelines, and decision-making process followed as part of processing a formal complaint. An alternative resolution process is also available for resolving allegations. When a student or employee reports sexual misconduct to the University, they are provided written information about their rights and options to pursue a complaint through the University's processes.

The University's response and resolution procedures are designed to provide for a prompt, fair, and impartial investigation and resolution of sexual misconduct complaints and concerns. A preponderance of the evidence ("more likely than not") standard is used. Both the reporting party and the responding party are provided written information about available support resources, on and off-campus, and such resources are also available on the [University's Title IX website](#).

2. Supportive Measures Available

The Response Manager, in consultation with appropriate administrators and informed by the wishes of the Reporting Party, will consider whether and which supportive measures are reasonably necessary or appropriate to restore or preserve equal access without unreasonably burdening the other party, including measures designed to protect the safety of all parties and the broader St. Thomas community, or deter sexual harassment. If the Response Manager and appropriate administrators determine that certain supportive measures are reasonably necessary and appropriate, they are authorized to take or direct such action.

Examples of supportive measures include, without limitation:

- Offering counseling services;
- Allowing for deadline extensions or other course-related adjustments;
- Establishing a mutual "no contact" directive prohibiting the Responding Party and Reporting Party from communicating with each other.
- Prohibiting a Responding Party from physically entering or being on St. Thomas property.
- Prohibiting a Responding Party from participating in St. Thomas-sponsored events.
- Changing a Reporting Party's or Responding Party's on-campus residence or prohibiting a Responding Party from residing in a St. Thomas residence.
- Changing a Reporting Party's or Responding Party's student or employee status, in consultation with appropriate administrator(s).
- Changing a Reporting Party's or Responding Party's work or class schedule, in consultation with appropriate administrator(s).
- Issuing a timely warning of any reported incident that presents a serious or continuing threat or danger to the community.
- Providing information about orders for protection and harassment restraining orders in appropriate cases.
- Notifying and consulting with appropriate St. Thomas administrators, faculty and staff members as warranted under the circumstances.

Supportive measures will be determined on a case-by-case basis, and may also include community-based measures, such as increased security or monitoring of certain areas of campus or training provided to particular community groups. Either party is free to raise concerns regarding supportive measures with the Response Manager. The Response Manager may modify or initiate new or different supportive measures at any point during the response and resolution process based on the Response Manager's determination of how best to protect the parties and the broader St. Thomas community.

If the Response Manager is not immediately available and the Title IX Coordinator, Dean of Students, or Chief Human Resources Officer determines that immediate action is reasonably necessary and appropriate, the Title IX Coordinator, Dean of Students and/or Chief Human Resources Officer is authorized to take or direct such action.

3. Equitable Rights and Opportunities for the Parties

In the Formal Process, the responsibility lies with St. Thomas to gather evidence sufficient to reach a determination regarding responsibility based on the preponderance of evidence standard. Additionally, the Complainant and Respondent can expect the following:

- equitable procedures that provide both parties with a prompt and impartial investigation and resolution conducted by individuals who receive annual training on conduct prohibited by the policy;
- an equitable opportunity to identify relevant witnesses and other evidence and to suggest possible questions to be asked of witnesses during the investigation, and to present such witnesses and evidence during a live hearing, if any;
- an opportunity to meet with the Investigator(s) and present information on their own behalf, including written and oral statements and physical exhibits;
- an opportunity to receive similar and timely access to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the complaint, including evidence upon which St. Thomas does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation;
- timely written notice of meetings and hearings, including the date, time, location, participants, and purpose;
- the opportunity to have an advisor of the individual's choice, accompany the individual to meetings and proceedings that are part of the response and resolution process. See Part V.C for additional information;
- the opportunity to determine when and whether to provide or repeat a description of an incident of reported sexual misconduct, and to be informed of the consequences, if any, of not providing or repeating such a description. A decision not to provide or repeat a description of an incident involving reported sexual misconduct may impact the outcome of the investigation or hearing because the recommendation or determination regarding responsibility made by the Investigator(s) and the determination regarding responsibility by an appointed hearing panel in matters involving a live hearing will be based on a Preponderance of the Evidence.
- The provision of remedies to a Complainant/Reporting Party where a determination of responsibility for sexual harassment has been made against Respondent/Responding Party.

4. Notice of Outcome

Following the conclusion of a formal process, the Response Manager will provide a written notice of outcome, by letter or email, to the Complainant and to the Respondent. The notice also will include information about the appeal process and when the outcome will be final. In matters that involved a hearing, the notice of outcome

will include a copy of the hearing panel's determination of responsibility. In matters resolved without a hearing that involved sexual assault, domestic violence, dating violence, or stalking and in matters involving reports of sexual harassment in which a faculty member is a party and has asserted a defense of academic freedom, the notice of outcome will include information about the opportunity to review the final factfinding report. Any such review of the final factfinding report will be conducted a manner consistent with any applicable St. Thomas practices regarding confidentiality and privacy, including the Family Educational Rights and Privacy Act, if applicable and consistent with practices outlined above regarding review of the preliminary report. The written notifications must be sent within ten (10) working days of the Response Manager's receipt of the final factfinding report and will be sent to the Complainant and the Respondent at the same time.

St. Thomas may be limited in the information it may share with the Complainant as part of or otherwise in connection with this notice of outcome. At a minimum, the outcome letter sent to the Complainant will contain the following information: the determination regarding responsibility, information about the rationale, and, if the Respondent was determined responsible for a policy violation, any sanctions imposed that directly relate to the Complainant. In sexual misconduct incidents involving allegations of Title IX-based or non-Title IX-based sexual assault, domestic violence, dating violence or stalking, the notice of outcome also will contain additional information about sanctions against a Respondent who was determined responsible for a policy violation.

The Response Manager also will ensure that appropriate St. Thomas administrators, faculty and/or staff members who have a need to know information about the outcome have been or are provided with such information. This may include the member(s) of the President's Cabinet responsible for a Respondent's school, college or unit, and in the circumstance of Respondents who are employees, the Respondent's supervisor.

If there is any change to the outcome following delivery of the original notice of outcome, including a change as a result of a typing error, the Complainant and Respondent will be provided notice of the change at the same time.

5. Possible sanctions or protective measures that the University may impose following the final determination of an institutional disciplinary procedure

Students, employees, and third parties who are found to have engaged in sexual misconduct, including sexual assault, domestic violence, dating violence, and stalking, will be subject to disciplinary action.

St. Thomas may impose different sanctions depending on the particular violation, facts and circumstances, including but not limited to the severity of the offense, any previous conduct violations or disciplinary action, and whether the Respondent poses a threat to the health or safety of member(s) of the St. Thomas community. The imposition of sanctions is designed to address sexual misconduct, prevent its recurrence and remedy its effects, while supporting and advancing the University's mission and convictions. The sanctions that may be issued in cases involving sexual assault, dating violence, domestic violence, and/or stalking¹ include but are not limited to the following:

Student Responding Party

- Written warning;
- No-contact order;
- Disciplinary probation;

¹ The same range of sanctions is considered for each of these offenses, depending on the particular facts and circumstances and the severity of the offense. A written warning will rarely be used, alone, as a sanction, but may be used in combination with other sanctions.

- Requirement that Respondent attend educational sessions or programs;
- Requirement that Respondent participate in drug and/or alcohol treatment;
- Requirement to participate in psychological assessment;
- Behavioral contract;
- Removal from University housing;
- Removal from specific course(s) or activities;
- Restriction on campus privileges and access;
- Continuing any interim measures in place;
- Suspension of one or more semesters, with reinstatement conditions that may include meeting with the Dean of Students; and/or
- Expulsion.

Faculty/Staff Responding Party

- Written warning;
- Requirement to attend educational sessions or programs;
- Requirement to participate in drug and/or alcohol treatment;
- Behavioral contract;
- Disciplinary letter;
- Unpaid suspension;
- Loss of faculty or staff privilege(s);
- Demotion (staff);
- Notice of contract non-renewal (contracted staff and faculty without tenured appointment);
- Termination (staff; faculty without an annual contract); and/or
- Recommendation to President to institute dismissal for cause proceedings (faculty with an annual contract or tenured appointment).

The sanctions may include one or a combination of the actions described above. Sexual assault, dating violence, domestic violence and stalking are very serious offenses. While the sanction issued will depend on the particular facts and circumstances, sanctions are often on the more severe end of the range listed above.

6. Appeal

Both the Complainant and the Respondent are entitled to appeal the results of the Formal Process if on one or more of the following bases:

- a. a procedural irregularity occurred that affected the outcome of the process, including but not limited to that the decision was not supported by a preponderance of the evidence or was arbitrary and capricious;
- b. the decision violated academic freedom;
- c. there has been discovery of new evidence by the appealing party that was not reasonably available at the time of the determination regarding responsibility that could affect the outcome of the matter;
- d. The Title IX Coordinator, Investigator(s), or hearing panel had a general or specific conflict of interest or bias against the Complainant or Respondent that affected the outcome.

7. Training for Campus Officials who Conduct Response and Resolution Process

The response and resolution procedures are conducted by officials who receive training on issues related to domestic violence, dating violence, sexual assault, and stalking and training on how to conduct an investigation and hearing process that protects the safety of the victims and promotes accountability. Such training is provided annually, or more frequently, and an official must receive training prior to his or her involvement in the response and resolution procedure. Training topics include:

Information on identifying and analyzing relevant evidence; effective techniques for questioning witnesses, including trauma-informed techniques, procedural rules for conducting investigations, including the standard of review and providing equitable opportunities to the parties; writing investigative reports, and understanding law enforcement investigations in sexual assault and domestic and dating violence situations.

8. Opportunity to Be Accompanied by a Support Person of Choice

As part of the University's response and resolution procedures, the reporting party and the responding party are entitled to the same opportunities to be accompanied by a support person of their choice to any meeting or other institutional disciplinary proceeding. The support person may advise and consult with the party they are accompanying, but is not otherwise permitted to participate in any proceeding. The support person may not speak for or submit information on behalf of the party they are supporting as part of the response and resolution process. When a party is meeting with the Investigator(s), a party may request reasonable breaks to speak with the party's support person. The University may remove or dismiss a support person who becomes disruptive or who does not abide by restrictions on their participation. Additionally, in formal processes involving a live hearing, parties must have a hearing advisor, whose primary role is to conduct cross-examination on behalf of the party. A hearing advisor can be any person of the party's choosing. If a party does not have a hearing advisor, the University will provide one without charge or fee to conduct cross-examination on the party's behalf.

9. Information about how the institution will protect the confidentiality of victims and other necessary parties, including how publicly available recordkeeping will be accomplished without the inclusion of identifying information about the victim, to the extent permissible by law.

In conducting the response and resolution procedures, the University seeks to protect confidentiality to the extent reasonably possible consistent with a thorough, fair and effective investigation and response and as required by applicable laws and UST policies. In all cases, the officials investigating and responding to incidents or allegations of sexual misconduct will share information about the incident or allegation, investigation and response within and outside UST only on a "need to know" basis. The Title IX Coordinator in consultation with Public

Safety, Human Resources and/or Dean of Students as appropriate will assist in determining who has a need to know. The victim's name will not be published by the University in its Clery Act reports or timely warnings. As a private institution subject to the Family Educational Rights and Privacy Act, most University records related to students are treated as confidential and are not publicly available. Any publicly-available recordkeeping will be accomplished without the inclusion of identifying information about the victim, to the extent permissible by law.

The University will maintain as confidential any accommodations or supportive measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide accommodations or protective measures. Information about accommodations and supportive measures will be shared on a need-to-know basis, as determined by the Title IX Coordinator, Public Safety, Human Resources and/or Dean of Students.

E. Changes to a victim's academic, living, transportation and working situations or protective measures 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 is obligated to comply with a student's reasonable request for a living or academic situation change following an alleged offense of stalking, domestic violence, dating violence or sexual assault if the accommodations are reasonably available. Available options may include transferring the victim to a different residence hall or floor within a residence hall, transferring the respondent to a different residence hall or floor within the residence hall, releasing a victim from a housing contract, requiring a respondent to move off campus, switching the victim's class section when another section is reasonably available, switching the respondent's class section when another class section is reasonably available, issuing a mutual no-contact order, and limiting the Respondent's access to campus. Decisions about appropriate interim and protective measures are made by the Response Manager based on all the facts and circumstances, including the following factors: (1) protection of the parties; (2) protection of the broader community; (3) reasonableness of request; (4) age of student(s) involved; (5) severity or pervasiveness of the allegations; (6) continuing effects on both parties; (7) whether the reporting party and responding party share the same residence hall, dining hall, class, transportation or job location; and (8) whether the requested action is reasonably available. The victim does not need to make a report to law enforcement or initiate the Response and Resolution Process before requesting such changes. These measures are designed to (1) restore or preserve equal access to the University's education programs or activities without unreasonably burdening the other party, (2) protect the safety of all parties or the University's educational environment, or (3) deter sexual harassment.

(12) Beginning with the annual security report distributed by October 1, 2003, a statement advising the campus community where law enforcement agency information provided by a State under section 170101(j) of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 14071(j)), concerning registered sex offenders may be obtained, such as the Public Safety Department, the St. Paul or Minneapolis Police Departments, or a computer network address.

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:

<https://por.state.mn.us/>

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:

<https://www.stpaul.gov/departments/police/administration-office-chief/major-crimes-division/family-sexual-violence-unit-1>

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:

[Sex Offender Community Notification - City of Minneapolis \(minneapolismn.gov\)](http://www.minneapolis.gov/sex-offender-community-notification)

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:

<https://coms.doc.state.mn.us/publicregistrantsearch/>

Lastly, the Dru Sjodin National Sex Offender Public Website (NSOPW), coordinated by the U.S. Department of Justice, is a cooperative effort between local and state jurisdictions hosting public sex offender registries and the federal government and is offered free of charge to the public

<http://www.nsopw.gov/>

(13) Beginning with the annual security report distributed by October 1, 2013, a statement of policy regarding response and evacuation procedures, as described in paragraph (g) of this section.

The University of St. Thomas has a policy regarding the response and evacuation procedures as described in paragraph (g). See Attachment A for further information.

(14) Beginning with the annual security report distributed by October 1, 2013, a statement of policy regarding missing student notification procedures, as described in paragraph (h) of this section.

The University of St. Thomas has a policy regarding missing student notification procedures as described in paragraph (h). See Attachment B for further information.

(c) Crime Statistics and Clery Act Definitions

(1) Crimes that must be reported

The University of St. Thomas 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 a campus security authority.

More detailed information regarding these crimes, including illustrative scenarios and specific crimes excluded from these categories, can be found at the following web link: [Uniform Crime Reporting Handbook](#)

(i) Criminal Homicide:

(A) Murder and nonnegligent manslaughter

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

As a general rule, any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime is classified as Murder and Nonnegligent Manslaughter (1a).

(B) Criminal Homicide – Negligent Manslaughter

The killing of another person through gross negligence.

As a general rule, any death caused by the gross negligence of another is classified as Criminal Homicide—Manslaughter by Negligence (1b).

(ii) Sex Offenses:

(A) Sex offenses.

Any sexual act directed against another person, without consent of the victim including instances where the victim is incapable of giving consent.

Reported offenses may include:

- **Rape** - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

Agencies should classify the crime as rape, regardless of the age of the victim, if the victim did not consent or if the victim was incapable of giving consent. If the victim consented, the offender did not force or threaten the victim, and the victim was under the statutory age of consent, agencies should classify the crime as statutory rape.

In cases where several offenders rape one person, the responding agency should count one Rape (for one victim) and report separate offender information for each offender.

- **Fondling** - The touching of the private body parts of another person for the purpose of sexual gratification, without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- **Incest** - sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** - sexual intercourse with a person who is under the statutory age of consent.

Note: If force was used or threatened, or the victim was incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity; the offense should be classified as rape not statutory rape.

(iii) 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 by putting the victim fearful.

Robbery is a vicious type of theft in that it is committed in the presence of the victim. The victim, who usually is the owner or person having custody of the property, is directly confronted by the perpetrator and is threatened with force or is put in fear that force will be used. Robbery involves a theft or larceny but is aggravated by the element of force or threat of force.

(iv) 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 displays weapon in a threatening manner) or by means likely to produce death or great bodily harm. (victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness).

(v) Burglary

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

(vi) Motor Vehicle Theft

The theft or attempted theft of a motor vehicle.

Note: A motor vehicle is a self-propelled vehicle that runs on the surface of land and not on rails and that fits one of the following property descriptions:

- **Automobiles** - sedans, coupes, station wagons, convertibles, taxicabs, or other similar motor vehicles that serve the primary purpose of transporting people
- **Buses** - motor vehicles that are specifically designed (but not necessarily used) to transport groups of people on a commercial basis
- **Recreational Vehicles** - motor vehicles that are specifically designed (but not necessarily used) to transport people and also provide them temporary lodging for recreational purposes
- **Trucks** - motor vehicles that are specifically designed (but not necessarily used) to transport cargo
- **Other Motor Vehicles** - any other motor vehicles, e.g., motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, or golf carts.

(vii) 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.

(viii) Domestic Violence, Dating Violence, and Stalking

Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction... or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence: Violence committed by a person—

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(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

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

(ix) Liquor Law violations, drug law violations, and illegal weapons possession

(A) Arrests for liquor law violations, drug law violations and illegal weapons possession.

(B) Persons not included in (c)(1)(viii)(A) of this section, who were 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.

As such, current students who are arrested and/or documented for violation of federal, state, or local weapons, drugs, or alcohol law shall be statistically counted in each year's annual report under the respective sections for arrests and referrals. All incidents concurrently reported by other university departments or divisions will be reviewed by Public Safety for accuracy and statistical reconciliation.

Arrests for weapons, drugs, and alcohol are statistically scored and do not also result in a judicial referral. Public Safety is only required to score one arrest if multiple violations of weapons drugs or alcohol were apparent. Typically, Public Safety scores weapons arrests first, followed by drugs and then alcohol.

If no arrest was made yet results in a statistical score for more than one violation of weapons, drugs, or alcohol laws, only one of the categories shall be used. For instance, in most cases involving drugs and alcohol Public Safety scores only the drug violation. This is in accordance with standing practice and is acceptable under federal law.

St. Thomas Weapons Policy

Section I. Purpose

The University of St. Thomas is committed to providing a safe and secure learning, working and living environment. This policy prohibits the possession and use of weapons on campus and in connection with St. Thomas employment.

Section II. Scope and Applicability

This policy applies to all St. Thomas students, employees (faculty, staff and student workers), contractors, volunteers, visitors and licensees, who are referred to in this policy as *Covered Persons*.

SECTION III. PROHIBITED WEAPONS AND EXCEPTIONS

Definitions

Weapon means any instrument (i) that is designed to inflict harm to living beings or damage to property, or (ii) the use of which requires a license, permit or otherwise is regulated for the purpose of avoiding harm to living beings or damage to property, or (iii) that is used with the intent to threaten or inflict harm to living beings or damage to property or (iv) that is a realistic replica of a weapon that can cause or be perceived to cause bodily harm or property damage. Some examples of weapons include firearms (including but not limited to pistols, guns, rifles, air guns and air rifles) explosives (including but not limited to fireworks), and knives other than cooking and dining utensils used for those purposes.

St. Thomas property means all real property, buildings, vehicles and facilities under the primary control of St. Thomas through ownership, lease, or other means. For example, St. Thomas property includes, but is not limited to, St. Thomas residence halls and other St. Thomas owned housing for students, St. Thomas academic, administrative and athletic buildings and facilities, outdoor areas on campus, and St. Thomas vehicles. St. Thomas property also includes all public or private locations, stadiums and halls that the University has leased or licensed for University events and activities, including, but not limited to intercollegiate and intramural sporting events.

Weapons Prohibited

Subject to the limited exceptions set forth in this policy, St. Thomas prohibits the possession and use of all weapons on and in St. Thomas property. This means that while on or in St. Thomas property, Covered Persons are prohibited from using and carrying, transporting, storing or otherwise having weapons on their person or in their clothing, a purse, backpack, locker, vehicle, office, residence hall room, or elsewhere. St. Thomas faculty, staff and student workers are also prohibited from using and carrying weapons any time they are acting in the course and scope of employment (such as business travel and during off-campus meetings).

Covered Persons also are prohibited from knowingly accompanying another Covered Person who is carrying a weapon in violation of this policy.

Exceptions

St. Thomas Public Safety Department employees and external law enforcement officers or other government personnel who are required, by their position of employment, to carry a weapon while on or in St. Thomas property are excepted from this policy, provided that their possession and (if applicable) use of a weapon has been properly authorized by their employer and complies with all laws, policies and procedures applicable to such possession and use.

In addition, consistent with Minnesota law, Covered Persons who have a valid permit to carry a firearm and who comply with all legal requirements associated with such permit may keep the firearm in a trunk or glove compartment of their locked motor vehicle, including when the vehicle is parked on St. Thomas property. Vehicles parked on St. Thomas property are subject to all St. Thomas parking policies, and individuals park at their own risk. St. Thomas assumes no responsibility for protection of any vehicle or its contents or any liability arising from the use of any weapon stored in a Covered Person's vehicle.

Section IV. Enforcement

St. Thomas reserves the right to inspect its property as well as a Covered Person's personal property while located on St. Thomas premises.

If you are aware that any Covered Person possesses a weapon in violation of this policy, you are expected to immediately report the violation to Public Safety at 651-962-5555, or for the university's Rome campus, to the Bernardi Campus Director at (651) 962-6116.

Section V. Sanctions

Violation of this policy may result in discipline or other sanctions, up to and including immediate termination of employment, expulsion from the university, trespass from campus..

(2) Recording crimes

The University of St. Thomas 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.

(3) Reported crimes if a hate crime

The University of St. Thomas must report, by category of prejudice, the following crimes 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, national origin, sexual orientation, gender identity, ethnicity, or disability:

(i) Any crime it reports pursuant to paragraph (c)(1)(i) through (vii) of this section, or Criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson.

(ii) The crimes of larceny-theft, simple assault, intimidation, and destruction//damage/vandalism of property.

- **Larceny-theft** – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another person.

- **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.
- **Intimidation** - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

Note: This offense includes stalking.

- **Destruction/Damage/Vandalism of Property** - To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

(ii) **Any other crime involving bodily injury.**

St. Thomas Hate Crimes and Bias- Motivated Incidents Policy

“Acts of intolerance (hate crimes) in any form at the University of St. Thomas are not tolerated and must be condemned.” (Father Dennis Dease, university president, Bulletin Today, March 26, 2007)

“We respect the dignity of each person and value the unique contributions that each brings to the greater mosaic of the university community.” (University of St. Thomas Conviction #4)

Policy Statement

The University of St. Thomas continually strives to meet the highest standards of respect and civility that are both implicit and explicit in its vision, mission and convictions. 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. The value placed upon human dignity and diversity should be interpreted as augmenting, not infringing upon “freedom of expression” or “academic freedom.” As a result, the university has adopted a policy that is designed to investigate and resolve such claims in a direct and thorough manner while respecting the rights of all parties involved.

Section I applicability and Sanctions

This policy applies to all students, prospective students, employees, and campus visitors. This includes:

- all students taking courses, either full or part time, whether non-degree pursuing undergraduate, or graduate degrees;
- anyone living on campus;
- students who have been notified of their acceptance for admission;
- all employees while on campus; and
- all employees taking part in university-sponsored activities and/or university-related business.

In determining whether alleged conduct is a hate crime or a bias-motivated incident, the university shall consider the record as a whole and the totality of circumstances, including the nature of the incident and the context in which the alleged incident(s) occurred. While related statements, practices and procedures are elaborated in other University documents (i.e., Code of Conduct, Faculty Handbook, Employee Handbook, Statement on Offensive Behavior), individuals determined to have violated this policy shall be sanctioned and subject to a range of disciplinary measures up to and including termination and expulsion.

Section II Definitions

As used in this Policy, the following terms are defined:

Hate crime: At St. Thomas, a hate crime is defined as an actual criminal offense motivated in whole or in part by the offender's bias toward the complainant based on race, color, gender, sexual orientation, age, national origin, religion or physical or mental disability.

Bias-motivated incident: At St. Thomas, a bias-motivated incident is defined as conduct, speech or act of intolerance motivated by another's actual or perceived race, color, gender, sexual orientation, age, national origin, religion or physical or mental disability.

A bias-motivated incident may or may not be criminal in nature. Sufficient objective facts must be presented to lead a reasonable and prudent person to conclude that the actions in question may be motivated by bias toward or against a targeted individual or group.

The University of St. Thomas will determine how offenses and/or incidents should be classified. Multiple forms of evidence and professional expertise will be utilized in making appropriate distinctions between a hate crime and bias-motivated incident.

Section III Reporting

For the welfare of individuals and the community, it is critical that anyone within the University of St. Thomas community 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. Individuals also may 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.

Reporting a hate crime or bias -motivated incident does not mean an individual must file criminal charges. No matter where individuals first report the incident, a report should also be filed with the Public Safety Department. This report may be made directly or with the assistance of a faculty/staff member at the university.

At the victim's request, the university will investigate and respond to an allegation of hate crime or bias-motivated incident.

St. Thomas reserves the right to pursue a formal investigation if there is a possibility that one or more members of the community may be harmed by the university's failure to follow up on the hate crime or bias-motivated incident or it is in the university's best interest to investigate the alleged crime or incident.

The university urges complainants and witnesses to:

1. Contact the Public Safety Department at (651) 962 -5555 for emergency or (651) 962-5100 for non-emergency, and/or contact the police by dialing 911 from an outside line as soon as possible.
2. Remain at the scene, if it is safe, until an authority arrives; do not touch or tamper with evidence.

Section IV Legal Context and National Reporting

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or “Clery Act” is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 CFR 668.46. The Clery Act requires St. Thomas and other institutions of higher learning that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. The act also requires the university to publish and to distribute an Annual Campus Security Report to provide timely warnings of crimes that represent a threat to the safety of students or employees, and to keep the most recent three years of statistics on specific types of crimes that occur on campus, in the institution’s residential facilities, in non-campus buildings, or on public property. The university must indicate if any of the offenses and especially those resulting in bodily injuries, were the result of a "hate crime."

Section V Responsibilities

The appropriate Academic and Administrative Advisory Committee member will be responsible for communicating, disseminating, recommending revision, and broadly educating the campus community about this policy and its procedures. All students, faculty, staff and campus visitors are responsible for adhering to this policy. The appropriate Academic and Administrative Advisory Committee member will ensure fair treatment and the Public Safety Department will respect the rights of the complainants and the accused.

(4) Crimes by location

The University of St. Thomas must provide a geographic breakdown of the statistics reported under Crimes that must be reported and reported crimes if a hate crime, according to the following categories:

- (i) On campus**
- (ii) Of the crimes reported in paragraph (c)(4)(i) of this section, the number of crimes that took place in dormitories or other residential facilities for students on campus.**
- (iii) In or on a non-campus building or property.**

University of St. Thomas students may attend other colleges and universities through exchange and consortium agreements. In these agreements, St. Thomas neither owns or controls the space or established security policies and practices. St. Thomas students understand they abide by all rules of the visiting school. As such, St. Thomas provides access to these programs not physical use of the space. These institutions and locations are not considered non-campus buildings or property.

The University of St. Thomas considers the following addresses to be non-campus property as defined in this report. Data requests were made from each of these locations through their city or county government for crime data only during the times the University of St. Thomas used these locations.

Noncampus Location	Street	City, State, Zip
None		

(iv) On public property.

(5) Identification of the victim or the accused

The statistics required under *Crimes that must be reported* and *Reported crimes if a hate crime* of this section may not include the identification of the victim or the person accused of committing the crime.

(6) Pastoral and professional counselor

The University of St. Thomas is not required to report statistics under *Crimes that must be reported* and *Reported crimes if a hate crime* of this section for crimes reported to a pastoral or professional counselor.

(7) Uniform Crime Reporting (UCR) definitions

The University of St. Thomas must compile the crime statistics required under *Crimes that must be reported* and *Reported crimes if a hate crime* of this section using the definitions of crimes provided in appendix A to this subpart 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, the University of St. Thomas 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 the University of St. Thomas must use the UCR Reporting Handbook.

(8) Use of a map

In complying with the statistical reporting requirements under *Crimes that must be reported* and *Reported crimes if a hate crime* of this section, the University of St. Thomas may provide a map to current and prospective students and employees that depicts its campus, non-campus buildings or property, and public property areas if the map accurately depicts its campus, non-campus buildings or property, and public property areas.

(9) Statistics from police agencies

In complying with the statistical reporting requirements under paragraphs (c)(1) through (4) of this section, the University of St. Thomas 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.

(d) Separate Campus

The University of St. Thomas must comply with the requirements of this section for each separate campus.

(e) Timely Warning and Emergency Notification

(1) The University of St. Thomas must, in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar crimes, report to the campus community on crimes that are:

- (i) Described in paragraph (c)(1) and (3) of this section.
- (ii) Reported to campus security authorities as identified under the statement of current campus policies pursuant to paragraph (b)(2) of this section or local police agencies.
- (iii) Considered by the University of St. Thomas to represent a threat to students and employees.

(2) The University of St. Thomas is not required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

(3) If there is an immediate threat to the health or safety of students or employees occurring on campus, as described in paragraph (g)(1) of this section, the University of St. Thomas must follow its emergency notification procedures. The University of St. Thomas is not required to issue a timely warning based on the same circumstances if it follows its emergency notification procedures; however, the University of St. Thomas must provide adequate follow-up information to the community as needed.

(f) Crime Log

(1) The University of St. Thomas Department of Public Safety 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 non-campus building or property, on public property, or within the patrol, or extended patrol jurisdiction of the department and is reported to the department.

Public Safety maintains this crime log on line and in the Public Safety office in 100 Morrison Hall.

<http://www.stthomas.edu/publicsafety/reports/campuscrimefirelog/>

This log must include:

(i) The nature, date, time, and general location of each crime.

(ii) The disposition of the complaint, if known.

(2) The University of St. Thomas, through the Department of Public Safety, must make an entry or an addition to an entry to the log within two business days, as defined under paragraph (a) of this section, of the report of the information to Public Safety, unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim.

(i) The University of St. Thomas may withhold information required under paragraphs (f)(1) and (2) of this section if there is clear and convincing evidence that the release of the information would:

(A) Jeopardize an ongoing criminal investigation or the safety of an individual.

(B) Cause a suspect to flee or evade detection.

(C) Result in the destruction of evidence.

(ii) The University of St. Thomas must disclose any information withheld under paragraph (f)(3)(i) of this section once the adverse effect described in that paragraph is no longer likely to occur.

(4) The University of St. Thomas may withhold under paragraphs (f)(2) and (3) of this section only that information that would cause the adverse effects described in those paragraphs.

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

(g) Emergency Response and Evacuation Procedures

The University of St. Thomas must include a statement of policy regarding its emergency response and evacuation procedure in the annual security report.

For compliance with the following sections please see **Attachment A**.

This statement must include:

(1) The procedures the University of St. Thomas will use to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on the campus.

(2) A description of the process the University of St. Thomas will use to:

(i) Confirm that there is a significant emergency or dangerous situation as described in paragraph (g)(1) of this section

(ii) Determine the appropriate segment or segments of the campus community to receive a notification.

(iii) Determine the content of the notification.

(iv) Initiate the notification system.

(3) A statement that the University of St. Thomas will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

(4) A list of the titles of the person or persons or organization or organizations responsible for carrying out the actions described in paragraph (g)(2) of this section.

(5) The University of St. Thomas' procedures for disseminating emergency information to the larger community.

(6) The University of St. Thomas' procedures to test the emergency response and evacuation procedure on at least an annual basis.

(i) Tests that may be announced or unannounced.

(ii) Publicizing its emergency response and evacuation procedures in conjunction with at least one test per calendar year.

(iii) Documenting, for each test, a description of the exercise, the date, time, and whether it was announced or unannounced.

The following table top exercise were conducted unannounced:

January 2013 (Emergency Call Center)

Spring 2013 (severe weather)

April 22, 2014 (discussion on use of incident command)

November, 2014 (full building fire alarm at 2151 Grand Ave)

January 12, 2015 (used November situation – full building alarm at 2151 Grand Ave)
 November 30, 2015 (Active Shooter in MHC)
 February 2016 (Emergency Call Center)
 February 2016 (Active Shooter in MHC)
 November 28, 2016 (terrorist attacks in London, Glasgow, and Manchester)
 February 22, 2017 (continuation of November 28th training but focused on the process and technology used to support UART EOC functions)
 May 10, 2017 (tornado with damage to south campus)
 November 29, 2017 (Super Bowl)
 February 12, 2018 (Campus Protest)
 May 7, 2018 (Where are the gaps in our emergency planning?)
 November 27, 2019 (Review two student deaths, perceived threat overheard by student); discussion on Active Shooter Awareness Training
 February 2019 – Tabletop cancelled and instead we met to finalize plans to distribute the active shooter video and pre/post test to faculty, staff and students.
 August 20th 2019 –(Contact Tracing Tabletop Exercise)
 April 24, 2020 -- Return to Campus COVID planning
 August 20, 2020 -- Contact Tracing
 March 1, 2021 -- Ransomware

We also conduct two unannounced emergency evacuation drills each year in student residence facilities. They might be announced if need due to safety concerns.

We also conduct an unannounced test of our emergency notification system twice a year.

(h) Missing Student Notification Policies and Procedures

(1) The University of St. Thomas provides on-campus student housing facilities and must include a statement of policy regarding missing student notification procedures for students who reside in on-campus student housing facilities in this annual security report.

For compliance with this section see **Attachment B**

This statement must:

- (i) Indicate a list of titles of the persons or organizations to which students, employees, or other individuals should report that a student has been missing for 24 hours.
- (ii) Require that any missing student report must be referred immediately to the University of St. Thomas Public Safety Department.
- (iii) Contain an option for each student to identify a contact person or persons whom the institution shall notify within 24 hours of the determination that the student is missing, if the student has been determined missing by the University of St. Thomas Department of Public Safety, or the local law enforcement agency.
- (iv) Advise students that their contact information will be registered confidentially, that this information will be accessible only to authorized campus officials, and that it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

- (v) Advise students that if they are under 18 years of age and not emancipated, the University of St. Thomas must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.
- (vi) Advise students that, the University of St. Thomas will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

34CFR§ 668.48 Institutional fire safety policies and fire statistics

(a) Additional Definitions That Apply to this Report

Cause of fire

The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

Fire

Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire drill

A supervised practice of a mandatory evacuation of a building for a fire.

Fire-related injury

Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters, or any other individuals.

Fire-related death

Any instance in which a person—

- (1) Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or
- (2) Dies within one year of injuries sustained as a result of the fire.

Fire safety system

Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

Value of property damage

The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

(b) Annual Fire Safety Report

Annual fire safety report. Beginning by October 1, 2010, an institution that maintains any on-campus student housing facility must prepare an annual fire safety report that contains, at a minimum, the following information:

(1) The fire statistics described in paragraph (c) of this section.

For compliance with this section, see the section below.

(3) A description of each on-campus student housing facility fire safety system.

See **Attachment D**

(4) The number of fire drills held during the previous calendar year.

See **Attachment D**

(5) The institution's policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility.

Electrical Appliances and/or Cooking Equipment

Due to electrical requirements and safety precautions, some electrical appliances or equipment are strictly prohibited. These include, but are not limited to appliances with open heating elements (Oil popcorn maker, toaster oven, hot plate-burner type, counter top grill, pizza baker/carousel, counter top sandwich maker, broiler, hotplate, etc.)

- Note: If assigned to an apartment, you may bring the above listed items.

All electrical appliances and equipment brought into residence halls must be tested and listed by an approved agency. These include Factory Mutual (FM), American National Standards Institute (ANSI), and Underwriter's Laboratory (UL). Approved devices are designed with the agency's label.

With an increase in new cooking appliances and devices, this list is not all-inclusive. Please use the above as guidelines. If you approved cooking appliances and electrical devices must have self-contained, thermostatically controlled heating units and be equipped with automatic shut off. Appliances must not have frayed cords, bent prongs, or be plugged into multiple (octopus) outlets. It is required that students use a UL approved power strip with its own fuse or circuit breakers. It will protect sensitive electronic equipment from damage due to power outages or surges.

High voltages appliances (i.e. mini-fridge, microwaves, etc.) must be plugged directly into the wall.

Prohibited Electrical Devices

Use of an electrical "Octopus" to obtain a maximum number of outlets is prohibited can result in the overload of circuits and fire. Extension cords are a major factor in residential fires, therefore they are not allowed in the halls. Halogen lamps and space heaters are also forbidden due to their risk of starting fires.

Appliances

Appliances may overload circuits and must be used with extreme caution. Popcorn poppers, coffee makers, etc. must be attended to. They should be unplugged when not in use and stored away only when they are cool enough to touch.

Smoke and Tobacco-Free Environment

All residence hall indoor space is designated as smoke-free. No one may smoke in the residence halls. Violation of this policy will result in disciplinary sanctions, including possible removal from residence halls. If it is responsible will be changed for the cleaning. Furthermore, the University of St. Thomas is a tobacco-free campus. No tobacco products (including cigarettes, cigars, hookahs, e-cigarettes, chew, and snuff) may be used on our campus.

Open Flames

Candles, Bunsen burners, etc., can be extremely hazardous. Open flames and open devices are not permitted in residents' rooms.

See Resident Student Handbook https://www.stthomas.edu/_media-library/_documents/residence-life/residence-life-handbook.pdf

(5) The institution's procedures for student housing evacuation in the case of a fire.

See **Attachment A**

(6) The policies regarding fire safety education and training programs provided to the students and employees. In these policies, the institution must describe the procedures that students and employees should follow in the case of a fire.

During fire drills, the process is evaluated by Public Safety staff. This information is given to Residence Life staff to better educate the students on evacuation. Also Resident Hall Assistants are also given information about the policies and they train their hall members in them.

See **Attachment A and Attachment C** for information on the procedures.

(7) For purposes of including a fire in the statistics in the annual fire safety report, a list of the titles of each person or organization to which students and employees should report that a fire occurred.

All fires are to be reported to Public Safety.

(8) Plans for future improvements in fire safety, if determined necessary by the institution.

At this time, this is unknown.

(c) **Fire Statistics**

The University of St. Thomas must report statistics for each on-campus student housing facility, for the three most recent calendar years for which data are available, concerning—

- The number of fires and the cause of each fire.
- The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center.

- The number of deaths related to a fire; and
- The value of property damage caused by a fire

Attachment D

The University of St. Thomas is required to submit fire statistics to the Secretary on an annual basis.

Fire log

The University of St. Thomas maintains on-campus student housing facilities and therefore must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log, updated and maintained by Public Safety, must include the nature, date, time, and general location of each fire.

Public Safety must make an entry or an addition to an entry to the log within two business days of the receipt of the information.

The University of St. Thomas must make the fire 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.

The University of St. Thomas must make an annual report to the campus community on the fires recorded in the fire log. This requirement may be satisfied by the annual fire safety report described in this report See **Attachment D**

Emergency Notification, Response and Evacuation

Introduction

The University of St. Thomas (UST) is dedicated to providing a safe and secure environment for students, faculty, staff, and visitors. The Higher Education Opportunity Act (HEOA) requires institutions to disclose emergency response policies and evacuation procedures that will be implemented whenever a significant emergency or dangerous situation exists on campus that involves an immediate threat to the health or safety of students, staff or community members.

Policy Statement

It is the policy of the university to be in compliance with the HEOA Emergency Response and Evacuation Regulations.

Reporting an Emergency

All members of the St. Thomas community are urged to report any potential or actual emergency or dangerous situation involving an immediate threat to the health or safety of students, employees or guests that may be occurring on the campus. Members shall call the St. Thomas Public Safety Department emergency number at 651-962-5555.

Institutional Response

The Public Safety Department will initiate the institutional response by immediately investigating these reports. The Public Safety Department may request assistance from other emergency responders e.g. police, fire, emergency management offices or other university departments or units, as necessary, to confirm that a significant emergency or dangerous situation exists on campus that involves an immediate threat to the health or safety of students, staff or community members. Some of these situations may include but not limited to: Examples may include, but are not limited to:

- Bomb threats or other imminent violent threats
- Fires, natural gas leaks and hazardous spills affecting the entire campus
- Building evacuations and shelter in place situations affecting the entire campus
- Biological or pandemic emergency notifications
- Natural disasters
- Power outages and utility failures resulting in an imminent threat
- Campus closure due to declared civil emergency

Emergency Notification

Once a significant emergency or dangerous situation is confirmed on campus that involves an immediate threat to the health or safety of students, staff or visitors the Public Safety Department will notify students, employees and other community members without unreasonable delay. This shall not apply if the Public Safety Department determines that an immediate notification would place the St. Thomas community or a victim at greater risk or would compromise efforts to contain, respond to or mitigate the threat to the health or safety of students, employees or community members. It is the responsibility of the Public Safety Department to coordinate this notification. It may consult and seek the assistance of other departments or units, as necessary to:

- Determine the content of any notification

- Determine the appropriate campus segments to notify
- Initiate the appropriate notification system
- Continue to update the St. Thomas community during the emergency

Methods of Communication

St. Thomas has several systems in place for communicating emergency information to members of the community. Any or all of the following methods of emergency notification may be used depending on the type and nature of the emergency:

- St. Thomas Emergency Notification System
- University web site
- Voice Mail System
- E-mail System
- Social Networking Sites
- Emergency telephone voice recording
- Public address systems
- Personal communication
- Signage

St. Thomas Emergency Notification System: This is an electronic system for quickly delivering emergency messages to students, faculty and staff. Notifications may be sent via landline phones, cell phones, text messages and e-mail. Messages will be brief, include basic information and provide instructions on how to obtain more details. The St. Thomas Emergency Notification System will be used only for a confirmed significant emergency or dangerous situation exists on campus that involves an immediate threat to the health or safety of students, staff or community members.

All students and employees are encouraged to keep their St. Thomas Emergency notification information up to date in MURPHY Online.

University web site: Updated information following a message notifying the campus of an emergency will be found on the university website, available for the university and general communities and media outlets, if warranted. In cases of extreme emergency, the university has the ability to replace the regular website with a website designed for emergency communications only. Regular website functionality can be obtained from a link on the emergency website. Unlike some of the methods, this communication vehicle requires the person to be first notified separately to go the site for this information. This is viewed as a secondary level of communication.

E-Mail System: In addition to the Emergency notification system, e-mails may be sent to specific groups through distribution lists or campus wide.

Social Networking Sites: The University has access to social networking sites where notices and updates can be provided. Unlike some of the methods, this communication vehicle requires the person to be first notified separately to go the site for this information. This is viewed as a secondary level of communication.

Emergency telephone voice recording: In addition to the Emergency notification system, a voicemail may be placed on all holders of a University telephone. Once the message is placed on the phone, the person listening would need to acknowledge the message prior to proceeding with the use of the phone.

Text messaging: The university has the ability to send limited information through text messages.

Phone Call: The university also has text to voice ability to call out to inform people of an emergency.

Public address systems: Specific areas and buildings on campus have public address systems which can be used in the case of an emergency to disseminate information. In addition, Public Safety has hand held PA devices and its vehicles are equipped with public address systems which can be used in specific emergencies.

Personal communication: This involves direct contact with people and informing them of the situation and updates. One of the more popular methods to implement this communication is through the use of runners. Also, individual departments and units are encouraged to maintain a variety of forms of personal communication, including phone trees and email lists that can be accessed if needed.

Signage: A variety of signage may be created to help provide directions or instructions. These may include electronic signage for traffic, the posting of written signs, or the use of “A-frame” signs .

Testing

All emergency communications methods are tested on at least an annual basis, according to standards as appropriate.

Fire Evacuation Drills are conducted in all on campus student housing facilities twice an academic year. This test can be either announced or un-announced evacuation drill. An assessment is conducted to determine any issues with the system or evacuation. See attachment C for date each drill was conducted.

Evacuation

In the case of fire alarm, all persons must leave the building by the nearest available exit. Elevators are not to be used. For severe weather or tornado warnings, occupants should go the basement or interior hallways away from windows or glass

Policy Awareness

This policy will be included in the Emergency Guide, which is available electronically at the Department of Public Safety website <https://www.stthomas.edu/publicsafety/emergencyguide/>.

Building Evacuation during a Fire, Weather Emergency

I. General Evacuation

- A.** Public Safety recommends members of the community preplan any evacuation. This may include knowing the location of all of the exits, making alternative routes to the exits, knowing where exit doors lead to, and knowing general safety procedures.
- B.** In the case of a localized fire alarm (a fire alarm that is limited to a room), the occupants shall leave the room and shut the door.
- C.** In the case of a full building fire alarm or at the direction of a university or other public safety official, all students, employees, or guests must immediately leave the building or area through the nearest available exit. During the evacuation the person shall:
 - Close all of the room’s windows;

- Before opening any door, feel the door. If it is HOT, do not open it; if it is not hot, brace yourself against the door, open it slightly, and if heat or heavy smoke are present, close the door and stay in the room. If you are unable to leave the room call Public Safety at 651-962-55555 with your name and location. Also hang something bright in the window to attract attention.
- If the door is not hot, leave immediately and shut the door when you leave. (Do not lock it)
- Do not use any cell phone during the evacuation unless it is an emergency.
- Do not use elevators during an evacuation.
- Exit in an orderly fashion. Do not run or push. Running can lead to falls and injuries.
- Gather at a designated a safe location or distance from the building or area, taking care not to block entrances and exits for other people including emergency personnel. Depending on the nature of the emergency, people may be directed to one of the alternative meeting areas. (See Attachment A for alternative meeting locations.)
- Stay together and assess who is present by gathering names.
- Report the condition and location of any persons unable to leave the building or area or who need assistance to Public Safety or other emergency personnel.

D. Wait for the all clear to reenter the space or proceed to an alternative meeting location or designated shelter.

Evacuation for Individuals with Disabilities during an Emergency

I. Notification of Residence Hall Students with Disability

- A.** If there is a student living in a residence hall and discloses a mobility disability, the student shall meet with Director of Enhancement Program - Disability Services to discuss emergency evacuation processes including access of elevators during emergencies or malfunctions. This will result in an individualized emergency plan for the student.
- B.** In these cases, the Director of Enhancement Program-Disability Services will notify the Lead Communications Supervisor and Special Projects Manager of Public Safety and the Director and Associate Directors of Residence Life of the student's name, residence hall and phone numbers. They will keep this information on file in case of an emergency evacuation of the building or elevator malfunction.
- C.** If there is fire or fire alarm in the student's assigned residence hall, the Public Safety dispatcher will advise the responding officers and one of the officers will go to the room as soon as possible to update the student and determine any assistance that may be needed.
- D.** In the case of a non-emergency elevator malfunction in a residence hall that Public Safety is aware of, it will notify the on-call Hall Director. This director will notify any student whose name has been forwarded by the Director of Enhancement Program - Disability Services of the malfunction.

II. Mobility Disability Evacuation for Fire

- A.** In the case of a fire or fire alarm, the person who has a mobility disability and is unable to leave directly from the building or without the assistance of an elevator, the person shall stay in the room with the doors closed. The person should also tell someone who is leaving building to ask for further assistance from Public Safety or the Fire Department. The person may also call Public Safety at 651-962-5555 and advise the dispatcher of the room location and assistance that may be needed.
- B.** When a Public Safety Officer makes contact with the person, the officer will assess the situation and advise the person that if evacuation of the building is needed and further assistance is required, this will be done by the responding fire department. If required, the officer will immediately notify the fire department of the location of the person, and transmit the information to dispatch.

III. Mobility Disability Evacuation for Other Emergencies

- A.** If there is a severe thunderstorm or tornado warning, the person with a mobility disability shall try to evacuate to the basement or designated shelter in the building. If unable to evacuate, the person will stay in the room and if possible go into an interior wall area or bathroom. The person also may call Public Safety at 651-962-5555 and advise the dispatcher of the location and any special assistance they need.
- B.** Other evacuations for emergencies will be based on the nature of the emergency. Except in a natural gas evacuation, the person may call Public Safety at 651-962-5555 and advise the dispatcher of the room location and assistance that may be needed.

Active Shooter/Gun Shots

- Contact Public Safety 651-962-5555 as soon as possible.
- Provide a description of the person, nature of behavior, and the last known location of the person.
- Public Safety will immediately notify police.
- Do not pull any fire alarm in an attempt to alert other people of the incident or to frighten the suspect

Options for you to consider with an Active Shooter Situation

Run. When an active shooter is in your vicinity:

- If there is an escape path, attempt to evacuate.
- Evacuate whether others agree to or not.
- Leave your belongings behind.
- Help others escape if possible.
- Prevent others from entering the area.
- Call Public Safety at 651-962-5555 when you are safe.

Hide. If you cannot evacuate or get out safely, you need to find a place to hide, remain quiet and calm.

- Act quickly and quietly.
- Try to secure your hiding place the best you can. It should be out of the shooter's view, provide protection if shots are fired in your direction, and not trap or restrict your options for movement.
- Turn out lights, and if possible, remember to lock doors.
- Lock and/or blockade the door.
- Silence your cell phone.
 - Hide behind large objects.
 - Remain very quiet.

Fight. As a last resort, and only if your life is in danger:

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.

When law enforcement arrives:

- Remain calm and follow instructions.
- Keep your hands visible at all times.
- Avoid pointing or yelling.
- Know that help for the injured is on its way.

Bomb Threat

Remain calm.

Use this telephone checklist to record information concerning the bomb threat. Have this list ready for the authorities when they arrive.

Employees or students receiving or discovering a bomb threat or emergency should immediately call the Public Safety Department at 651-962-5555.

The decision to evacuate the building will be based on the credibility of the threat and the nature of the threat. The Director of Public Safety, in conjunction with Senior Administration, will authorize the evacuation.

If a bomb threat is received by phone, ask:

- When is the bomb going to explode?
- Where is the bomb right now?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?
- Keep the caller on the phone as long as possible!

Record the following information for Public Safety:

- Time of call.
- Date of call.
- Exact words of person.
- Judge the voice: male, female, child, approximate age, do they sound coherent, etc.
- Speech pattern, accent.
- Background noises and description (music, people talking, cars, or trucks, airplanes, children or babies, machine noise, typing, etc.)

What you should do about suspicious mail and packages?

- Do not handle the envelope or package.
- Leave the immediate area.
- Notify Public Safety at (962)-5555 and stop anyone from entering the area where the package is located.

What Will Happen Next?

- Depending upon the circumstances, the Police Bomb Squad may be dispatched to the scene.
- Depending upon the circumstances, a search of the building may be conducted under the direction of Public Safety and the Police.

- The Police Bomb Squad will contact and interview the person who received the bomb threat.
- An evacuation may take place.
- When authorized, the “All Clear” will be given by the Public Safety Department.

Medical Emergencies

Call the university Public Safety Department at 651-962-5555. Give the following information:

- Building location (exact location)
- Type of injury, illness, or symptoms

Do not move a seriously injured person unless they are in a life threatening situation.

If you notice any jewelry with an inscription indicating medical information, bring this to the officer’s attention. What will happen next?

- Public Safety will respond and assess the situation to determine if it is necessary to notify paramedics.
- Public Safety officers will administer first aid and, if appropriate, prepare for the arrival of emergency units.
- Paramedics and Public Safety officers will administer medical assistance and assist with information, reports, etc.
- If a person does not choose further medical attention, the person will sign a Public Safety Medical Assistance release form.

Missing Persons

This policy is developed in accordance with the [34 CFR 668.46](#) and contains the official notification procedures for the University of St. Thomas concerning missing students and guests including those who reside in on-campus housing.

“Missing” means when a person has not been seen or made any contact with another person and the person’s location is unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the person’s usual behavior patterns, plans or routines.

PUBLIC SAFETY RESPONSIBILITIES

The primary department at the University of St. Thomas for the response, investigation and coordination of missing persons will be Public Safety. Also, the department will be the university’s liaison and assist the primary law enforcement agency having jurisdiction for the investigation of missing persons.

As appropriate, the Public Safety department will consult with and seek assistance from other university departments or law enforcement agencies in a missing person case.

The Director of Public Safety and the Dean of Students will confer and determine if and when the University Action and Response Team (UART) may be notified in the case of missing persons.

II. INFORMATION TO BE PROVIDED BY STUDENTS

- A. University of St. Thomas students may identify a confidential contact that may be contacted within 24 hours of the determination that the student is missing from campus. They may do so by completing the appropriate registration forms during address verification procedures in MURPHY ONLINE. The request for this contact is different than the emergency contact request even though the names supplied by the student may be the same. Students may change this name at any time through MURPHY.
- B. When registering, students are advised that their contact information will be confidential, that this information will be accessible only to authorized campus officials, and that it may not be disclosed except to law enforcement personnel in the furtherance of a missing person investigation.
- C. The custodial parent or legal guardian of students under the age of 18 will also be contacted no later than 24 hours after the student is determined to be missing.

III. NOTIFICATION to PUBLIC SAFETY REQUIRED

- A. Public Safety shall be immediately notified by a university employee or student or member of the university community who has reason to believe:
 - 1. that a student who resides in on-campus housing is missing for 24 hours; or

2. there is a student or guest under the age of 18 who is missing.

The person should call 651-962-5555 if it is an emergency and 651-962-5100 in other cases.

- B. If the missing person is under the age of 18, Public Safety will immediately take a report, call the local police department and commence a search.
- C. Public Safety will take a report and notify the police within 24 hours of the determination that a student who is over the age of 18 years old and resides on campus is missing. Also, Public Safety will commence a reasonable search of the campus based on the available information
- D. In all other cases of a missing person from campus, Public Safety will take a report, commence a reasonable search of the campus based on the available information and the reporting party will be directed to contact the police department where the person was last seen or went missing from.
- E. If the person is missing from a location other than campus, the reporting party will be directed to contact the appropriate police department.
- F. Public Safety shall take a report, commence a campus search and contact the local police in any case when there is a missing student, employee or guest from campus and there are unusual circumstances including but not limited to: person's medical condition, location the person was last seen, weather, documentation or statements made by the person, potential victim of foul play, or reasons to believe the person may be a danger to themselves or others.

IV. INFORMATION for PUBLIC SAFETY

- A. The person contacting Public Safety should try to provide as much information to Public Safety as possible including: name, age, and address of the person, date and time last seen, medical condition, any physical or intellectual disabilities, time last seen, location last seen, any circumstances related to the person's absence and a physical description of the person.
- B. Any vehicles, computers, residence hall rooms, or other personal belongings for the missing person from campus should be secured; including rekeying the room.

V. RESPONSE and INVESTIGATION

- A. In a missing person case originating from on campus, The Incident Command System will be implemented. The first responding officer will obtain available information about the incident and determine the resources that will be needed. The officer will also notify the supervisor on-duty.
- B. If warranted a preliminary search of the area will be conducted and other needed resources activated.
- C. The on-duty supervisor will then contact the manager on-duty and update information. The manager on-duty will contact the Director or Associate Director of Public Safety if the person is a student, or the person is missing from campus. They will then coordinate the response and investigation.

VI. COMMUNICATION

- A. The Director, Associate Director, or designees will coordinate the communication of a missing student to Student Life, university public relations, Academic Affairs or other appropriate department. In the case of a non-student, the communication will be with the person or department responsible for the person on campus.
- B. If it is determined an on-campus residence student has been missing for 24 hours, the Director of Public Safety, Dean of Students, and Director of Residence Life shall coordinate informing the confidential contact of the missing student and the associate director will be responsible for notifying the local law enforcement agency.
- C. Any internal or external communication by the university regarding the missing person will be coordinated by Public Safety, university public relations, and the local police department.
- D. University public relations or its designee shall serve as the spokesperson of the university to internal and external constituents on these cases.

Reports for Fires and Alarms

Definitions

For the purposes of this policy the following terms are defined based on 34 CFR 668.49, the federal law that requires colleges and universities to have policies related to fires and fire alarms.

Cause of fire: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

Fire-related injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters, or any other individuals.

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner

Fire-related death: Any instance in which a person—

- (1) Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or
- (2) Dies within one year of injuries sustained as a result of the fire.

Value of property damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

Reporting of Fires: Any fire or fire alarm on campus must be reported to the Public Safety Department. This also includes any extinguished fire.

ICR and Report Policy: An Initial Complaint Report (ICR) is required when the fire system or alarm has been tampered, pull stations activated with no evidence of a fire or emergency and including but not limited to the following cases:

- there is activation of a building sprinkler alarm and the fire department is called;
- any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner ;
- there is any damage caused by smoke or flame;
- hazardous material spill; or
- any gas or pressure steam leak (not steam from shower or cooking) when the fire department or energy company are notified.

This applies regardless if the fire alarm is localized, full building or there is no alarm at all. If there is any doubt that an ICR is required, the officer shall write a report. A report and ICR is not necessary when there is overcooked food that creates smoke and not a flame, when there is no damage, and the overcooked food is confined to its original cooking container. For the purposes of CAD and any report the term “overcooked food” will be used rather than “burned” food.

In addition to the required information for any Public Safety report, a report or CAD entry required by this policy must contain the following information:

- The number of fires and the cause of each fire;

- The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center;
- The number of deaths related to a fire; and
- The value of property damage caused by a fire
- The value of ancillary property damage and its cause.

The value of the property damage caused by the fire will be determined by the owner of the property. In the case of University of St. Thomas property the determination will be made by the department staff member who is responsible for the property. The officer who is responsible for writing the report will also coordinate the determination of the value from the owner. If the information is not immediately received, the officer will follow-up with the property owner and write a supplemental report documenting the value of the damage. The officer will also notify the Special Projects manager by e-mail of the value of amount of the damage.

Examples

To assist with understanding this section on a fire and reports, four examples are provided.

- A fire alarm is set off and after the investigation; it is determined steam from a shower set off the alarm. This is considered an alarm malfunction. The information is entered into CAD but no ICR or report is needed. However, a RFS should be submitted to PHP with a copy given to the Special Projects Manager.
- A fire alarm is set off and after the investigation it is determined there was overcooked popcorn in the microwave. An ICR and report are not needed unless there was a flame or damage that resulted. All details about the call must be entered into the CAD.
- A fire alarm is set off and after the investigation it is determined smoke from a candle was created when the person blew out the candle. The candle was inside of the holder. No report for a fire is needed because the burning was in a place that is intended to contain the burning. However, a report still needs to be written for a policy violation.
- On routine patrol, an officer finds burned toilet paper on the floor in one of the residence hall bathrooms. A report would be required because there was burning in place not intended to contain the burning.
- There is a report of a light bulb that flashes, sparks fly, chars the shade, and creates smoke. The owner of the property calls Public Safety. There would be a report because there was a fire and smoke.
- Outside a St. Thomas class room buildings there is a concrete ashtray that has several cigarettes burning in it. The officer is required to use water to extinguish it. A report is not needed because the purpose of the concrete ashtray is intended for this use.
- A person in Flynn hall is cooking walleye. The walleye becomes overcooked. It begins to fill the room with smoke. The cook takes the cast iron pan and puts it on the Formica counter. This causes a large burn on the top of the counter and creates some smoke. A report is needed because of the burning of the Formica. Also, if the smell of burned fish stays, there is smoke damage. This damage would be included in the report for the damage to the counter.

Fire Statistics and Fire Log Policy

The fire log as required by 34 CFR 668.49 will be the responsibility of the Associate Director. This log shall contain records, by the date that the fire was reported, any fire that occurred on-campus, and indicate if the building was a student housing facility. This log must include the nature, date, time, and general location of each fire. An entry or an addition to an entry to the log shall be made within two business days, as defined under CFR 668.46(a), of the receipt of the information.

The log will be maintained at the Public Safety Communications Center and it must make the fire log for the most recent 60-day period open to public inspection during normal business hours. Public Safety must make any portion of the log older than 60 days available within two business days of a request for public inspection. This information will also be forwarded to the Crime Prevention sergeant to be included on the Public Safety's web page.

In addition, the Special Projects office in conjunction with the Associate Director shall maintain the fire statistics including:

- The number of fires and the cause of each fire;
- The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center;
- The number of deaths related to a fire; and
- The value of property damage caused by a fire.
- The value of ancillary property damage and its cause.

The Associate Director shall report on behalf of the university a copy of the fire statistics to the Secretary for Education on an annual basis.

Annual Fire Safety and Log Report 2020

Fire Statistics

University of St. Thomas

Fire Report

Residential Facilities	Total Fires in Each Building	Fire Number	Date	Time	Cause of Fire	Number of Injuries that Required Treatment	Number of Deaths	Value of Property Damaged by fire	Case Number
ST. PAUL : ON-CAMPUS : STUDENT HOUSING : 2163 GRAND AVENUE	1	1	09/22/2020	1743	UNINTENTIONAL/FIRE IN OVEN	0	0	20.00	INITIAL COMPLAINT REPORT 20-00964

No other residence halls had reports of fires.

2020

Description of Each On-Campus Housing Fire Safety Systems

Number of Fire Drills Held

Residence	Alarm System	Test Date	Fire Sprinkler System	Test Date	Portable Extinguishers	Testing	Fire Drills
Brady Residence Hall	PSD/PSSA	May/June 2020	Yes	May/June 2021	Yes	06/01/2020–07/01/2020	9/28/2020*
Cretin Residence Hall	PSD/PSSA	May/June 2020	Yes	May/June 2021	Yes	06/01/2020–07/01/2020	9/28/2020*
Dowling Residence Hall	PSD/PSSA	May/June 2020	Yes	May/June 2021	Yes	06/01/2020–07/01/2020	9/28/2020*
Flynn Residence Hall	PSD/HD/PSSA	May/June 2020	Yes	May/June 2021	Yes	06/01/2020–07/01/2020	9/28/2020*
Grace Residence Hall	PSD/HD/PSSA	May/June 2020	Yes	May/June 2021	Yes	06/01/2020–07/01/2020	9/28/2020*
Ireland Residence Hall	PSD/PSSA	May/June 2020	Yes	May/June 2021	Yes	06/01/2020–07/01/2020	9/28/2020*
Morrison Hall	PSD/HD/PSSA	May/June 2020	Yes	May/June 2021	Yes	06/01/2020–07/01/2020	9/28/2020*
Murray Residence	PSD/DSD/PSSA	May/June 2020	Yes	May/June 2021	Yes	06/01/2020–07/01/2020	10/4/2020*
St. Paul Seminary/School of Divinity: Seminary Residence	This property owned and operated by Archdiocese of St. Paul and Minneapolis (PSD/DSD/PSSA)	May/June 2020	Yes	May/June 2021	Yes	06/01/2020–07/01/2020	9/28/2020*
St. John Vianney Seminary	PSD/DSD/PSSA	May/June 2020	Yes	May/June 2021	Yes	06/01/2020–07/01/2020	9/29/2020*
2171 Grand Avenue	PSD/PSSA	May/June 2020	N/A	N/A	Yes	06/01/2020–07/01/2020	9/29/2020*
2175 Grand Avenue	PSD/PSSA	May/June 2020	N/A	N/A	Yes	06/01/2020–07/01/2020	9/29/2020*
2085/2087 Grand Avenue (Residence Life-2012)	PSD/PSSA	May/June 2020	N/A	N/A	Yes	06/01/2020–07/01/2020	9/29/2020*
2109 Grand Avenue (Men's Transfer)	PSD	03/2020	N/A	N/A	Yes	06/01/2020–07/01/2020	12/11/2020*

2110 Summit Avenue (Women's Transfer)	PSD	03/2020	N/A	N/A	Yes	06/01/2020–07/01/2020	12/11/2020*
2151 Grand Avenue(Sophomore Experience)	PSD	03/2020	N/A	N/A	Yes	06/01/2020–07/01/2020	9/29/2020*
2154 Summit Avenue (Residence Life-2012)	PSD	03/2020	N/A	N/A	Yes	06/01/2020–07/01/2020	9/29/2020*
2156 Summit Avenue (Residence Life- Back in service 2018)	PSD	03/2020	N/A	N/A	Yes	06/01/2020–07/01/2020	9/29/2020*
2166 Summit Avenue (Residence Life-2012)	PSD/PSSD	03/2020	N/A	N/A	Yes	06/01/2020–07/01/2020	9/29/2020*
2139 Grand Avenue (Residence Life-2016)	PSD/PSSD	03/2020	N/A	N/A	Yes	06/01/2020–07/01/2020	9/29/2020*
2143 Grand Avenue (Residence Life-2016)	PSD/PSSD	03/2020	N/A	N/A	Yes	06/01/2020–07/01/2020	9/29/2020*
2144 Summit Avenue (Residence Life-2012)	PSD/PSSD	03/2020	N/A	N/A	Yes	06/01/2020–07/01/2020	9/29/2020*
2159 Grand Avenue (Residence Life-2016)	PSD	03/2020	N/A	N/A	Yes	06/01/2020–07/01/2020	9/29/2020*
2163 Grand Avenue (Residence Life-2016)	PSD	03/2020	N/A	N/A	Yes	06/01/2020–07/01/2020	9/29/2020*
2174 Summit Avenue (Residence Life-2016)	PSD/PSSD	03/2020	N/A	N/A	Yes	06/01/2020–07/01/2020	9/29/2020*
2140 Summit Avenue (Residence Life-2018)	PSD	03/2020	N/A	N/A	Yes	06/01/2020–07/01/2020	9/29/2020*
2150 Summit Avenue (Residence Life-2018)	PSD	03/2020	N/A	N/A	Yes	06/01/2020–07/01/2020	9/29/2020*
Tommie East (Residence Life 2020)	PSD/PSSA	May/June 2020	Yes	May/June 2020	Yes	06/01/2020–07/01/2020	9/28/2020*
Tommie North (Residence Life 2020)	PSD/PSSA	May/June 2020	Yes	May/June 2020	Yes	06/01/2020–07/01/2020	9/28/2020*
PSD - Photoionization smoke detector							
PSSA - Pull station single action							
HD - Heat Detector							
DSM - Duct smoke detector							

* Due to the outbreak of a global pandemic (Covid-19) we were unable to complete fire drills due to health and safety concerns and sending students home for on-line learning.

Annual Fire Safety and Log Report 2019

Fire Statistics

University of St. Thomas

Fire Report

Residential Facilities	Total Fires in Each Building	Fire Number	Date	Time	Cause of Fire	Number of Injuries that Required Treatment	Number of Deaths	Value of Property Damaged by fire	Case Number

No reported fire in any of the student residence facilities.

2019

**Description of Each On-Campus Housing Fire Safety Systems
Number of Fire Drills Held**

Residence	Alarm System	Test Date	Fire Sprin- kler System	Test Date	Portable Extinguishers	Testing	Fire Drills
Brady Residence Hall	PSD/PSSA	May/June 2019	Yes	May/June 2019	Yes	06/01/2019– 07/01/2019	04/15/2019 10/07/2019
Child Development Student Residence	PSD/HD/PSSA	May/June 2019	Yes	May/June 2019	Yes	06/01/2019– 07/01/2019	04/15/2019 N/A
Cretin Residence Hall	PSD/PSSA	May/June 2019	Yes	May/June 2019	Yes	06/01/2019– 07/01/2019	04/15/2019 10/07/2019
Dowling Residence Hall	PSD/PSSA	May/June 2019	Yes	May/June 2019	Yes	06/01/2019– 07/01/2019	04/15/2019 10/07/2019
Faculty Residence	PSD/PSSA	May/June 2019	Yes	May/June 2019	Yes	06/01/2019– 07/01/2019	04/15/2019 N/A
Flynn Residence Hall	PSD/HD/PSSA	May/June 2019	Yes	May/June 2019	Yes	06/01/2019– 07/01/2019	04/15/2019 10/07/2019
Grace Residence Hall	PSD/HD/PSSA	May/June 2019	Yes	May/June 2019	Yes	06/01/2019– 07/01/2019	04/15/2019 10/07/2019
Ireland Residence Hall	PSD/PSSA	May/June 2019	Yes	May/June 2019	Yes	06/01/2019– 07/01/2019	04/15/2019 10/07/2019
John Paul II Residence Hall	PSD/PSSA	May/June 2019	Yes	May/June 2019	Yes	06/01/2019– 07/01/2019	04/15/2019 10/07/2019
Morrison Hall	PSD/HD/PSSA	May/June 2019	Yes	May/June 2019	Yes	06/01/2019– 07/01/2019	04/15/2019 10/07/2019
Murray Residence	PSD/DSD/PSSA	May/June 2019	Yes	May/June 2019	Yes	06/01/2019– 07/01/2019	04/20/2019 10/13/2019
St. Paul Seminary/School of Divinity: Semi- nary Residence	This property owned and oper- ated by Archdio- cese of St. Paul and Minneapolis (PSD/DSD/PSSA)	May/June 2019	Yes	May/June 2019	Yes	06/01/2019– 07/01/2019	04/16/2019 10/07/2019
St. John Vianney Seminary	PSD/DSD/PSSA	May/June 2019	Yes	May/June 2019	Yes	06/01/2019– 07/01/2019	04/15/2019 10/07/2019
2171 Grand Avenue	PSD/PSSA	May/June 2019	N/A	N/A	Yes	06/01/2019– 07/01/2019	04/15/2019 10/07/2019

2175 Grand Avenue	PSD/PSSA	May/June 2019	N/A	N/A	Yes	06/01/2019–07/01/2019	04/15/2019 10/07/2019
2085/2087 Grand Avenue (Residence Life-2012)	PSD/PSSA	May/June 2019	N/A	N/A	Yes	06/01/2019–07/01/2019	04/15/2019 10/07/2019
2109 Grand Avenue (Men's Transfer)	PSD	03/2019	N/A	N/A	Yes	06/01/2019–07/01/2019	04/15/2019 10/07/2019
2110 Summit Avenue (Women's Transfer)	PSD	03/2019	N/A	N/A	Yes	06/01/2019–07/01/2019	04/15/2019 10/07/2019
2151 Grand Avenue(Sophomore Experience)	PSD	03/2019	N/A	N/A	Yes	06/01/2019–07/01/2019	04/15/2019 10/07/2019
2154 Summit Avenue (Residence Life-2012)	PSD	03/2019	N/A	N/A	Yes	06/01/2019–07/01/2019	04/15/2019 10/07/2019
2156 Summit Avenue (Residence Life- Back in service 2018)	PSD	03/2019	N/A	N/A	Yes	06/01/2019–07/01/2019	04/15/2019 10/07/2019
2166 Summit Avenue (Residence Life-2012)	PSD/PSSD	03/2019	N/A	N/A	Yes	06/01/2019–07/01/2019	04/15/2019 10/07/2019
2139 Grand Avenue (Residence Life-2016)	PSD/PSSD	03/2019	N/A	N/A	Yes	06/01/2019–07/01/2019	04/15/2019 10/07/2019
2143 Grand Avenue (Residence Life-2016)	PSD/PSSD	03/2019	N/A	N/A	Yes	06/01/2019–07/01/2019	04/15/2019 10/07/2019
2144 Summit Avenue (Residence Life-2012)	PSD/PSSD	03/2019	N/A	N/A	Yes	06/01/2019–07/01/2019	04/15/2019 10/07/2019
2159 Grand Avenue (Residence Life-2016)	PSD	03/2019	N/A	N/A	Yes	06/01/2019–07/01/2019	04/15/2019 10/07/2019
2163 Grand Avenue (Residence Life-2016)	PSD	03/2019	N/A	N/A	Yes	06/01/2019–07/01/2019	04/15/2019 10/07/2019
2174 Summit Avenue (Residence Life-2016)	PSD/PSSD	03/2019	N/A	N/A	Yes	06/01/2019–07/01/2019	04/15/2019 10/07/2019
2140 Summit Avenue (Residence Life-2018)	PSD	03/2019	N/A	N/A	Yes	06/01/2019–07/01/2019	04/15/2019 10/07/2019
2150 Summit Avenue (Residence Life-2018)	PSD	03/2019	N/A	N/A	Yes	06/01/2019–07/01/2019	04/15/2019 10/07/2019

PSD - Photoionization smoke detector	
PSSA - Pull station single action	
HD - Heat Detector	
DSM - Duct smoke detector	

Annual Fire Safety and Log Report 2018

Fire Statistics

University of St. Thomas

Fire Report

Residential Facilities	Total Fires in Each Building	Fire Number	Date	Time	Cause of Fire	Number of Injuries that Required Treatment	Number of Deaths	Value of Property Damaged by fire	Case Number
ST. PAUL : ON-CAMPUS : STUDENT HOUSING : FLYNN RESIDENCE HALL	1	1	08/08/2018	1205	SMALL AMOUNT OF GREASE UNDER STOVE	0	0	0.00	INITIAL COMPLAINT REPORT 18-00628
ST. PAUL : ON-CAMPUS : STUDENT HOUSING : JOHN PAUL II RESIDENCE HALL	1	1	01/06/2018	1402	ELECTRICAL SHORT IN BALLAST WHILE INSTALLING NEW NEW BULB.	0	0	2.00	INITIAL COMPLAINT REPORT 18-00011

No other residence halls had reports of fires.

2018

**Description of Each On-Campus Housing Fire Safety Systems
Number of Fire Drills Held**

Residence	Alarm System	Test Date	Fire Sprin- kler System	Test Date	Portable Extinguishers	Testing	Fire Drills
Brady Residence Hall	PSD/PSSA	May/June 2018	Yes	May/June 2018	Yes	06/01/2018– 07/01/2018	04/03/2018 10/02/2018
Child Development Student Residence	PSD/HD/PSSA	May/June 2018	Yes	May/June 2018	Yes	06/01/2018 – 07/01/2018	05/07/2018 10/17/2018
Cretin Residence Hall	PSD/PSSA	May/June 2018	Yes	May/June 2018	Yes	06/01/2018 – 07/01/2018	04/03/2018 10/20/2018
Dowling Residence Hall	PSD/PSSA	May/June 2018	Yes	May/June 2018	Yes	06/01/2018 – 07/01/2018	04/03/2018 10/02/2018
Faculty Residence	PSD/PSSA	May/June 2018	Yes	May/June 2018	Yes	06/01/2018 – 07/01/2018	04/03/2018 10/02/2018
Flynn Residence Hall	PSD/HD/PSSA	May/June 2018	Yes	May/June 2018	Yes	06/01/2018 – 07/01/2018	04/03/2018 10/01/2018
Grace Residence Hall	PSD/HD/PSSA	May/June 2018	Yes	May/June 2018	Yes	06/01/2018 – 07/01/2018	04/03/2018 10/02/2018
Ireland Residence Hall	PSD/PSSA	May/June 2018	Yes	May/June 2018	Yes	06/01/2018 – 07/01/2018	04/03/2018 10/01/2018
John Paul II Residence Hall	PSD/PSSA	May/June 2018	Yes	May/June 2018	Yes	06/01/2018 – 07/01/2018	04/03/2018 10/02/2018
Morrison Hall	PSD/HD/PSSA	May/June 2018	Yes	May/June 2018	Yes	06/01/2018 – 07/01/2018	04/03/2018 10/02/2018
Murray Residence	PSD/DSD/PSSA	May/June 2018	Yes	May/June 2018	Yes	06/01/2018 – 07/01/2018	04/29/2018 10/07/2018
St. Paul Seminary/School of Divinity: Seminary Residence	This property owned and operated by Archdiocese of St. Paul and Minneapolis (PSD/DSD/PSSA)	May/June 2018	Yes	May/June 2018	Yes	06/01/2018 – 07/01/2018	04/03/2018 10/03/2018
St. John Vianney Seminary	PSD/DSD/PSSA	May/June 2018	Yes	May/June 2018	Yes	06/01/2018 – 07/01/2018	04/05/2018 10/01/2018
2171 Grand Avenue	PSD/PSSA	May/June 2018	N/A	N/A	Yes	06/01/2018 – 07/01/2018	04/03/2018 10/02/2018

2175 Grand Avenue	PSD/PSSA	May/June 2018	N/A	N/A	Yes	06/01/2018 – 07/01/2018	04/03/2018 10/02/2018
2085/2087 Grand Avenue (Residence Life-2012)	PSD/PSSA	May/June 2018	N/A	N/A	Yes	06/01/2018 – 07/01/2018	04/03/2018 10/02/2018
2109 Grand Avenue (Men's Transfer)	PSD	03/2018	N/A	N/A	Yes	06/01/2018 – 07/01/2018	04/03/2018 10/02/2018
2110 Summit Avenue (Women's Transfer)	PSD	03/2018	N/A	N/A	Yes	06/01/2018 – 07/01/2018	04/03/2018 10/02/2018
2151 Grand Avenue (Sophomore Experience)	PSD	03/2018	N/A	N/A	Yes	06/01/2018 – 07/01/2018	04/03/2018 10/02/2018
2154 Summit Avenue (Residence Life-2012)	PSD	03/2018	N/A	N/A	Yes	06/01/2018 – 07/01/2018	04/03/2018 10/01/2018
2156 Summit Avenue (Residence Life- Back in service 2018)	PSD	03/2018	N/A	N/A	Yes	06/01/2018 – 07/01/2018	04/03/2018 10/01/2018
2166 Summit Avenue (Residence Life-2012)	PSD	03/2018	N/A	N/A	Yes	06/01/2018 – 07/01/2018	04/03/2018 10/01/2018
2139 Grand Avenue (Residence Life-2016)	PSD	03/2018	N/A	N/A	Yes	06/01/2018 – 07/01/2018	04/03/2018 10/02/2018
2143 Grand Avenue (Residence Life-2016)	PSD	03/2018	N/A	N/A	Yes	06/01/2018 – 07/01/2018	04/03/2018 10/02/2018
2144 Summit Avenue (Residence Life-2012)	PSD	03/2018	N/A	N/A	Yes	06/01/2018 – 07/01/2018	04/03/2018 10/01/2018
2159 Grand Avenue (Residence Life-2016)	PSD	03/2018	N/A	N/A	Yes	06/01/2018 – 07/01/2018	04/03/2018 10/02/2018
2163 Grand Avenue (Residence Life-2016)	PSD	03/2018	N/A	N/A	Yes	06/01/2018 – 07/01/2018	04/03/2018 10/02/2018

2174 Summit Avenue (Residence Life-2016)	PSD	03/2018	N/A	N/A	Yes	06/01/2018 – 07/01/2018	04/03/2018 10/01/2018
2150 Summit Avenue (Residence Life-2018)	PSD	N/A	N/A	N/A	Yes	N/A	N/A 10/01/2018
2140 Summit Avenue (Residence Life-2018)	PSD	N/A	N/A	N/A	Yes	N/A	N/A 10/01/2018
PSD - Photoionization smoke detector							
PSSA - Pull station single action							
HD - Heat Detector							
DSM - Duct smoke detector							

2018 Biennial Review

A Report to the University President



**In compliance with
Part 86, Drug Free Schools and Communities Act
United States Department of Education**

Division of Student Affairs

January 2019

2018 Biennial Review

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2018 Biennial Review

University of St. Thomas

As part of the Drug-Free School and Communities Act, the biennial review has two major objectives:

- I. Determine the effectiveness of, and implement changes to, the Alcohol and Other Drug program
- II. Ensure conduct sanctions are consistently enforced

Alcohol and Other Drug (AOD) Prevention Programs

1. Overview of AOD Program and Goals

The University of St. Thomas is committed to promoting an environment that rejects substance abuse as an acceptable life style, to helping individuals obtain help for substance abuse problems, and encouraging individuals to make healthy, legal decisions about alcohol and other drugs. Four broad goals have been established to guide our efforts:

Goal 1: Gather and review data related to AOD behavior, incidents, and attitudes. Update institutional policies and monitor practices.

Goal 2: Decrease alcohol consumption through the promotion of healthy life styles and positive social norms. Increase knowledge about substance abuse issues and problems.

Goal 3: Continue to improve ongoing alcohol education and awareness programs.

Goal 4: Promote early identification, appropriate intervention, and referral for those needing help.

A. Athletics

The Department of Intercollegiate Athletics distributes its “Philosophy of Responsible Use of Alcohol” to every student athlete at the beginning of the school year. This document serves to outline the responsibilities student-athletes have to themselves, their team and the university. Student athletes have a responsibility to practice and perform at the highest possible level. Any choice that results in impairment for practice or competition is unacceptable. A representative of the Dean of Students Office meets with each athletic team to discuss the realities of alcohol-related citations for both on- and off-campus living. This is the first step in the department’s continuing efforts to educate the athletes regarding alcohol abuse and alcohol related issues. In addition, a dietician is available to meet with athletic teams to discuss nutrition and performance, which includes the adverse effects of alcohol and other drugs on athletic performance.

B. Employee Assistance Program (Work-Life Balance)

The university provides an employee assistance program for all faculty, staff, and their families. The program is provided through GuidanceResources, a division of ComPsych Corporation. The program provides access to confidential counseling 24 hours a day, 365 days a year for concerns related to: substance abuse, mental health, elder care, child care, legal, financial, personal, family, and work issues. A Work-Life Balance brochure is distributed to new employees in the employee benefit guide, and information is provided on the EAP website of St. Thomas Human Resources: (<https://one.stthomas.edu/sites/human-resources/SitePage/34479/benefits>).

C. Off-Campus Study

The University of St. Thomas encourages students to incorporate international and intercultural experiences into their academic degree. The Study Abroad staff facilitates academic-year, semester, summer, and January term international and off-campus opportunities for students – from initial advising through re-entry. Pre-departure and on-site orientations, as well as the Study Abroad website, include information about alcohol and drug use, including the *Statement on the Responsible Use of Alcohol Abroad* that was adopted by the Study Abroad Advisory Committee in 2004, and off-campus behavior expectations. The Dean of Students Office participates in J-Term orientations to emphasize behavior expectations of students studying abroad. The Study Abroad staff also prepare faculty and staff to direct off-campus programs, hosting program director trainings each year that covers alcohol use, student behavior guidelines, and related university policies. Those program directors hold site-specific orientations during which they provide students with additional information on student behavior. Program directors are charged with

working within the *Disciplinary Rights and Procedures for International and Off-Campus Programs* that is part of the online Student Policy Book. Students are expected to abide by the laws of the country in which they reside, and are subject to removal from their off-campus program for violating program or university policies.

D. New Student Orientation

New Student Orientation

Several efforts create a positive campus climate for St. Thomas students. Summer Orientation & Registration includes multiple, sequenced facilitated small group components addressing individual, campus, and community values, and how they are lived and actualized during a student's time at St. Thomas. Students are walked through "real world" applications of those values on a variety of topics, including, but not limited to, substance abuse, alcohol, appreciating differences, mental health, and sexual assault. Students participate in facilitated small group community discussions and scenario analysis to explore concepts of bystander intervention in alcohol, sexual misconduct, bias-motivated, and mental health situations.

The Dean of Students Office, Public Safety, and Residence Life offer a concurrent program to parents addressing alcohol use on campus. The presence of drugs and alcohol on campus is discussed and staff are available to answer parents' questions. Each student receives a university student planner at Orientation & Registration with information about healthy, on-campus alternative programming. Orientation & Registration is required for all students and reaches all first-year students – domestic and international – and many of their parents and family members. First-year students unable to participate in traditional orientation programs complete an individual appointment with staff from the Dean of Students Office to review orientation, policy, and campus information.

As part of their pre-orientation engagement, students complete an online education module called "Not Anymore," which primarily addresses sexual misconduct prevention and bystander intervention, but also addresses alcohol and the role it often plays in situations such as those.

Transfer Student Orientation

Our transfer students also hear about alcohol policies during the “Because We’re St. Thomas” session, which covers information about sexual assault/harassment, mental health concerns, substance abuse, and alcohol and other drug policies. This program is required and reaches 100% of all transfer students. Transfer students unable to participate in traditional orientation programs complete an individual appointment with staff from the Dean of Students Office to review orientation, policy, and campus information.

Welcome Week and Tommie Advantage

Welcome Days are an extension of the summer orientation program. The university brings first year students back to campus four days prior to classes starting. Students participate in a variety of educational programs and social programs. During the fall 2018 Welcome Days several programs had content that included topics on alcohol use. Dr. Lori Hart presented on alcohol safety to the entire first year class. The Pillsbury House Theater, an off-campus theater group, performed to all first-year students. Their performance addressed many first-year student issues, including alcohol and drugs. A student panel also addressed relationship issues, and the topic of alcohol was discussed on the student panel.

E. Off-Campus Students

During the beginning of the year, Off-Campus Student Life makes a direct effort to ensure students living in the neighborhood near campus are informed of civil regulations regarding alcohol. A social host ordinance went into effect in the city of St. Paul in 2009 holding landlords and tenants responsible for underage drinkers found on their property. Students and staff distribute information about St. Paul’s Social Host Ordinance, alcohol laws, and options for safe transportation to neighborhood students during the annual neighborhood walkthrough as well as through an email listserv. Additionally, Neighborhood Student Advisors plan and implement programs designed to support safe and legal alcohol consumption by students renting off campus, including our “Party Pack” distribution, which shares a variety of resources for off-campus students to encourage a safer and more responsible party environment. Last academic year we distributed approximately 200 packs to individual student addresses.

F. New Employee Orientation

During new employee orientation, employees are provided information on where to find the online Employee Handbook. The Employee Handbook references policies and guidelines including the Drug Free Workplace of 1988 and the Drug Free School and Communities Act of 1985. The policy statement called “Drugs and

Narcotics,” – also included in the handbook – addresses alcohol and drug abuse at the university. Employees may request a printed copy of the handbook by contacting the Human Resources office at (651)962-6510.

G. Counseling and Psychological Services

Counseling and Psychological Services is a staff of counselors including six doctoral-level licensed psychologists, three master-level licensed counselors, and six doctoral student trainees. They are trained to provide alcohol and drug assessments, psychological assessment and treatment, and referral to outside agencies. During the 2016-2018 period, 86 clients identified chemical use concerns at intake. Staff incorporated chemical use issues in a variety of outreach and training activities (e.g., QPR, Resident Assistant training, Study Abroad Program Director Training).

H. Campus Life and Social Programming

The university considers health promotion and the development of healthy social and recreational programs as important components of student development. The Department of Campus Life promotes healthy lifestyles through student involvement and activities. The St. Thomas Activities and Recreation (STAR) programming board, the Undergraduate Student Government, the Diversity Activities Board, student clubs and organizations, club sports, and other organizations offer a variety of programs, speakers, movies, athletic events, fitness programs, and activities promoting the healthy use of leisure time. Campus Life partners with STAR and other student organizations to provide weekend programming – offering a wide variety of healthy alternative programs and activities for students during the year. Examples include the Thursday Night Live and Weekends with STAR on Friday and Saturday nights (formerly Friday Unwind/Tommies After Dark). These evening activities provide students opportunities to get involved and have fun in an environment without alcohol. Evening activities and student club/organization programming include crafts, music, poetry, cards, live music, dance lessons, and other interactive activities.

Scooter’s is an on-campus, non-alcoholic restaurant that includes pool and darts. Dance, located on the lower level of the Anderson Student Center, includes a stage, dance floor, and sound system to support music events and dances. STAR and other student clubs and organizations provide live music as well as other forms of entertainment and community building events in Scooter’s and Dance. All large

concerts are also held on campus and do not provide alcohol. The Campus Life staff works closely with Public Safety for large school events to ensure student safety.

Campus Life tracks student attendance at alcohol free/healthy alternative programs sponsored by STAR:

Spring 2017

Thursday Night Live – 13 events/3282 attendance

Friday Unwind – 12 events/1778 attendance

Tommies After Dark – 11 events/2700 attendance

Fall 2017

Thursday Night Live – 12 events/4189 attendance

Friday Unwind – 14 events/2383 attendance

Tommies After Dark – 11 events/1956 attendance

Spring 2018

Thursday Night Live – 13 events/3207 attendance

Friday Unwind – 13 events/1577 attendance

- Events starting after 8pm: 11 events/1513 attendance

Tommies After Dark – 13 events/1426 events

Fall 2018

Thursday Night Live – 13 events/3006 attendance

Weekends with STAR: Fridays – 12 events/1417 attendance

- Events starting after 8pm: 10 events/1163 attendance

Weekends with STAR: Saturdays – 14 events/2125 attendance

- **Events starting at 9pm or later: 5 events/1427 attendance**

I. Residence Life

Policy/Community Standards

The *Student Code of Conduct* and the *Resident Student Handbook* outline expectations and sanctions regarding AOD issues. These expectations are reviewed at community meetings with students. All residence halls have been smoke free since fall 1997.

Training

Residence Life provides annual alcohol and other drug training to all professional staff and student leaders in August. Sessions led by the University of St. Thomas Public Safety Department, Counseling and Psychological Services, and Residence Life staff cover a wide range of topics including drug and

substances training, alcohol use, confrontation skills, counseling techniques, warning signs, how to make referrals to local resources, and how to handle alcohol emergencies.

Programming

All events implemented by the student leaders, hall associations, and Residence Hall Association are substance free. These individuals or groups annually provide a wide variety of evening and weekend events designed to allow students to socialize in a substance-free environment. In addition to substance-free social events, Residence Life provides educational opportunities for their residents. Weekend programming funds are available through the University for events planned on Thursday, Friday, or Saturday nights.

Information Distribution

The *Student Code of Conduct* and *Resident Student Handbook* are online documents referred to at the time of the students' application to housing.

J. Public Safety

Public Safety participates in alcohol education programs. They work with other university departments to provide information to parents, students, and other groups, including neighbors. They address alcohol, the "CARE" program (described in more detail below), legal issues, and positive choice-making.

There is continued cooperation and communication between Public Safety and key departments including Residence Life, Dean of Students, and Campus Life. Public Safety officers are able to walk the residence halls, meet with students, and de-escalate alcohol consumption and parties. Public Safety provides reports involving students to the above departments for referral to the student conduct system.

Public Safety hires off-duty St. Paul police officers on weekend evenings from September to early November and mid-March to late May to patrol the surrounding neighborhood. A Public Safety officer assists as needed. The purpose of the neighborhood patrol is to identify the locations where parties occur, educate the party hosts about social host laws, and prevent other violations related to quality of life issues. The officers review locations known to have problems in the past.

Public Safety has protocol to care for intoxicated students, which includes campus resources such as Counseling and Psychological Services, the Wellness Center, and Health Services. A release form called a Caregiver Form is signed by a parent or sober caregiver who takes the intoxicated person off campus for 24 hours. The

Caregiver Form is not used when paramedics or police transport someone off campus.

If an event is planned where alcohol will be served, Public Safety will do extensive planning with the event sponsors before the event. This includes a venue review, determination of staffing by the departments involved, staffing needed by other service departments, use of police officers and paramedics, and other plans that create a safe environment and minimize the use of alcohol. Students are required to show a St. Thomas identification card at student events. A note is sent to students who purchase tickets online encouraging them to have fun and to review alcohol rules and event expectations. An operation plan is developed and shared with Public Safety for each event.

Public Safety and Campus Life operate a CARE Room for large campus events. This is a space near the event venue. Local police and fire paramedics staff the CARE Room with Public Safety and Campus Life staff. The CARE Room is located in an easily accessible area for intake, emergency vehicles, and for parents or other adults to pick up intoxicated students or guests. There are two primary sections for this type of CARE Room. The first is an intake area where students are identified, given a PBT, and an assessment is conducted. Contact is made with a sober person to take the student off campus in the second area. Public Safety has a clear protocol for the release process. Use of the CARE Room has declined in recent years because of lower numbers of intoxicated students or guests at major events.

On-campus alcohol consumption also occurs at events where alcohol is offered or sold under the university's alcohol license. These events range from academic dinners, speaker receptions, to weddings and other celebrations. Guests may be employees, non-affiliated persons, and, in some circumstances, students. St. Thomas requires a Public Safety officer at all events with alcohol in the Anderson Student Center, outdoor events where alcohol is served, any event attended by undergraduate students, or when requested by Catering.

Public Safety keeps alcohol confined to the designated space. They also monitor who attends the event, keeps outside alcohol out of the venue, and assists the catering staff as needed with over consumption or identification of underage persons. Public Safety works closely with Conferences and Events staff to manage alcohol for contracted events.

Public Safety works closely with Catering to providing safe options in situations involving over consumption or underage drinking. Police and paramedics may be

called if the situation warrants. The CARE Room is not used in these cases unless an undergraduate student is attending a St. Thomas sponsored event.

Public Safety faces three major challenges concerning alcohol and other drugs. The first challenge occurs when Public Safety is unable to locate a sober caregiver for a student in the CARE Room. Intoxicated people in the CARE Room have a high BAC in many cases and cannot care for themselves. Public Safety sometimes calls the police for assistance. The police will take responsibility for the person and take him or her to detox. However, detox is often full and hospitals will not accept the intoxicated person. Public Safety is not equipped to provide the required care for the person. Releasing the intoxicated person jeopardizes his or her health, safety, and welfare.

The second challenge involves gathering and maintaining meaningful data regarding alcohol consumption to learn more about the issue and care options. For example, there is a question on the creation, use, and possession of false identification cards and their relationship with illegal and over consumption of alcohol.

The third challenge is the increase in calls regarding marijuana, other illegal drugs, and unauthorized use of prescription medications. It is difficult to identify the drugs used because they affect people differently. There is also a chance different drugs may be mixed with alcohol. Public Safety provides specific information and training to its staff about the current state of drugs and continues to monitor trends.

Public Safety delivers the Campus Security Report electronically to all students, faculty, and staff no later than October 1st each year. The report is made available in paper form upon request. The report is online at the following address:

<https://www.stthomas.edu/publicsafety/prevention/campussecurityact/>

This document is also shared at new employee and new student orientation and with all prospective students, staff, and faculty members.

K. Health Services

The University of St. Thomas Health Services is committed to enhancing students' efforts to improve all aspects of health with care, support, and education. Health Services promotes a holistic approach to the well-being of the campus community with confidential, comprehensive, and quality health care. Health Services provides information to assist students in making informed decisions about their care,

lifestyle choices, and urges students to be an active partner in their care and health. The on-campus clinic provides comprehensive health care and is staffed by physicians, nurse practitioners, psychiatrists, physical therapists, nurses, and support staff. Alcohol and other drug use assessment is an integral component of routine care provided at Health Services. A strong collaborative approach exists between numerous St. Thomas departments including the Wellness Center, Counseling and Psychological Services (CAPS), Residence Life, Athletics, Academic Counseling and Support, and the Dean of Students Office. A wide variety of educational modalities are utilized to promote awareness of the adverse effects of alcohol and other drug usage including electronic media, educational brochures, individual educational sessions, and small group discussion sessions.

L. Wellness Center

The Wellness Center is dedicated to assisting students in developing healthy lifestyle choices and promoting behaviors that improve well-being. The center offers programs, resources, and educational material on health promotion including alcohol and other drugs. An Associate Director of Health and Wellness reports to the Executive Director of Health, Wellness, and Counseling. The center is located in Murray-Herrick Campus Center near CAPS and the residence halls, which complements and supports alcohol and other drug prevention efforts on campus.

M. Anderson Student Center

The Anderson Student Center provides space for students to meet, eat, and study. The Anderson Student Center has experienced a two percent annual growth rate in traffic since opening in January 2012. More than two million individuals visit the Anderson Student Center each fiscal year. Hours of operation in the Anderson Student Center provide opportunities for students to use the facility during late evening hours. The building is open until midnight, Sunday – Thursday and 1:00 a.m. on Friday and Saturday. The James B. Woulfe Alumni Hall is the most frequently reserved space in the facility and hosts significant programs and events sponsored by recognized student clubs, organizations, and departments including Campus Life, the Dean of Students, and Residence Life. The Anderson Student Center offers recreational space open during building hours. Tommie Central provides ticket sales through University Tickets to various campus sponsored events. During the 2017-2018 academic year, 15,496 tickets were sold to programs and events hosted by the campus programming board (STAR), athletics, departments, and recognized student clubs and organizations – a 45.3% increase from 2016-2017.

2. Goals and Goal Achievement

Goal 1: Decrease alcohol consumption through the promotion of healthy life styles and positive social norms. Increase students' knowledge about substance abuse issues and problems.

Core Survey Presentation - The results of our 2016 Core Survey were shared with Student Affairs staff, Board of Trustee members, staff, faculty, and student groups.

Peer Educators - The Student Health Promotion Team within the Wellness Center provides educational programming and outreach throughout the year.

Individual Consultations - The Associate Director in Health and Wellness in the Wellness Center has an open door policy with students, who can meet to talk about areas of concern.

Goal 2: Continue to improve ongoing alcohol education and awareness programs

Programs/Education offered - Safe Spring Break, Safe Winter Break, and bulletin boards for resident floors and classroom presentations.

Letter to First-Year Students - In August, the Vice President for Student Affairs sends a letter to all incoming first-year students and their parents about responsible alcohol use.

E-Chug online assessment – The e-CHUG program began in October, 2006. This is a brief self-assessment used on a more informal basis with individual students and groups. It allows college and university students to enter information about their drinking patterns and receive feedback about their use of alcohol.

All students who incur a first-time alcohol offense are required to pay for and complete a three-hour online alcohol responsibility course.

Goal 3: Promote appropriate identification, intervention, and referral system.

A. Self-Help and Self-Referral – The webpage Students Recovery located on the Wellness Center website connects students in recovery with resources on and off campus.

B. Alcohol Violations Educational Component – To increase our educational component to student violations we have implemented the Bacchus and Gamma Alcohol Response-Ability Online Course. All students with first-time alcohol violations are required to take the course. The course has four main sections, each having its own set of objectives.

1. The Health Aspects of Alcohol: Information, Attitudes and Misperceptions
2. Alcohol and High-Risk Behavior: Lowering Your Risks
3. A Weekend Walk-Through: An Interactive Choices Program
4. Learning and Linking to Your Campus and Community Resources

Marijuana eCHECKUP TO GO for Colleges & Universities is a personalized, evidence-based, online prevention & intervention program designed to reduce marijuana use among college students. It is designed to help motivate students to reduce their level of marijuana use using personalized information about their own behavior and risk factors.

3. Procedures for distributing AOD policy to students and employees.

A letter to students regarding drugs and alcohol is mailed to all undergraduate and graduate students each August.

Policies, procedures, and documents related to alcohol and drug use and rules of conduct are distributed in various forms to students, faculty, and staff.

The Employee Handbook, is available to all part-time and full-time employees of the university on the Human Resources website:

<http://www.stthomas.edu/hr/handbooksandpolicies/eehandbook/printhandbook>.

The handbook is provided to exempt and non-exempt employees and does not include student workers, temporary employees, or faculty. Alcohol and drug use is addressed in the handbook.

The Faculty Handbook is distributed to all full-time faculty through individual department chairs. New faculty members receive the handbook at new faculty orientation. Alcohol and drug use is addressed in the handbook.

Student policies are available at: <http://www.stthomas.edu/policies/>.

- An abbreviated **Resident Student Handbook** is available on the Residential Life website at:

<http://www.stthomas.edu/media/residencelife/pdf/ResidenceLifeHandbook18-19.pdf>

Any individual or group wanting to serve alcohol on campus must receive prior approval through Campus Scheduling. The “Request to Serve/Use Alcoholic Beverages On Campus Form” must be completed by any student, faculty, staff, or group not associated with St. Thomas who wish to use the facilities. Final approval must be obtained from the Executive Vice President and Provost, Dr. Richard Plumb.

4. Consistent Enforcement of Sanctions

Enforcement and Education of University Policies

The University of St. Thomas continued its use of Advocate by Symplicity to process and track all student conduct violations. The use of student conduct software helps to ensure consistent and seamless enforcement of drug and alcohol policies.

The use of Symplicity has produced an accurate picture of alcohol and drug student conduct code violations, which in turn makes compliance with the Clery Act more accurate. The CARE module within Symplicity has become an essential tool for the tracking of student behavioral issues that do not fit into the traditional student conduct process. Use of the CARE module is a foundational component in our interdepartmental communications through the “FLAG” Team. The Flag Group comes together to identify struggling students in ways that do not always appear in the disciplinary process.

The Dean of Students Office, the Department of Residence Life, and the Department of Public Safety put in extra time during the last reporting period to make sure Clery numbers are accurately reported to the federal government. This involves cross-checking information from reported Clery violations in Advocate and the Public Safety crime log. This helps to ensure accuracy and compliance.

The Student Conduct Code was updated in 2018. It is scheduled for another revision in the summer of 2021. The Student Conduct Code is a ‘living’ document updated frequently. The University of St. Thomas has developed a comfort level with its basic structure and substance. The code continues to accurately reflect the actual practice of the student conduct process by clarifying the expectations of

student behaviors and the roles of the respective members of the university community who work with student conduct.

The Student Conduct Code is an important piece of scaffolding to educate and train university personnel and students regarding alcohol and drug use policies. The code works in combination with other policies and departments surrounding the education of students, faculty, and staff regarding the use of alcohol and other drugs.

The education of students, faculty, and staff comes through direct contact during student meetings, committee meetings, floor meetings, and one-on-one meetings with members of the university community. The university also places an emphasis on student conduct expectations during orientation.

With the rise in awareness and the legal requirement regarding sexual assault, alcohol and drug training have become more prevalent because alcohol and drugs play a major role in incidents of sexual assault.

Sanctions

A change in the standard sanctions for marijuana use and/or possession occurred during the summer of 2016. Previous sanctions for marijuana use and/or possession were stricter than for the possession and/or use of alcohol. Historically, cases involving possession and/or use of marijuana produced little in terms of uncooperativeness, belligerence, and violence related to the incident. Alcohol use and/or possession, on the other hand, tended to produce additional Student Conduct Code violations related to disrespect and safety issues. Therefore, the University of St. Thomas brought standard sanctioning guidelines for marijuana use and possession in line with the sanctions for alcohol use and/or possession.

The university is consistent in its use of sanctions and provides a mixture of sanctions that reflect consequences in society, such as fines and community service along with an array of educational sanctions.

Over the past several years the use of the online alcohol responsibility course through the Bacchus-Gamma organization has grown from a pilot program into a widely-used first-time sanction for alcohol violations. The program is administered through the Wellness Center and received positive feedback from students who have experienced the course.

There are also a number of other educational sanctions that are a part of the student conduct system, including the recently added *Marijuana eCheckup to Go* – an educational sanction similar to the alcohol course.

Off-Campus Enforcement

The university plays an essential role in working with students cited for illegal use of alcohol or other drugs by criminal authorities in the surrounding area of St. Paul, Minnesota. The university, through the Dean of Students Office, Public Safety, and the Neighborhood Liaison, has developed positive relationships and lines of communication with various city offices focusing on police enforcement for alcohol violations and city offices charged with enforcement of landlord and zoning codes.

Several neighborhood/city initiatives have cast a spotlight on off-campus student behaviors involving alcohol use including the ZAP Patrol, the social host ordinance, and the student overlay district. The university has been proactive in reaching out to the larger community through student led community service initiatives such as neighborhood clean-ups, the shovel brigade, and the recycling initiative.

St. Thomas extends its conduct jurisdiction off campus and relationships with local officials have allowed the university to fulfill its role as an educational institution with respect to our students and off-campus violations for alcohol. St. Thomas educates its students regarding their responsibilities to act as good neighbors in the community through robust renter education programs.

Reports of Student Conduct Code violations are received from St. Paul Police through the Department of Public Safety. This information is then referred to the Dean of Students Office. All students cited off campus by the police for violations of state law for alcohol or drugs will face sanctions assigned by the courts. Students are also documented by the Department of Public Safety and must go through the student conduct process as well.

Off-campus police citations involving student alcohol violations are included in our statistics and represent approximately 15-20% of all reported alcohol violations. The percentage varies from year-to-year depending on the amount of enforcement provided off campus by the police through the Zero Adult Provider (ZAP) program and the enforcement of the social host ordinance.

The university recognizes that sanctions for off-campus violations issued through the courts are fairly comprehensive and quite severe in most cases. In the majority of cases where students are sanctioned by the courts, the sanctions issued by the

university will focus on and impact a student's status. Most commonly, sanctions such as warnings, reprimands, parental contact, and conduct probation are issued. If a student cited off campus is on probation with the university or has multiple prior violations, the matter will be heard by a University Conduct Board.

Continuing Enforcement and Expectations

Whether enforcement happens on or off campus, the emphasis of the university conduct system continues to focus on timely and consistent enforcement of university policies towards students who violate the Student Conduct Code with regard to alcohol and drugs. The goal of enforcement activities is to modify student behaviors.

The university makes an effort to assure all non-status sanctions such as educational sanctions, fines, and community service are completed. A registration hold is placed if students do not complete their sanctions. Students who do not complete their sanctions cannot register for future classes at the university.

St. Thomas continues to be a leader in the area of Town and Gown relationships. The University is involved and connected with various city and neighborhood institutions to address conduct issues of students in the neighborhood through membership and attendance at the International Town and Gown Association, participation in the West Summit Neighborhood Advisory Council, Neighborhood Impact Panels, and government bodies such as the zoning and appeals board.

Conduct Reporting and Statistics

The electronic filing system for student records continues to improve with ADVOCATE. As a result, paper files are no longer used to track and process student conduct.

ADVOCATE is intended to give robust statistical information regarding Student Conduct Code violations.

The statistics provided for this report reflect the 2016-2017 and 2017-2018 academic years and are attached below as appendices to this section.

2016-2017 Academic year violations for AOD

Total Alcohol Violations Reported	331
Alcohol Violation/Violation of State Law	311
Other alcohol violations	20
Total Drug Violations Reported	45
Total number of students reported for drug violations	41

Sanctions Issued for 2016-2017 Academic Year

Warnings	161
Reprimands	42
Conduct Probation	28
Total Educational Sanctions	91
Alcohol education course	82
Referrals	8
Other	1
Parent Contact	14
Withdrawal Pending Judicial Process	0
Removal from Residence Halls	2
Suspension	1
Monetary Sanctions	131
Proof of Prosecution	5
Community Service	0
On-campus deaths as a result of AOD	0

2017-2018 Academic year violations for AOD

Total Alcohol Violations Reported	286
Alcohol Violation/Violation of State Law	268
Other alcohol violations	18
Total Drug Violations Reported	37
Total number of students reported for drug violations	34

Sanctions Issued for 2017-2018 Academic Year

Warnings	131
Reprimands	29
Conduct Probation	6
Total Educational Sanctions	96
Alcohol education course	83
Referrals	3
Other	10
Parent Contact	16
Withdrawal Pending Conduct Process	0
Removal from Residence Halls	0
Suspension	0
Monetary Sanctions	109
Proof of Prosecution	12
Community Service	1
On-campus deaths as a result of AOD	0

5. Recommendations for future action:

A. For AOD prevention activities and education

- 1) Continue to focus on the role of alcohol in sexual assault as well as drinking and its impact on academic success in future programming.
- 2) Continue to support the number and variety of late night alternative programming efforts on weekend nights through existing programs, including *Tommies After Dark*, *Thursday Night Live*, and *Friday Unwind*. Optimize use of the Anderson Student Center and its late night hours and recreational space for students.
- 3) Continue to fund the student planner which promotes campus activities. The student planner is funded through the Orientation & Registration budget.
- 4) Assess AOD policy distribution practices; explore the possibility of using electronic means for distribution.

B. For campus response to violations

- 1) Collaborate with Public Safety and St. Paul Police on educating students who live in the neighborhoods surrounding St. Thomas about the Social Host legislation.
- 2) Continue to use “case studies” in training for residence hall staff.
- 3) Share the results of the assessment of the student disciplinary process conducted by the Dean of Students Office in 2011 with colleagues on campus and utilize the results to inform campus response to alcohol and other drug violations.
- 4) Recommend continuation of a team approach to monitoring student behavior on and off campus utilizing staff from the Dean of Students Office, Health Services, Counseling and Psychological Services, Residence Life, Public Safety, and Neighborhood Liaison/University Relations.

Prepared by:

Jesse Langer
Dean of Students Office

Received:_____
President

University of St. Thomas

Date

Addendum A

Summary of University of St. Thomas Alcohol and Other Drug Policies

I. Statement on Use of Alcohol and Other Drugs by Students at the University of St. Thomas

Introduction

It is illegal in Minnesota for persons under the age of 21 to possess or consume alcohol. The University of St. Thomas takes very seriously its legal and moral responsibilities to members of its communities. While most students make responsible choices regarding use of alcohol, the university retains the right to discipline individuals for inappropriate behaviors that occur on and off the college campus. But ultimately, the responsibility lies within each individual to be responsible and broadly respectful with regard to the use of alcohol.

Rights, Responsibilities, & Respect

Policies related to the consumption and service of alcohol at the University of St. Thomas are guided by an overarching philosophy built upon the rights of individuals, the responsibilities of individuals who consume and serve alcohol, and respect for one's own well-being, respect for our laws, and above all, respect for the rights of others. Also within this framework is the recognition of the reality of chemical dependence and alcoholism. St. Thomas remains committed to the well-being of all individuals in the community.

Rights

Individuals have the right to participate in an environment in which they feel safe from harassment, dangerous behavior, or destruction of personal property. Individuals also have the right to respect for their spiritual and personal beliefs, many of which may relate, in some way, to alcohol use. Above all, individuals have the absolute right to abstain from consumption of alcohol, and feel free from pressures to the contrary.

Responsibilities

Individuals must be responsible for their behavior. This responsibility is not dismissed when one's judgment is impaired by the presence of alcohol and or drugs in the body. There is another responsibility that holds as much importance to members of the St. Thomas community - a responsibility for one another. We are our brothers' and sisters' keepers in every sense of the word. We must extend a caring spirit – in both thought and action – to those with whom we live, work, and

learn. Keeping others safe from harm, safe from abuse, and free to achieve the greatest possible sense of well-being is a responsibility held by all members of the community.

Respect

Respect for the laws of the United States, the State of Minnesota, and the policies of the University of St. Thomas are fundamental. Individuals must also respect the choices made by others, especially those who choose to abstain from using alcohol. Finally, and perhaps most significantly, is a respect for self. The opportunity presented to students, staff, and faculty to learn, live, and celebrate in community is a gift. Life itself is precious and should be regarded with reverence and respect. Honoring one's existence through respect for self, charity toward others, and thanks for the gift of life is proper and important. To knowingly and intentionally diminish any aspect of one's life through irresponsible or disrespectful use of alcohol is wholly outside the mission of the University of St. Thomas, the teachings of the Church, and any standards of community decency.

II. Policies Regarding Alcohol and Other Drugs

Individual Use Policy

Use of drugs or alcohol by students, staff or faculty must abide by the laws pertaining to the possession and use of alcohol and other drugs as defined by the local municipality, and state of Minnesota.

1. Students of legal drinking age may possess and participate in responsible consumption in university residence halls, in accordance with Campus Life policies.
2. Students living in off-campus housing may participate in responsible consumption in accordance with city and state laws and ordinances. Abuse of these privileges may result in formal disciplinary proceedings by the university.

Policy for Those Not Voluntarily Seeking Help

If the university has a reason to believe that a particular student has a problem with alcohol or drugs and the individual refuses to admit that he or she has such a problem, the university may require that the individual seek assistance of a counselor in the Counseling and Psychological Services. After an alcohol/drug assessment, the counselor may recommend participation in an appropriate treatment program. Continued behavior that is inconsistent with the above stated policies will be formally addressed by the university's disciplinary process.

Information on sanctions for inappropriate student behavior is at:

<http://www.stthomas.edu/policies/undergraduate/disciplinaryrights/nonacademic/>

Policy on Illegal Drugs

The University of St. Thomas does not tolerate the use, possession, or trafficking of illegal drugs. Students who violate university policies pertaining to illegal drugs are subject to the processes and procedures of the university judicial system.

The University reserves the right to report illegal drug use. In certain cases, especially with regards to trafficking or intent to distribute illegal drugs, a student may be referred to criminal or civil authorities for prosecution. It must be understood that consequences will result from illegal activity with regard to illegal drugs.

Alcoholic Beverage Service Policy at Campus Sponsored Events

1. Campus departments and some off-campus groups will be given approval for alcoholic beverage service. Groups sponsoring events are responsible for the safety and behavior of people attending these events. Should any violent, disruptive or destructive behavior occur in any university or event facility as a result of a University sponsored function, the sponsoring group, either individually or collectively, will be subject to disciplinary action by the Dean of Students. The sponsoring group may be financially responsible for damages incurred and pay for repair or replacement costs. The sponsoring group may be held responsible for injuries to their guests as a result of consumption of alcoholic beverages. Also, the group could be prohibited from sponsoring the event or other events in the future.
2. The Request to Serve/Use Alcoholic Beverages form, including a distribution plan, must accompany the request. This plan must address details regarding security, control of sales, a description of non-alcoholic beverages and food to be served, and the amount of alcohol to be served.
3. The Request to Serve Alcoholic Beverages Form must be turned in at least fourteen (14) days prior to the date of the activity.
4. There can be no more than three on-campus, all school functions per year at which alcohol may be served.
5. Events involving students are limited to enrolled St. Thomas students and possibly up to one invited guest per student. All St. Thomas students must have a valid university ID and driver's license or official state ID card in their possession when in attendance. Guests must have a driver's license or official state ID card in their possession. The total number permitted to

attend is subject to state and local fire codes and the discretion of the Dean of Students (or designee).

6. Only wine and beer may be served at university sponsored events. Exceptions for liquor other than beer or wine must be approved by the Executive Vice President (or designee). The maximum quantity of alcoholic beverages approved is subject to approval of the authorizing university official.
7. A city license to sell alcohol is required if alcohol is served and any type of charge is levied pursuant to the sale or distribution of alcohol (e.g., admission charges). Additional liability insurance may also be required.
8. In accordance with state law, an individual must have reached his/her 21st birthday to be legally served, possess, distribute, or consume alcohol.
9. The primary purpose of any function must appropriate to the mission of the University of St. Thomas. No social event shall include any form of "drinking contest" in its activities or promotion.
10. A bartender(s) is required when alcoholic beverages are sold or distributed by the glass and may be required at the discretion of the authorizing university official at other events.
11. Alcoholic beverages cannot be served after 12:00 midnight. All alcoholic beverage service must conclude 30 minutes prior to the conclusion of the event.
12. Adequate security personnel will be required, dependent on the size and purpose of the activity, as determined by Public Safety and Parking Services. Event security guidelines are available from the Department of Public Safety and Parking Services.
13. A designated responsible person (as noted on the "Request to Serve/Use Alcoholic Beverages" Form) must be 21 years of age or older and must be present throughout the entire function. The individual(s) responsible for the activity and a faculty or staff member must attend the entire approved activity. Both must sign Request to Serve/Use Alcoholic Beverages form as responsible for the event.
14. Sponsors of events with over 100 participants are required to submit a layout diagram of the event site. It must include the location of the alcoholic and non-alcoholic beverage service, food, restrooms, entrances and exits, approved alcohol consumption areas and security detail.

Individuals or groups responsible for university-affiliated events will be subject to formal disciplinary proceedings if there are any infractions of the above guidelines. Disciplinary sanctions for such infractions include probation or suspension of a

sponsoring group, restitution of fines levied, and action taken against individuals held responsible.

Alcohol Advertising Policy

1. No liquor or beer logos, advertisements or advertisements from businesses where the sale of alcohol is a primary purpose of the business may appear in publications, which are funded by the university or sponsored by a university department or organization.
2. No posters or flyers may advertise to University of St. Thomas students the availability of alcohol at on- or off-campus events.

III. Assistance Provided by the University

Assistance for those Voluntarily Seeking Help

It is the primary intent of this policy to encourage members of the St. Thomas community who want or need help to seek such assistance. Students seeking help for problems relating to drug and alcohol use may avail themselves of services offered by the university, including Counseling and Psychological Services, Student Health Services, and the Wellness Center.

Assistance for Others Affected by Alcohol or Drug Abuse

The university recognizes that alcohol abuse often affects others besides the abuser. However, due to the variety of professional or academic relationships that alcohol or drug abuse can affect, no succinct policy statement can adequately address each individual case. Instead, the university vigorously encourages any member of the St. Thomas community who is affected by or concerned for another's alcohol or drug abuse to seek confidential assistance at Counseling and Psychological Services, Student Health Services, and Wellness Center. Professional staff in these offices can help the concerned individual plan a strategy to address the specific problem.

ADDENDUM B

Good Samaritan Statement

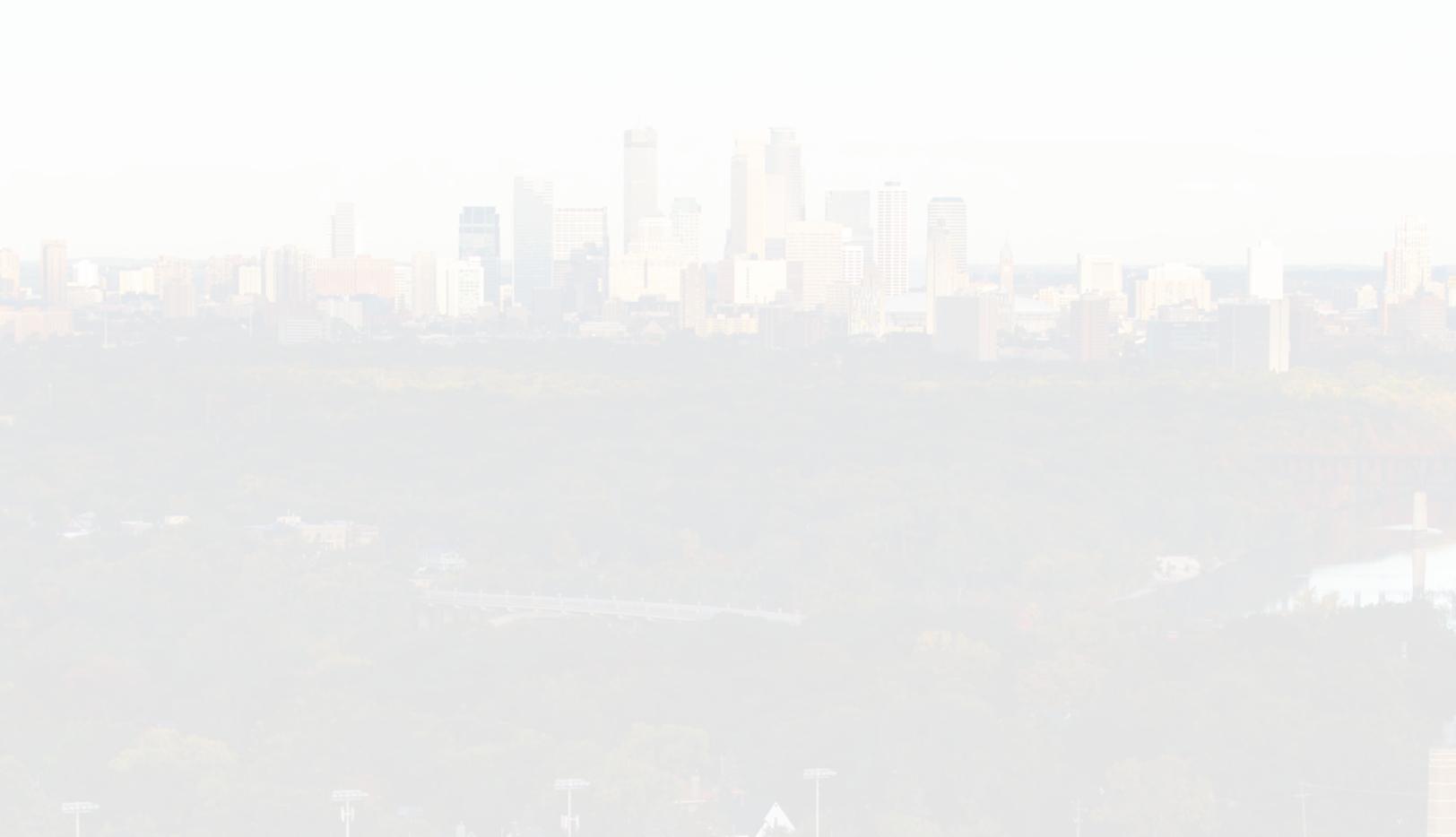
In light of our mission and convictions, as well as our call to advance the common good, the University of St. Thomas seeks to foster a caring culture which supports the well-being of all of its members. Guided by this commitment, St. Thomas encourages students to offer assistance and support to other students in need, both on and off campus. Specifically, when a student may become dangerously intoxicated or impaired through alcohol or other drug use, members of our community have a duty to stay present and call for medical care for them.

Sometimes students are hesitant to offer assistance to other students for fear that they themselves may be charged with policy violations, or that the student needing medical attention due to their intoxication or impairment may receive judicial sanctions. Our Good Samaritan Policy exists to ease these student concerns and to eliminate any reason for hesitation that may prevent St. Thomas students from seeking help for others.

This policy states:

- Students who seek medical assistance for an intoxicated/impaired student will not face any formal disciplinary actions or sanctions related to their own alcohol or other drug use or possession related to the incident.
 - Students must contact a recognized helping authority such as Public Safety, law enforcement, EMS.
 - Students must be present when help arrives; it is dangerous to leave an intoxicated or impaired student alone. Students who call for medical assistance will be required to provide their contact information to the responding agency.
- The student requiring medical attention due to intoxication or impairment will meet with a professional staff member and may receive reduced educational sanctions intended to support and educate the student. The University of St. Thomas believes the health and safety of a student is far more important than any potential outcomes of the student conduct process.

The Good Samaritan Policy does not apply to other violations of the code of conduct beyond those noted above. Any student found to be abusing this policy will not be able to claim the benefits of the policy and may be subject to further disciplinary action. Additionally, the Good Samaritan Policy only applies to the university response to a student; criminal investigations or other police action may still occur at the discretion of the responding law enforcement agency. (Note: MN Statute [340A.503.8](#) provides similar immunity from prosecution within the state of Minnesota)



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