

Saint Paul College

Campus Security Report

Fall 2014



235 Marshall Avenue
Saint Paul, MN 55102

10/01/2014

Saint Paul College is committed to fostering an environment without discrimination and harassment. The College has a complaint process to review complaints of discrimination, harassment and sexual violence. Inquiries regarding compliance to Federal and State Laws and Statutes may be addressed to the Associate Vice President of Student Development and Services, who can be reached at 651.846.1362.

Refer to the Saint Paul College Student Handbook for important information that each student should read to assure success at the College at www.saintpaul.edu/StudentHandbook.

This document is available in alternative formats to individuals with disabilities by contacting Caidin Riley, Director of Disability Services at 651.846.1547 or caidin.riley@saintpaul.edu. For TTY Communication, contact the Minnesota Relay Service at 7-1-1 or 1.800.627.3529.

Saint Paul College is an equal opportunity employer and member of the Minnesota State Colleges and Universities system.

**Saint Paul College
Campus Security Report
2014**

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Saint Paul College Campus Security Report 2014

Introduction

In 2013, Saint Paul College was ranked the [#1 community college in the nation](#) for the second time by Washington Monthly magazine for student engagement in active and collaborative learning, student-faculty interaction, graduation rate, and support for learning. Located in the heart of Saint Paul's Cathedral Hill, Saint Paul College is the fastest growing two-year comprehensive community and technical college in the Minnesota State Colleges and Universities (MnSCU) system. Saint Paul College's offerings include Career and Technical Education, general liberal arts education areas of study that transfer to four-year colleges and universities, short term workforce training and continuing education, and English as a Second language and remedial education. Saint Paul College serves more than 9,800 students annually. The College's mission, vision, and statement of values are listed below.

Mission

The mission of Saint Paul College is to provide: *Education for Employment...Education for Life*. Saint Paul College offers comprehensive learning opportunities in both career and transfer education to enhance personal knowledge and advance economic opportunity for the benefit of a diverse population of constituents which includes students, business/industry/labor and the community.

Vision

Saint Paul College — A Community & Technical College will be a leader in providing comprehensive lifelong learning through innovative and quality-focused strategies and services.

Statement of Values

Saint Paul College — A Community & Technical College is committed to the following values. The College's mission and goals are based on its values, which are central to an effective learning organization.

- **Excellence**
 - Teaching & Learning
 - Career & Transfer Education
 - Student-Focused Services
 - Innovation
 - Accessibility
 - Technology

- **Integrity**
 - Honesty
 - Accountability
 - Decision-Making
 - Climate Responsiveness

- **Respect**
 - Student-Centered
 - Cultural Diversity/Inclusiveness
 - Human Diversity
 - Collaboration

Campus Security

Saint Paul College encourages all students and college community members to be fully aware of the safety issues on campus. The College encourages all students and staff to take action to prevent and to report illegal and inappropriate activities. Personal awareness and applying personal safety practices are the foundation of a safe community.

Pursuant to the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (20 USC § 1092(f)), Saint Paul College monitors criminal activity and publishes this report, maintaining a three-year statistical history of criminal activities at on-campus and off-campus facilities used by Saint Paul College. Saint Paul College distributes information about this report to students and employees. A copy of this report is also available to prospective students and employees upon request.

Saint Paul College has policies and procedures relating to campus security, and it expressly reserves the right to modify them or adopt additional policies or procedures at any time without notice. Such changes may appear in successive issues of this report.

Overview of the Department of Public Safety

The Department of Public Safety is open during the regular business hours of the College to assist the Saint Paul College community by providing services for the following:

- Protection of the College 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 (internal phones: press 9, then 9-1-1; cell phones: 9-1-1)
- 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.
- Unified command and liaison services with public agency counterparts, including the Federal Bureau of Investigations, United States Department of Homeland Security, Federal Emergency Management Agency of the United States, Minnesota Department of Public Safety and Bureau of Criminal Apprehension, Saint Paul Police Department, Ramsey County Sheriff's Office, and Saint Paul Fire Department.

College Security Policies and Crime Statistics

Additional Definitions that Apply to this Report

Business day

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

Campus

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

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

Campus security authority

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

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

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

(4) An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution. If such an official is a professional counselor as defined below, the official is not considered a campus security authority when acting as a professional counselor.

Non-campus building or property

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

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

Professional counselor

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

Public property

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

Referred for campus disciplinary action

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

Crime Reporting Policies

The Department of Public Safety, located in Room 1355 on the first floor of the main campus building, (phone number: 651.846.1322) is the office to which all criminal reports should be made. All faculty, staff, students, and visitors of Saint Paul College are encouraged to immediately report any and all potential criminal or suspicious activity and other emergencies to the Department of Public Safety.

Criminal or suspicious activity committed on and near Saint Paul College property that is reported to the Department of Public Safety will be investigated by Public Safety personnel. Any information regarding these incidents, including investigatory follow-up, will also be shared with the local police department. Other emergencies reported to the Department of Public Safety will be investigated by Public Safety personnel and/or referred to the proper department or agency for follow-up.

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

Saint Paul College Department of Public Safety

651.846.1322 or 1322 from any campus phone

Local police agencies can be reached at the following phone numbers:

Saint Paul Police Department

Emergency – 911

Non-Emergency – 651.291.1111

Emergency call boxes and general-use wall phones are also available to report crimes. They are found throughout the campus in the parking lots, parking ramp, and at several locations inside the building. Emergency call box phones located outdoors and marked with a blue light above them provide a direct link to the Public Safety phone line. Officers will respond immediately to the activation of these emergency boxes.

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

Individuals reporting incidents to the College who wish to file a complaint with the City of Saint Paul Police Department will be provided with assistance from the Saint Paul College Department of Public Safety upon request.

Saint Paul College normally requires a written complaint from someone to begin the investigation process. Saint Paul College usually needs the assistance of the complainant in any disciplinary process against the accused. Saint Paul College will make exceptions when necessary, including cases presenting clear danger to the victim and/or the college community.

Saint Paul College will issue an annual report of criminal reports made to the Department of Public Safety and other law enforcement agencies for crimes occurring on College property or adjunct facilities. The annual report includes reported crimes alleged to have occurred on the campus and facilities owned or rented by Saint Paul College and/or recognized student organizations.

This annual Crime Report includes the following reports of crime:

- Criminal Homicide
- Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Hate Crimes
- Domestic Violence
- Dating Violence
- Stalking

This report also includes arrests or disciplinary referrals for the following:

- Liquor law violations
- Drug abuse violations
- Weapons possession

The Public Safety Officer serves as the primary liaison for criminal or suspicious activity and other emergencies with all law enforcement agencies. When reports are made to Public Safety personnel, the Department of Public Safety will decide if a threat continues to exist to the campus community. If a threat continues to exist, a warning will be sent out informing the campus community.

Timely Warnings

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

The Department of Public Safety has a strong working relationship with the Dean of Student Development and Services, Student Life, Human Resources, other College 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 College policy).

In order to make timely warnings to the Saint Paul College 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.

Multiple efforts are made to inform the campus community in a timely manner about crime and suspicious activity, personal safety issues, and other crime-related concerns on campus and in the neighboring community. Sharing timely information educates the campus community and aids in the prevention of similar incidents. For these reasons, the Department of Public Safety and the College go beyond the reporting requirements established in the *Jeanne Clery Disclosure of Campus Security Policy*

and Campus Crime Statistics Act (20 USC § 1092(f)). The Department of Public Safety shares additional security and safety information on an on-going basis. For the latest and most up-to-date information on timely warnings, students, faculty, staff, and visitors should watch for Department of Public Safety postings throughout campus, as well as postings, warnings, and information distributed through broadcast emails.

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

There are three different types of postings:

Public Safety Bulletins

Public Safety bulletins are printed on blue paper and outline topics of concern that serve to educate students, faculty, and staff on the environment in which they live and work. These postings emphasize crime awareness and prevention and are posted around campus to warn students, employees, and guests of situations in which the college 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 college community. While not as critical as the incidents described in Public Safety alerts, advisories pose significant concern for the safety and well-being of students, faculty, staff, and guests.

Public Safety Alerts

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

Students, faculty, staff and visitors should watch for Public Safety bulletins, advisories and alerts posted in campus buildings and distributed via emails throughout the year. The safety of the college community depends on each person staying informed.

Policies for Preparing the Annual Disclosure of Crime Statistics

The Department of Public Safety compiles all required information and statistics for this report.

Statistics are collected using Public Safety Incident Reports and from other reporting authorities including, but not limited to, local law enforcement agencies and officials of the College who have significant responsibility for student and campus activities. These college officials, known as Campus Security Authorities, include individuals in departments such as Enrollment Services, Student Development and Services, and Student Life.

Other required information included in the annual report required by the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f))*, including Saint Paul College security-related policies and procedures, are also compiled from multiple sources.

By October 1st of each calendar year, all current employees and students are notified of the availability of this report and how to request a copy. This report is accessible on the Public Safety website

(<http://www.saintpaul.edu/aboutus/Pages/PublicSafety.aspx>) and is also made available upon request at the Department of Public Safety office on campus.

All reasonable attempts have been made to identify all reported criminal activity and to present the crime statistics in this report in accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (20 USC § 1092(f)) and its amendments.

The Department of Public Safety encourages all faculty, staff, students, and visitors of the College to report all crimes and suspicious activity directly to the Department of Public Safety. At the request of the reporting victim or witness, the Department of Public Safety will make every effort to maintain or extend confidentiality while respecting applicable federal, state, and local laws and Saint Paul College policy.

Campus Security Authorities and Reporting

Campus Security Authorities are required to notify the Department of Public Safety of reportable offenses.

Saint Paul College is required under federal law to report specific criminal offenses to the United States Department of Education as detailed in the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (20 USC § 1092(f)). These criminal offenses are as follows:

- Criminal Homicide
- Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Relationship Violence
- Dating Violence
- Stalking
- Hate Crimes
- Alcohol, Drug and Weapon violations

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

- On-campus buildings
- Non-campus buildings or non-campus property
- Public property immediately adjacent to and accessible from 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 to a **Campus Security Authority**.

The Department of Education defines a Campus Security Authority as “any official of the [college] who has significant responsibility for students and campus activities.”

The following people with significant responsibility for student and campus activities (not including counselors) must report potential criminal activity of which they are aware to campus security:

- President
- Vice Presidents
- Deans
- Business Manager
- Bookstore Manager
- Department Chairs
- Child Care Center Manager
- Financial Aid Supervisor
- Human Resources Director
- Affirmative Action Officer
- Admissions Specialist
- Registrar
- Equity Facilitator
- All College Supervisors
- All College Assistants
- Student Life Director

These individuals should not attempt to investigate; instead, they should report the potential criminal activity and allow the Department of Public Safety to investigate.

All persons in the college community are encouraged to assist anyone in reporting alleged criminal activity by contacting the Department of Public Safety and/or the City of Saint Paul Police Department, as well as providing assistance in making the report.

Student Organizations with control of any facility are encouraged to report safety and security concerns to the Department of Public Safety.

Counselors are required to provide statistical information relating to crimes on campus, but may continue to honor the confidentiality of victims.

Policies Concerning Safety of and Access to Campus Facilities:

Security Measures

Public Safety has surveillance camera systems installed throughout the parking lots and other key interior and exterior areas. These camera systems are active 24 hours a day and continuously record to digital media. The use of these camera systems, coupled with 24-hour recording, enhances community safety and security while aiding in the investigation of criminal and suspicious incidents on campus.

Saint Paul College also utilizes an electronic card access system on many interior and exterior doors, which improves security.

Intrusion alarms are also installed on the campus and are monitored 24 hours a day.

Academic and Administrative Building Access

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

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

Maintenance of Campus Facilities

The Facilities Department maintains Saint Paul College buildings and grounds with an interest to promote the general safety and security of college faculty, staff, and students. Public Safety Officers also identify and report safety and security hazards during routine patrol.

The Department of 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.

A safety committee comprised of representatives from the faculty, non-academic departments, and administration meets to discuss safety concerns. The committee accepts suggestions, reviews problems, and makes recommendations for changes and improvements.

Public Safety Personnel Enforcement and Arrest Authority

The Department of Public Safety functions as an independent agent of the College to provide a sensitive, measured response to all situations requiring public safety services. During the fall and spring semesters, except on nationally recognized holidays, the Department of Public Safety is open between the hours of 6:30 a.m. – 11:00 p.m., Monday through Thursday; 6:30 a.m. – 10:00 p.m. on Fridays; and 7:30 a.m. – 4:00 p.m. on Saturdays. Public Safety Officers are responsible at all times for the enforcement of College regulations and all federal, state and local laws as they apply to Saint Paul College.

Public Safety Officers are authorized to make citizen arrests and will detain people for local police agencies.

Reporting Procedures

All criminal activity occurring on campus should be reported immediately to the Department of Public Safety at 651.846.1322 and/or City of Saint Paul Police Department at 651.291.1111.

Public Safety personnel will assist the complainant in completing criminal reports. These reports will also be forwarded to the City of Saint Paul Police Department. In appropriate cases, the Department of Public Safety will assist the City of Saint Paul Police Department with investigations.

Every effort should be made to ensure that physical evidence is maintained and protected. Immediate reports will assist in preserving evidence.

If you are a victim of a crime or witness a crime:

1. Call the Department of Public Safety at 651.846.1322 or the Saint Paul Police Department at 651.291.1111 for any emergency including medical assistance, fires, suspicious people or activities, crime reports, traffic accidents, or other illegal activities.
2. Obtain a description of the offender(s), including sex, age, race, hair, clothing, and other distinguishable features. Attempt to provide a description and license number of any vehicle involved. Note the direction taken by offender(s) or vehicles and report those to the Department of Public Safety and/or the City of Saint Paul Police Department.

3. Preserve the crime scene and maintain all physical evidence by not touching any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until Saint Paul College's Department of Public Safety and/or the City of Saint Paul Police Department arrives.
4. Keep third-party reports. The Department of Public Safety will accept third-party reports in cases of sexual assault in order to protect the victim's identity.
5. Ask for a copy of the College Incident Report. Persons filing a complaint with the Department of Public Safety will be provided a copy of the College Incident Report upon request to the Public Safety Director.

All employees, faculty, or staff members who become aware of an allegation of a violation of the Saint Paul College policy, student code of conduct, civil or criminal law should report the allegation to their supervisor and the Department of Public Safety.

College Response to Reports

All allegations will be investigated. These investigations may be made in conjunction with the City of Saint Paul Police Department.

Reports will be classified by the campus Department of Public Safety in conjunction with the appropriate police agency according to the FBI Uniform Crime Reporting Definitions. When alleged perpetrators are identified as students, the case will be forwarded to the Associate Vice President of Student Development and Services, 651.846.1362, and/or the Dean of Enrollment Services, 651.846.1424, for investigation and appropriate action. Criminal investigation, arrest, and prosecution can occur independently, before, during, or after the campus judicial process.

The College will issue a timely warning to members of the campus community in cases of reported murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and any hate crimes (manifesting evidence of prejudice based on race, religion, sexual orientation, or ethnicity) of murder, forcible rape or aggravated assault, in cases where the Public Safety Officer (or designee) determines there is a continuing threat. In such cases, warnings will be published through campus bulletins.

Personal Security Recommendations

Public Safety personnel are available to assist you in protecting yourself by providing regular foot and/or vehicle patrols, safety and security programs, as well as various safety and security posters and brochures. However, only you can protect yourself by being aware of your surroundings and taking appropriate steps in preventing crime from happening.

Call for an Escort! The Department of Public Safety Office is open between the hours of 6:30 a.m. – 11:00 p.m., Monday through Thursday; 6:30 a.m. – 10:00 p.m. on Fridays; and 7:30 a.m. – 4:00 p.m. on Saturdays during the fall and spring semesters. Call 651.846.1322 or stop by the Public Safety Information Desk to arrange for an escort.

Be aware of when officers are on duty. Public Safety personnel normally patrol the campus during normal operating hours and can be reached at 651.846.1322.

Protect your property

- Personal property (cell phones, electronic devices, backpacks, purses, briefcases, calculators, etc.) should never be left unattended. Take such items with you if you are leaving the office or classroom.
- Lock your door whenever you leave your room or office.
- Always lock your car doors.
- Always escort your guests to and from the main entrance doors.
- Protect all valuables in your room or office. Do not leave valuables in plain view. Take valuables home with you.
- Always lock your bike. There are several good anti-theft devices available. Case-hardened heavy locks and chains afford the best protection.

Protect your automobile

- Always lock your car doors and never leave your keys in the vehicle.
- Try to park your car in a well-lit area.
- Avoid leaving property where it is visible.

Protect yourself at night

- Avoid walking alone at night.
- Refrain from taking shortcuts; walk where there is plenty of light and traffic.
- Protect yourself when walking and jogging.
- Avoid walking and jogging alone after dark.
- Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or a group of people.
- Have your keys ready when returning to your residence and keep your personal or valuable items concealed and close to your body.

Help us protect you

Watch for suspicious persons in and around College buildings and in parking lots. Do not pursue them. Call the Department of Public Safety immediately at 651.846.1322.

Suspicious Activity

If you see suspicious activity or people on or near campus, call the Department of Public Safety at 651.846.1322. Do not assume the person is a visitor or College staff member that you have not seen before.

Suspicious people may be:

- Loitering about at unusual hours and locations; running, especially if something of value is being carried.
- Exhibiting unusual mental or physical symptoms. Person(s) could be under the influence of drugs or otherwise needing medical or psychiatric assistance.

- Carrying property that might be suspicious, depending on the circumstances, and going from room to room trying door handles.

Report all thefts and property loss immediately to the Department of Public Safety. Be security conscious at all times.

Public Safety Considerations of Campus Facilities

Building access and maintenance

The campus is for the use of students, faculty, staff and their escorted guests, and those on official business with Saint Paul College. All others are subject to being charged with trespassing.

- Access to campus buildings is limited to normal business hours.
- Faculty and Staff are to report needed repairs via the Facilities Website: <http://saintpaulcollege.myworksite.com> Students and visitors are encouraged to report needed repairs to the Maintenance Department though the Department of Public Safety Information Desk located by the main entrance to the building.

Policies and procedures for safe access to buildings

- Keys are issued to authorized administration, faculty, and staff only.
- Exterior building doors should not be blocked open when the doors are locked.
- Building evacuation is mandatory for all fire alarms.
- Saint Paul College is normally open from 6:30 a.m. until after evening classes and for scheduled weekend classes and special events.
- Employees and students in buildings after normal working hours should have a Saint Paul College identification card to present when requested. Personnel, other than Facilities and Public Safety personnel, must vacate the campus no later than the designated closing times noted as a standard safety measure, except for previously authorized events.
- Faculty or staff members who think they are the last persons in the building should ask unauthorized people to leave the premises or contact the Department of Public Safety. The building will be secured when the last employee leaves.
- On-campus telephones are located in most classrooms, hallways, and offices for emergency calls to the Department of Public Safety. These telephones are also capable of reaching Emergency 911 by dialing 9 (To Access outside Line) and then 9-1-1.
- Problems related to people in buildings after hours should be reported to the Department of Public Safety at 651.846.1322 immediately.

Policies Concerning Law Enforcement

Public Safety personnel are employees of Saint Paul College; they are not certified or sworn peace officers. Public Safety personnel are authorized, when appropriate, to make a citizen's arrest. When arrests are made, the Saint Paul Police Department will be notified. The Department of Public Safety works closely with the City of Saint Paul Police Department to track and respond to campus criminal activity.

Report all crime immediately

All criminal activity on campus should be reported immediately to the Department of Public Safety at 651.846.1322 and/or the City of Saint Paul Police Department at 651.291.1111. Saint Paul College will assist the complainant in completing criminal reports.

Saint Paul College will accept third-party reports in certain cases, like sex offenses. Saint Paul College prefers to receive reports from the victim as the detail is often more accurate when received directly from the victim.

Preserve the crime scene and maintain all physical evidence by not touching any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until Saint Paul College's Department of Public Safety and/or the City of Saint Paul Police Department arrives.

Report as much detail as possible to ensure accurate reporting. If you are a victim of a crime, your immediate recall of the event is often the best. Write down as much information as you can remember after a crime.

If you cannot identify the perpetrator by name, try to recall as many details as possible, including:

- | | | |
|--|---|--|
| <input type="checkbox"/> Gender | <input type="checkbox"/> Description of face, including: eye color, hair color and style, jaw, nose | <input type="checkbox"/> Glasses |
| <input type="checkbox"/> Approximate age | <input type="checkbox"/> Distinguishing marks, including scars | <input type="checkbox"/> Voice |
| <input type="checkbox"/> Height | | <input type="checkbox"/> Distinguishing gait |
| <input type="checkbox"/> Weight/build | | |
| <input type="checkbox"/> Dress/clothing | | |
| <input type="checkbox"/> Facial hair | | |

Educating the Campus

Educational Programming on Campus

Saint Paul College encourages students and employees to be responsible for their own security and the security of others.

The Department of Public Safety provides assistance in presenting programs on security and safety. The Department of Public Safety develops and presents educational programs in the areas of crime prevention, sexual assault awareness, personal safety, and fire prevention. The Department of Public Safety also works with the City of Saint Paul Police Department and Rape Abuse Crisis Center in presenting needed programs.

The Department of Public Safety has available, at no cost, brochures, flyers, pamphlets, movies, videos, and posters concerning various safety and security issues.

A Saint Paul College counselor is available to assist students with personal, educational, social, and developmental concerns. The counselor also provides crisis intervention services, career counseling, mediation, referrals to community agencies, and consultations when necessary.

Crime Prevention Programs

The Department of Public Safety will present safety seminars when needed. The Department of Public Safety will invite speakers, including members of city and county law enforcement, to discuss the prevention of crimes that may occur to you and/or your property. Prevention strategies will be discussed.

Crime Statistics

Crimes that must be reported

Saint Paul College must report statistics for the three most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property of the following that are reported to local police agencies or to a campus security authority. Definitions of each type of crime are provided below.

Criminal Homicide – Defined

(A) Murder and Non-negligent Manslaughter

The willful (non-negligent) 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 Non-negligent 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 (b).

Sex Offenses – Defined

(A) Forcible Sex Offenses.

Any sexual act directed against another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent.

Reported offenses may include:

- **Forcible Rape** - The carnal knowledge of a person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Carnal knowledge is defined by Black's Law Dictionary, 6th ed. as "the act of a man having sexual bodily connections with a woman; sexual intercourse." There is carnal knowledge if there is the slightest penetration of the sexual organ of the female (vagina) by the sexual organ of the male (penis).

"Against her will" includes instances in which the victim is incapable of giving consent because of her temporary or permanent mental or physical incapacity (or because of her youth). The ability of the victim to give consent must be a professional determination by the law enforcement agency. The age of the victim, of course, plays a critical role in this determination. Individuals do not mature mentally at the same rate. For example, no 4-year-old is capable of consenting; whereas victims aged 10 or 12 may need to be assessed within the specific circumstances regarding the giving of their consent.

- **Forcible Sodomy** - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Sexual Assault with an Object** - To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will where in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Note: An object or instrument is anything used by the offender other than the offender's genitalia. Examples include but are not limited to a finger, bottle, handgun, or a stick.

- **Forcible Fondling** - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Note: Forcible Fondling includes Indecent Liberties and Child Molesting. Because Forcible Fondling is an element of Forcible Rape, Forcible Sodomy, and Sexual Assault with an Object, it should be reported only if it is the sole Forcible Sex Offense committed against a victim.

(B) Sex Offenses, Non-forcible.

Unlawful, non-forcible sexual intercourse.

Reported offenses may include:

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

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

Sexual Violence – Defined

Sexual violence includes a continuum of conduct that includes sexual assault, and non-forcible sex acts, dating and relationship violence, stalking, as well as aiding acts of sexual violence.

Sexual assault – Defined

“Sexual assault” means an actual, attempted, or threatened sexual act with another person without that person's consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under Saint Paul College student conduct codes and employee disciplinary standards. Sexual assault includes but is not limited to:

1. Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this

definition, as are the acts commonly referred to as “date rape” or “acquaintance rape.” This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.

2. Involvement in any sexual act when the victim is unable to give consent.
3. The intentional touching or coercing, forcing, or attempting to coerce or force another to touch an unwilling person’s intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast).
4. Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.

Dating and Relationship Violence – Defined

Dating and relationship violence includes physical harm or abuse, and threats of physical harm or abuse, arising out of a personal intimate relationship. This violence also may be called domestic abuse or spousal/partner abuse and may be subject to criminal prosecution under Minnesota state law.

Stalking – Defined

Stalking is conduct directed at a specific person that is unwanted, unwelcome, or unreciprocated and that would cause a reasonable person to fear for her or his safety or the safety of others or to suffer substantial emotional distress.

Robbery - Defined

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 in fear that force will be used.

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.

Aggravated Assault – Defined

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 (e.g. victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness).

Burglary - Defined

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

Motor Vehicle Theft - Defined

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.

Arson - Defined

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.

Liquor law violations – Defined

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

Drug law violations - Defined

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

Weapons law violations - Defined

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

Recording crimes

Saint Paul College 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.

Hate Crime Reporting

Saint Paul College 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, sexual orientation, ethnicity, gender identity, national origin, or disability:

1. Any crime it reports pursuant to the paragraphs in this section, or criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, domestic violence, dating violence and stalking.
2. The crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property.
 - a. **Larceny-theft** – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another person.
 - b. **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.
 - c. **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.

- d. **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.

3. Any other crime involving bodily injury.

Crime Statistics for the Period 2011 – 2013

In the crime statistics table below, the letters a., b., and c. represent the following locations:

- a. Main Campus: 235 & 317 Marshall Avenue, Saint Paul, MN
- b. Customized Training & Continuing Education: 60 East Plato Blvd. Suite 150, Saint Paul, MN (Site location discontinued November 2013)
- c. UAW-Ford-MnSCU Training Center: 966 South Mississippi River Blvd., Saint Paul, MN (Site location discontinued in June 2012)

Alleged Criminal Activity (Does not necessarily constitute an arrest or conviction)

Category	Venue	2011 a/b/c	2012 a/b/c	2013 a/b
Murder	On Campus	0/0/0	0/0/0	0/0
	Non-Campus	0/0/0	0/0/0	0/0
	Public Property	0/0/0	0/0/0	0/0
Negligent Manslaughter	On Campus	0/0/0	0/0/0	0/0
	Non-Campus	0/0/0	0/0/0	0/0
	Public Property	0/0/0	0/0/0	0/0
Forcible Sex Offenses	On Campus	2/0/0	0/1/0	0/0
	Non-Campus	0/0/0	0/0/0	0/0
	Public Property	0/0/0	0/0/0	2/0
Non-forcible Sex Offenses	On Campus	0/0/0	0/0/0	0/0
	Non-Campus	0/0/0	0/0/0	0/0
	Public Property	0/0/0	0/0/0	0/0
Robbery	On Campus	0/0/0	1/0/0	0/0
	Non-Campus	0/0/0	0/0/0	0/0
	Public Property	0/0/0	0/0/0	1/0
Aggravated Assault	On Campus	0/0/0	0/0/0	0/0
	Non-Campus	0/0/0	0/0/0	0/0
	Public Property	1/0/0	0/0/0	0/0
Burglary	On Campus	0/0/0	0/0/0	0/0
	Non-Campus	0/0/0	0/0/0	0/0
	Public Property	0/0/0	0/0/0	0/0
Motor Vehicle Theft	On Campus	1/1/0	0/0/0	0/0
	Non-Campus	0/0/0	0/0/0	0/0
	Public Property	0/0/0	2/0/0	2/0
Arson	On Campus	0/0/0	0/0/0	0/0
	Non-Campus	0/0/0	0/0/0	0/0
	Public Property	0/0/0	0/0/0	0/0
Dating Violence*	On Campus			0/0
	Non Campus	N/A	N/A	0/0
	Public Property			0/0
Relationship Violence*	On Campus			0/0
	Non Campus	N/A	N/A	0/0
	Public Property			0/0

Category	Venue	2011 a/b/c	2012 a/b/c	2013 a/b
Stalking*	On Campus	N/A	N/A	4/0
	Non-Campus			0/0
	Public Property			0/0

*Beginning in 2013, federal regulations began requiring the statistical tracking for reports of relationship violence, dating violence and stalking.

Arrests

Category	Venue	2011 a/b/c	2012 a/b/c	2013 a/b/c
Arrest For:				
Liquor Law Violation	On Campus	0/0/0	0/0/0	0/0
	Non-Campus	0/0/0	0/0/0	0/0
	Public Property	0/0/0	0/0/0	0/0
Drug Law Violation	On Campus	1/0/0	0/0/0	0/0
	Non-Campus	0/0/0	0/0/0	0/0
	Public Property	0/0/0	0/0/0	0/0
Weapons Violation	On Campus	0/0/0	0/0/0	0/0
	Non-Campus	0/0/0	0/0/0	0/0
	Public Property	0/0/0	0/0/0	0/0

Disciplinary Referrals

Category	Venue	2011 a/b/c	2012 a/b/c	2013 a/b/c
Disciplinary Referrals for:				
Liquor Law Violation	On Campus	0/0/0	0/0/0	0/0
	Non-Campus	0/0/0	0/0/0	0/0
	Public Property	0/0/0	0/0/0	0/0
Drug Law Violation	On Campus	3/0/0	10/0/0	6/0
	Non-Campus	0/0/0	0/0/0	0/0
	Public Property	0/0/0	0/0/0	0/0
Weapons Violation	On Campus	0/0/0	0/0/0	0/0
	Non-Campus	0/0/0	0/0/0	0/0
	Public Property	0/0/0	0/0/0	0/0

Saint Paul College does not have dormitories or residential facilities for students on or off campus. The College collects information on the above crimes to determine if the victim is intentionally selected because of actual or perceived race, gender, religion, sexual orientation, ethnicity, national origin, gender identity or disability (hate crimes).

None of the reported violations occurring in 2011 through 2013 have been identified as hate crimes. In 2013, the classification of national origin and gender identity were added to the reporting requirements. No hate crime cases were reported based on the reporting requirements.

Key to Hate Crimes Notations (Type of Bias or Prejudice):
Race=RA; Gender=G; Religion=RE; Sexual Orientation=S; Ethnicity=E; Disability=D National
Origin=N Gender Identity=GI

Off-Campus Locations Monitoring and Records

The City of Saint Paul Police Department collects crime statistics for organizations that are recognized as part of Saint Paul College. These statistics are included in this report. The same procedure is followed for any college-approved, off-campus student organization activity.

Enforcement of Under-Age Drinking Laws and Alcoholic Beverages on Campus.

The College forbids the use, possession, manufacture, sale, transportation, or furnishing of alcohol beverages on campus. Saint Paul College also forbids the maintenance of unlawful drinking places on campus. This prohibition of possession or consumption of alcoholic beverages on campus applies regardless of age. The only exception is authorized use for special functions through the Minnesota State Colleges and Universities (MnSCU) Board of Trustees.

Saint Paul College enforces the Minnesota drinking laws, including the prohibition of use by persons less than 21 years of age. Possession or consumption of alcohol on campus is prohibited by Saint Paul College and may result in student disciplinary action.

If the accused is not cooperative or is under age, the City of Saint Paul Police Department may be called to assist.

Drugs on Campus and the Enforcement of Federal and State Drug Laws

Saint Paul College forbids the possession, use, or sale of illegal drugs (other than by a doctor's prescription) on campus. This includes but is not limited to possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Saint Paul College enforces both Minnesota and federal drug laws regarding the use, possession, and sale of illegal drugs.

Drug and Alcohol Abuse Education Programs

The purpose of drug and alcohol abuse education programs is to set forth the College's policy regarding alcohol and other drug use, including unlawful drug use or abuse in the workplace in accordance with the Drug Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). A copy of the Drug Free Workplace information is available in the Student Services Center.

Saint Paul College recognizes the reality of chemical dependency and is aware of its occasional presence in the College community. As a safeguard against dependency, numerous campus organizations provide prevention programs to the Saint Paul College community.

The College encourages and provides reasonable assistance to any student, faculty, or staff member who seeks information on chemical dependency or treatment for chemical dependency. Counselors or the Director of Disability Services, 651.846.1547, provide information about prevention programs for those seeking help with substance abuse.

Sexual Assault Programs and Procedures

Saint Paul College's policy on sexual abuse and harassment is governed by the Minnesota State Colleges and Universities System's 1B.3 Sexual Violence Policy and 1B.3.1 Sexual Violence Procedure. In support of the System policy, Saint Paul College reaffirms the policy that sexual abuse and harassment will not be tolerated. Every effort will be made to assure that all members of the Saint Paul College community are provided an atmosphere free from sexual abuse and harassment. To prevent sexual abuse and harassment, educational efforts will be undertaken to help employees and students understand their responsibilities regarding such behavior, how to identify and eliminate potential sexual abuse and harassment, and what steps can be taken if instances of sexual abuse and harassment are experienced. Preventative measures, training and information related to sexual violence, relationship violence, dating violence and stalking are also available to all students and employees of the College through the Desire to Learn (D2L) online learning system.

Saint Paul College conducts a number of programs aimed at preventing sexual offenses and making the community aware of the potential of such crimes. These programs include nightly security patrols of the campus, providing escorts, inspecting the campus for potentially dangerous areas and activities, and implementing programs to inspect campus lighting and shrubbery. In addition, the Department of Public Safety in coordination with Student Life provides educational programming and information concerning sexual assault awareness and prevention during tabling sessions at the beginning of each semester.

A guiding principle in the reporting of sexual assault is to avoid re-victimizing the sexual assault survivor by forcing the person into any plan of action. Sexual assault survivors may contact any one of several College departments or community services for assistance. The following resources provide immediate aid or on-going consultation for survivors of sexual assault.

Emergency Numbers:

- Public Safety 651.846.1322
- City of Saint Paul Police Department 651.291.1111
- Saint Paul College Affirmative Action Officer 651.846.1348
- Saint Paul College Counseling Office 651.846.1555
- Crisis Intervention Center (Saint Paul) 651.221.8922
- Crisis Support Hotline 800.642.1525
- Support Group -1st Call for Help 651.224.1133

Definitions

The following definitions apply to this Policy:

Sexual Violence

Sexual violence includes a continuum of conduct that includes sexual assault, and non-forcible sex acts, dating and relationship violence, stalking, as well as aiding acts of sexual violence.

Sexual Assault

Sexual assault means an actual, attempted, or threatened sexual act with another person without that person's consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under the Saint Paul College student conduct codes and employee disciplinary standards. Sexual assault includes, but is not limited to:

1. Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as "date rape" or "acquaintance rape." This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.
2. Involvement in any sexual act when the victim is unable to give consent.
3. The intentional touching or coercing, forcing, or attempting to coerce or force another to touch an unwilling person's intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast).
4. Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.

Consent

Consent is informed, freely given and mutually understood. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, and the condition was known or would be known to a reasonable person, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

Non-forcible Sex Acts

Non-forcible acts include unlawful sexual acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent, as defined by Minnesota law, or between persons who are related to each other within degrees wherein marriage is prohibited by law.

Saint Paul College Property

Saint Paul College Property means the facilities and land owned, leased, or under the primary control of the State of Minnesota, the Board of Trustees of the Minnesota State Colleges and Universities system, the Minnesota State Colleges and Universities System Office, and Saint Paul College.

Employee

Employee means any individual employed by Saint Paul College, including student workers.

Student

The term "student" includes all persons who:

1. Are enrolled in one or more courses, either credit or non-credit, through a college or university;
2. Withdraw, transfer or graduate, after an alleged violation of the student conduct code;
3. Are not officially enrolled for a particular term but who have a continuing relationship with the college or university; or
4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid; or
5. Are not college or university employees and are not enrolled in the institution but live in a college or university residence hall.

Procedure Regarding Sexual Assault

1. Contact the Department of Public Safety at 651.846.1322 as soon as possible after the offense. Please remember it is most important to preserve evidence. Do not bathe, douche, use the toilet, or change clothing. Note everything about the location. If you have been raped, you should seek medical attention immediately regardless of whether you report the matter to the police.
2. Every attempt is made to maintain the anonymity of the sexual assault survivor. Every attempt will be made not to release names to the media. Unless privacy is requested by the sexual assault survivor, names and addresses of survivors are released to the City of Saint Paul Police Department. The Department of Public Safety will attempt to provide support and advice for sexual assault survivors. Each report of sexual assault will be investigated in order to provide better protection to the survivor of a sexual assault and all members of the College community. Sexual assault survivors should be aware of the need of the College to release information regarding the fact that an assault has occurred for the protection and safety of others.
3. The Department of Public Safety will be the office of official record for reports of sexual assault, as it is in all reported law violations. Students, faculty, and staff are encouraged to contact the Department of Public Safety to report any information regarding assaults.
4. Sexual assault survivors have the right to have reports made anonymously (third party) to the City of Saint Paul Police Department. The Department of Public Safety will assist the survivor in making this report if the survivor so wishes. In these situations, the name of the complainant will not be forwarded. Third-party reports may prevent the College and the City of Saint Paul Police Department from actively investigating the criminal activity.
5. Counseling and emergency medical services are available both on and off campus. Medical services should be accessed through a hospital emergency room. If you are the victim of a sexual assault, Saint Paul College encourages you to contact one or more of the following:

Medical Resources

- United Hospital Emergency Room 651.241.8755
- Regions Hospital Emergency Room 651.254.3307

Counseling Resources

- Saint Paul College Counseling Center 651.846.1555
 - Saint Paul College Affirmative Action Office 651.846.1348
 - Crisis Intervention Center 651.221.8922
 - Sexual Offense Services (SOS) 651.643.3006
6. If the Public Safety Officer (or designee) determines that a threat continues to exist for the community, information about the reported sexual assault will be reported to the campus community whether reported by a sexual assault survivor or through a third-party report. As much detail as possible regarding location, date and time of the assault, and any information which might help identify the assailant will be reported. The Department of Public Safety will inform the campus community of the reported sexual assaults by poster, appropriate notices, or campus newspaper.
 7. Each report will be taken as presented by the complainant. Appropriate criminal classifications will be determined after a review of all facts by the City of Saint Paul Police Department personnel.
 8. The College will take appropriate action to safeguard the alleged survivor and, at the same time, protect the rights of the alleged perpetrator. If the survivor of a sexual assault requests, the College will attempt to provide, if reasonably available, a change in classes.
 9. The College will normally not take any disciplinary action against a member of the campus community without a written complaint and the assistance of the complainant in the disciplinary process unless the College determines there is a clear danger to the victim or the College community.

Procedures for Campus Disciplinary Action for Sex Offenses:

The College disciplinary process is an option for any person wishing to report a case of student misconduct. In order for Saint Paul College to proceed with an investigation that might lead to disciplinary action, a written complaint (whether by the victim or a third party) must be filed with the Dean of Enrollment Services (651.846.1424) or the Associate Vice President of Student Development and Services (651.846.1362). If the complaint is criminal in nature, it will also be forwarded by the Department of Public Safety to other law enforcement agencies.

There are different standards of proof in the College conduct proceeding than in the possible criminal action. The College conduct proceeding determines whether the accuser's status as a student will be altered, whereas the criminal process determines if there will be limitations on the accuser's liberty. As there are different standards, and the purpose of each proceeding is different, Saint Paul College encourages students who are the victims of sexual assault to go forward with the College process.

- Both the accuser and the accused are entitled to have others present (an advocate or advisor) during the disciplinary proceeding. This person may not, however, speak in your place or ask questions of witnesses.
- Both the accuser and the accused have the right to call a reasonable number of witnesses during the hearings to testify on their behalf. The other party may ask the witnesses questions.
- Both the accuser and the accused have the right to request, in advance, the names of witnesses and shall have the right to question witnesses during the hearing.
- Both the accuser and the accused shall be informed of the outcome of the College disciplinary proceeding concerning the complaint of sexual offense or criminal violence. This information should not be disclosed to the public generally.

Sanctions following a College disciplinary proceeding include, but are not limited to, expulsion and suspension.

A decision reached by the student conduct panel or a sanction imposed by the administrator may be appealed by the accused student(s) or complainant(s) to the Associate Vice President of Student Development and Services within five (5) school or business days of the notification of the decision. Such appeals shall be in writing and shall be delivered to the administrator or his or her designee.

Information Regarding Registered Sex Offenders

The Federal Campus Sex Crimes Prevention 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. It also requires sex offenders 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 website:

<http://www.por.state.mn.us>

Information regarding registered sex offenders may be obtained through the Saint 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 website:

<http://www.stpaul.gov/index.aspx?NID=1811>

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 website:

<http://www.doc.state.mn.us>

Emergency Response and Evacuation Procedures

Whenever an incident occurs on campus, the Department of Public Safety should be contacted immediately at 651.846.1322. Upon arrival, the officers will confirm the reported incident, assess the situation and determine if additional resources are necessary to resolve the situation. If the incident is determined to be a significant emergency that will impact the campus community, the Emergency Operations Management Team (EOMT) will be activated to respond. The EOMT is comprised of the Department of Public Safety, senior leadership representing the entire College campus, the Facilities Department, and communications personnel. The EOMT will be assembled to assist with a response to an incident and, if appropriate, initiate the emergency notification system and begin the transition to emergency operations.

Emergency response exercises for the EOMT are conducted annually. Saint Paul College has adopted an “all hazards approach” to campus emergencies utilizing the Incident Command System (ICS) of incident management. The Department of Public Safety and numerous other key College officials have received

incident command training through the National Incident Management System (NIMS) to enhance the College's response to and recovery from critical campus events.

Emergency Notification

Saint Paul College will notify the community when a significant emergency or dangerous situation occurs involving an immediate threat to the health and safety of the campus community. This notification will be initiated utilizing the College's emergency notification system, Blackboard Connect, consisting of up to nine points of contact for every individual in the system. All community members are automatically enrolled, but do have the option to opt out of the system. The College will also utilize other systems such as the public address system and the Seeker paging system for deaf and hard of hearing faculty and staff to enhance the distribution of information.

In the event of a significant emergency, an emergency notification will be issued by Saint Paul College to students and employees without delay. This notification process must take into account the safety of the community, determine the content of the notification, and initiate the notification. If the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency, the notification may be delayed. Saint Paul College has several notification messages that are prepared in advance for immediate outreach. Notifications may be issued through collaborative discussion between Public Safety personnel and other appropriate decision makers. Information regarding the emergency may also be posted, when appropriate, on the Saint Paul College website and/or through the Office of Marketing and Public Relations to inform the larger community.

When serious crimes are reported on campus, as defined by the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (20 USC § 1092(f)) (Clery Act), the Department of Public Safety will distribute a "timely warning" (a crime alert) to inform the community that an incident has been reported, general information surrounding the incident, and how incidents of similar nature might be prevented in the future. The criteria for the issuance of timely warnings would include "crimes that are considered to represent a serious and/or continuing threat to students and employees." These alerts are sent by electronic mail to all employees and students. In addition, a "daily crime log" listing crimes reported to the Department of Public Safety is maintained in the Department of Public Safety office and is available for public review during normal business hours.

Evacuation Procedures

All faculty, staff, and students should learn the evacuation routes and stairwell locations for all campus buildings they frequently occupy. Evacuation maps and information are posted throughout the campus. Emergency preparedness drills are conducted during the year. The purpose of these drills is to prepare building occupants for an organized evacuation in case of an emergency. Such drills may include fire, severe weather, active shooter, bomb threat, etc. If the Department of Public Safety, law enforcement, or fire department personnel are on the scene, please follow their directions.

Saint Paul College is committed to fostering an environment without discrimination and harassment. The College has a complaint process to review complaints of discrimination, harassment and sexual violence. Inquiries regarding compliance to Federal and State Laws and Statutes may be addressed to the Associate Vice President of Student Development and Services, who can be reached at 651.846.1362.

Refer to the Saint Paul College Student Handbook for important information that each student should read to assure success at the College at www.saintpaul.edu/StudentHandbook.

This document is available in alternative formats to individuals with disabilities by contacting Caidin Riley, Director of Disability Services at 651.846.1547 or caidin.riley@saintpaul.edu. For TTY Communication, contact the Minnesota Relay Service at 7-1-1 or 1.800.627.3529.

Saint Paul College is an equal opportunity employer and member of the Minnesota State Colleges and Universities system.