

# Saint Paul College

## Campus Security Report

### Fall 2018



235 Marshall Avenue  
Saint Paul, MN 55102

10/01/2018

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 Vice President of Student Affairs, who can be reached at 651.846.1316.

Refer to the Saint Paul College Student Handbook for important information that each student should read to assure success at the College at <https://www.saintpaul.edu/studentservices/Documents/Student%20Handbook.pdf>.

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Saint Paul College is an equal opportunity employer and educator and member of Minnesota State.

**Saint Paul College  
Campus Security Report  
2018**

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# Saint Paul College Campus Security Report 2018

## Introduction

Located in the heart of the capital city of St. Paul, MN, Saint Paul College is a regionally accredited community & technical college. The College is a leader in student engagement, student-faculty interaction, student success, and equity and inclusion with a mission of providing learning opportunities in both career and transfer education to enhance personal knowledge and advance economic opportunities for the benefit of a diverse population of constituents. Saint Paul College is one of the most diverse institutions in Minnesota. The credit student population is comprised 63% students of color, 64% first generation students and has an average age of 28. Saint Paul College was recognized as the Number 1 community college in the United States by Washington Monthly Magazine in 2010 and 2013. Saint Paul College has also been ranked No. 9 in The 50 Best Community Colleges in the United States by TheBestSchools.org! I am so proud of Saint Paul College receiving this special recognition.

TheBestSchools.org selected the top community colleges based on a comparison of several studies and ratings of community colleges, each with their own unique selection criteria, as well as the schools' reputation and review of notable community colleges:

- Sustained Achievement Outcomes
- Learning Outcomes
- Employment Outcomes
- Equitable Outcomes
- Cost-to-Value Outcomes

Saint Paul College is a comprehensive two-year institution and awards Associate of Arts, Associate of Science and Associate of Applied Science degrees, as well as, diplomas and certificate programs in liberal arts, fine arts, health sciences, business, engineering, and career & technical education programs. The College has 53 different programs with 100 certificates and diploma programs, ranging from Construction, Health, IT/Business, Finance, Manufacturing, Transportation, Skill Trades, and Service occupational cluster programs. Several programs are nationally accredited and the College has a long standing relationship with the Saint Paul Union Trades, labor councils, and their national affiliates.

Saint Paul College values innovation and student success and has numerous student-centered programs including: The Make-It-Count, a tuition free program for non-traditional students; The Power of YOU, a tuition free program for underserved high school students; Post-Secondary Education Option (PSEO); and Career Pathways Academy, providing area high school students access to educational opportunities and the ability to earn college credit through concurrent enrollment.

In the 2017 academic year, Saint Paul College served 10,035 credit students and 3,077 non-credit students for a total headcount of 13,112. 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 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 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 also asks all students and employees 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
- Sexual Assault (Fondling, Incest, Statutory Rape, Rape)
- 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

In addition to the crimes described above, other reported crimes involving bodily injury to any person, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property in which the victim is intentionally selected because of the actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability of the victim, must be reported as hate crime statistics and are recorded as such in this report.



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.

## **Daily Crime Log**

The Department of Public Safety will keep and maintain a daily crime log, recording all incidents reported to the College Department of Public Safety. This crime log will include information regarding the nature, date, time and general location of each incident, as well as a disposition of the complaint if known.

All entries shall be open to the public, except where disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim. Any portion of the log older than sixty (60) days must be available within two (2) business days of the initial request being made to the Department of Public Safety. If new information regarding a log entry becomes available to the Department of Public Safety, the log entry will be updated accordingly to reflect the most current information available.

The daily crime log is located in the Public Safety office (room 1355) and also available on the internet on the Public Safety web page at <https://www.saintpaul.edu/aboutus/Public%20Crime%20Log/Public%20Crime%20Log.pdf>. The crime log may be reviewed at any time upon request.

## **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 Deans, the Director of Student Rights & Responsibilities, 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 Student Affairs 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
- Sexual Assault (Fondling, Incest, Statutory Rape, Rape)
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Domestic 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, 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.*”

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

- Director of Student Rights & Responsibilities
- Human Resources Director
- Deans of Students
- Affirmative Action Officer
- Advisors to Student Groups
- 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.

Pastoral and Professional Counselors are not considered a campus security authority when acting as a pastoral or professional counselor. The College does not have any procedure in place which encourages professional counselors 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. The College does not have pastoral counselors on staff.

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 and the parking lot gates 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. Meeting minutes are recorded and can be found on the College's Intranet in the Document Center. Copies of the minutes are available to be reviewed upon request to the Director of Public Safety by emailing [psafety@saintpaul.edu](mailto:psafety@saintpaul.edu).

## **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 6:00 a.m. – 12:30 a.m., Monday through Thursday; 6:00 a.m. – 11:00 p.m. on Fridays; and 7:00 a.m. – 5:00 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 employees of the College; they are not licensed or sworn Peace Officers. Public Safety Officers are authorized, when appropriate, to make a citizen's arrest. Typically, such arrests are made only to detain individual(s) for serious offense(s) until arrival of local law enforcement personnel.

## **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. The Public Safety Department will strongly encourage and support complainants and victims to report all crimes to the Saint Paul Police Department. In appropriate cases, reports will also be shared with the College's Director of Student Conduct and/or the local designated law enforcement agency. The Public Safety Department will

assist the Saint Paul Police Department and the College's Director of Student Conduct with investigations when requested. The Public Safety Department also accepts reports of criminal activity occurring to or caused by persons involved in College sanctioned functions and groups off-campus locations. Such incidents are included in the College's annual report and may be addressed on and/or off-campus.

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 Director of Student Rights & Responsibilities, 651.846.1327, and/or the Dean of Student Success, 651.846.1757, 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 6:00 a.m. – 12:30 a.m., Monday through Thursday; 6:00 a.m. – 11:00 p.m. on Fridays; and 7:00 a.m. – 5:00 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 through the Department of Public Safety Information Desk located by the main entrance to the building. The College has a continuous process for assessing potential risks through regularly updating the Risk Management documentation and procedures.

### **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. The Department of Public Safety also partners with Student Life, Counseling Services and the Alcohol & Other Drugs Taskforce to provide programming on campus about the dangers and risks associated with alcohol and/or drug abuse, sexual violence prevention and healthy relationship promotion.

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.

#### **Definitions:**

##### **Criminal Homicide**

###### **(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 (a).

###### **(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).

##### **Sexual Assault (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 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.

- **Fondling** - The touching of the private body parts of another person for the purpose of sexual gratification, without the 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.

### **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 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**

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**

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**

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**

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**

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

**Motor Vehicle Theft**

The theft or attempted theft of a motor vehicle.

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**

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**

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

**Drug law violations**

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**

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** - A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
- **Religion** - A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- **Sexual Orientation** – A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
- **Gender** - A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- **Ethnicity** - A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.
- **Gender Identity** - A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.
- **National Origin** - A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.
- **Disability** - A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

For Clery Act purposes, Hate Crimes include any of the following offenses that are motivated by bias:

- **Murder and Non-Negligent Manslaughter**
- **Sexual Assault Offenses**
- **Robbery**
- **Aggravated Assault**
- **Burglary**
- **Motor Vehicle Theft**
- **Arson**

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.

Any other crime involving bodily injury.



**Clery Reporting Area**

The above map area outlines the reporting area for Saint Paul College. The “On Campus” category of the crime statistics includes the parking lots and ramp, College Learning Center (317 Marshall Avenue) and the main building (235 Marshall Avenue). The “Public Property” category of the crime statistics includes the city streets and sidewalks running through and immediately adjacent to the campus. There are currently not any “Non-Campus” category property locations for these crime statistics.

**Crime Statistics for the Period 2015 – 2017**

In the crime statistics table below, the letter “a” represents the following locations:

- a. Main Campus: 235 & 317 Marshall Avenue, Saint Paul, MN

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

Category	Venue	2015 a	2016 a	2017 a
Murder	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Sexual Assault+				

Category	Venue	2015 a	2016 a	2017 a
Fondling	On Campus	0	0	2
	Non-Campus	0	0	0
	Public Property	0	0	0
Incest	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Rape	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Statutory Rape	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Burglary	On Campus	1	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	3	0	0
	Non-Campus	0	0	0
	Public Property	2	0	0
Arson	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Dating Violence*	On Campus	0	0	2
	Non Campus	0	0	0
	Public Property	0	0	0
Relationship Violence*	On Campus	2	1	1
	Non Campus	0	0	0
	Public Property	0	0	0
Stalking*	On Campus	3	0	3
	Non Campus	0	0	0
	Public Property	0	0	0

+ Beginning in 2015, Forcible and Non Forcible Sex Offenses were combined in to one category identified as Sexual Assault.



## Arrests

Category	Venue	2015 a	2016 a	2017 a
Arrest for:				
Liquor Law Violation	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Drug Law Violation	On Campus	0	1	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Weapons Violation	On Campus	0	2	0
	Non-Campus	0	0	0
	Public Property	0	0	0

## Disciplinary Referrals

Category	Venue	2015 a	2016 a	2017 a
Disciplinary Referrals for:				
Liquor Law Violation	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Drug Law Violation	On Campus	8	17	5
	Non-Campus	0	0	0
	Public Property	0	0	1
Weapons Violation	On Campus	1	0	0
	Non-Campus	0	0	0
	Public Property	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).

## Hate Crimes

In 2016 there was one (1) incident of on-campus intimidation by Sexual Orientation bias. In 2017 there was one (1) incident of on-campus intimidation by Religious bias. There were zero (0) incidents of hate crimes reported in 2015.

- ❖ 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 System of Colleges and Universities 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. Throughout the academic year, programming is brought to campus concerning the effects of drug and/or alcohol abuse.

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. The College Counselor, 651.846.1383, or the Director of Access and Disability Resources, 651.846.1547, provide information about prevention programs for those seeking help with substance abuse. There is also a student led group, Students in Recovery, which meets on a weekly basis to provide peer support to students who choose to participate.

## **Sexual Violence**

Saint Paul College's policy on sexual abuse and harassment is governed by the Minnesota State System of Colleges and Universities 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.

## **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**

Minnesota State Statutes do not directly define the term “sexual assault”; however, the following definition comes from the Minnesota State System of Colleges and Universities Board Policy 1B.3 regarding sexual violence and states:

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 Minnesota State 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.

### **Affirmative Consent**

Consent is informed, freely given, and mutually understood willingness to participate in sexual activity that is expressed by clear, unambiguous, and affirmative words or actions. It is the responsibility of the person who wants to engage in sexual activity to ensure that the other person has consented to engage in the sexual activity. Consent must be present throughout the entire sexual activity and can be revoked at any time. 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, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. A lack of protest, absence of resistance, or silence alone does not constitute consent, and past consent to sexual activities does not imply ongoing future consent. The existence of a dating relationship between the people involved or the existence of a past sexual relationship does not prove the presence of, or otherwise provide the basis for, an assumption of consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

**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 System of Colleges and Universities, the Minnesota State System of Colleges and Universities Office, and Saint Paul College.

**Employee**

Any individual employed by Saint Paul College, including student workers.

**Student**

The term "student" includes all persons who:

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

**Procedure for Reporting Incidents of Sexual Violence, Assault and Stalking:**

Complainants of sexual violence may report incidents at any time, but are strongly encouraged to make reports promptly in order to best preserve evidence for a potential legal or disciplinary proceeding.

Complainants are strongly encouraged to report incidents of sexual violence to law enforcement for the location where the incident occurred. Complainants are also encouraged to contact the local victim/survivor services office, counseling and health care providers, or the following campus resources for appropriate action.

To file a report in person, you may contact the below designated officers at the College:

- Department of Public Safety – 651.846.1322 – [psafety@saintpaul.edu](mailto:psafety@saintpaul.edu)
- Dean of Student Success – Wendy Roberson  
651.846.1757 – Administration Office – [Wendy.Roberson@saintpaul.edu](mailto:Wendy.Roberson@saintpaul.edu)
- Director of Student Rights & Responsibilities/Title IX Coordinator – Michael Gerold  
651.846.1327 – Administration Office – [Michael.Gerold@saintpaul.edu](mailto:Michael.Gerold@saintpaul.edu)

For confidential reporting you may contact:

- Counselor: Lisa Hanes Goodlander  
651.846.1383 – Academic Advising Office Suite – [lisa.hanesgoodlander@saintpaul.edu](mailto:lisa.hanesgoodlander@saintpaul.edu)
- Director of Access and Disability Resources: Nee Na Xiong  
651.846.1547 – Academic Advising Office Suite – [nee.xiong@saintpaul.edu](mailto:nee.xiong@saintpaul.edu)

A report may also be filed on-line at: [www.saintpaul.edu/fileareport](http://www.saintpaul.edu/fileareport). Reports filed on-line will be followed up on by the designated officer at the College.

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.

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.

Campus security authorities, when informed of an alleged incident of sexual violence, shall promptly assist the complainant, as requested, including providing guidance in filing complaints with outside agencies including law enforcement; obtaining appropriate assistance from victim/survivor services or medical treatment professionals; and filing a complaint with campus officials responsible for enforcing the student conduct code or employee conduct standards.

Any campus security authority or any college employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence shall follow college procedures for making a report for the annual crime statistics report. In addition, the campus security authority shall report to the designated officials in order to initiate any applicable investigative or other resolution procedures.

When appropriate, the College may pursue legal action against a respondent, including, but not limited to, trespass or restraining orders, in addition to disciplinary action under the applicable student or employee conduct standard. The College may take actions it deems necessary or appropriate in response to all protection, restraining or no contact orders.

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.

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.

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:

### **Counseling Resources**

- Saint Paul College Counselor 651.846.1383
- Saint Paul College Affirmative Action Office 651.846.1757
- Crisis Intervention Center 651.221.8922
- Crisis Connection 612.379.6363

- Aurora Center 800.656.4673
- Sexual Offense Services (SOS) 651.643.3006

### **Medical Resources**

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

If the Public Safety Officer (or designee) determines that a threat continues to exist for the community, information about the 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 email.

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.

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.

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.

Following a report of sexual violence, the complainant must be promptly notified of:

- Where and how to obtain immediate medical assistance; complainants should be informed that timely reporting and a medical examination within 72 hours are critical in preserving evidence of sexual assault and proving a criminal or civil case against a perpetrator. Complainants should be told, however, that they may report incidents of sexual violence at any time.
- Where and how to report incidents of sexual violence to local law enforcement officials, and/or appropriate college, or system contacts for employees, students and others. Such contacts should be identified by name, location and phone number for 24-hour availability, as applicable.
- Resources for where and how complainants may obtain on- or off-campus counseling, mental health or other support services.
- Their right to file criminal charges with local law enforcement officials in sexual assault cases;
- Rights under the crime victims bill of rights, Minnesota Statutes Sections 611A.01 – 611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety;
- Availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing and maintaining evidence in connection with a sexual violence incident;
- Assistance available from campus authorities in preserving for a sexual violence complainant materials relating to a campus disciplinary proceeding;
- That complaints of incidents of sexual violence made to campus security authorities must be promptly and appropriately investigated and resolved;
- Upon a sexual assault complainant's request, the college or system office may take action to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the

complainant and/or the respondent to alternative classes, or a work site or to alternative college-owned housing, if such alternatives are available and feasible.

Upon the request of the complainant, providing students who reported sexual assaults to the college and subsequently chose to transfer to another postsecondary college or university with information about resources for victims of sexual assault at the college or university to which the victim is transferring.

**Procedures for Campus Disciplinary Action for Sexual Violence, Assault and Stalking Offenses:**

The College may, at any time during the report/complaint process, reassign or place on administrative leave an employee alleged to have violated College Policy 01.08.00 (Minnesota State Board Policy 1B.3), in accordance with the procedures in College Procedure 01.06.00.1 (Minnesota State System Procedure 1B.1.1). Such action must be consistent with the applicable collective bargaining agreement or personnel plan.

The College may summarily suspend or take other temporary measures against a student alleged to have committed a violation of College Policy 01.08.00 (Minnesota State Board Policy 1B.3), in accordance with College Procedure 01.06.00.01 (Minnesota State System Procedure 1B.1.1 or Board Policy 3.6).

**General Principles**

The College shall use College Procedure 01.06.00.1 (Minnesota State System Procedure 1B.1.1) Report/Complaint of Discrimination/Harassment Investigations and Resolution when investigating complaints of sexual violence. Procedures used in response to a complaint of sexual violence should avoid requiring complainants to follow any plan of action, to prevent the possibility of re-victimization.

College investigation and disciplinary procedures concerning allegations of sexual violence against employees or students must:

- Be respectful of the needs and rights of individuals involved and treat them with dignity
- Not suggest to the victim that the victim was at fault for the sexual assault or should have behaved differently to prevent the assault;
- Proceed as promptly as possible;
- Permit a student complainant and a student respondent to have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with the governing procedures and applicable data practices law;
- Employees shall have the right to representation consistent with the appropriate collective bargaining agreement or personnel plan;
- Be conducted in accordance with applicable due process standards and privacy laws;
- Simultaneously inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law.
- Be based on a preponderance of evidence standard, meaning that it is more likely than not that the policy, procedure or code has been violated.

The past sexual history of the complainant and respondent must be deemed irrelevant except as that history may directly relate to the incident being considered.

A respondent's use of any drug, including alcohol, judged to be related to an offense may be considered to be an exacerbating rather than mitigating circumstance.

### **Relationship to parallel proceedings**

In general, College and system office investigation and disciplinary procedures for allegations of sexual violence will proceed independent of any action taken in criminal or civil courts. The College need not, and in most cases should not, delay its proceedings while a parallel legal action is on-going. If the College is aware of a criminal proceeding involving the alleged incident, they may contact the prosecuting authority to coordinate when feasible. Criminal or civil court proceedings are not a substitute for College and system office procedures.

### **Memorandum of understanding with local law enforcement**

Saint Paul College and local and county law enforcement agencies work as part of a sexual assault protocol team to facilitate effective cooperation and collaboration between the College and law enforcement.

### **False statements prohibited**

The College, and the system office take allegations of sexual violence very seriously and recognizes the consequences such allegations may have on a respondent as well as the complainant. Any individual who knowingly provides false information regarding the filing of a complaint or report of sexual violence or during the investigation of such a complaint or report may be subject to discipline or under certain circumstances, legal action. Complaints of conduct that are found not to violate policy are not assumed to be false.

### **Withdrawn complaint**

If a complainant no longer desires to pursue a complaint through the College's proceeding, the College reserves the right to investigate and resolve the complaint as it deems appropriate.

### **Discretion to pursue certain allegations**

The College reserves discretion whether to pursue alleged violations of policy under appropriate circumstances, including, but not limited to, a determination that an effective investigation is not feasible because of the passage of time, or because the respondent is no longer a student or employee of the College.

### **Sanctions**

Sanctions that may be imposed if a finding is made that sexual violence has occurred include, but are not limited to, suspension, expulsion of students or termination from employment. The appropriate sanction will be determined on a case-by-case basis taking into account the severity of the conduct, the student's or employee's previous disciplinary history, and other factors as appropriate.

Witnesses or victims who report in good faith an incident of sexual violence will not be sanctioned by the college for admitting in the report to a violation of the student conduct policy on the use of alcohol or drugs.

### **Retaliation prohibited**

Actions by a student or employee intended as retaliation, reprisal or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.

### **Sexual Violence Prevention Training, Preventive Programs and Resources**



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) Brightspace 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 violence awareness and prevention during tabling sessions at the beginning of each semester. Additional information regarding resources in the community for survivors and those in need of assistance can be found in the brochure rack outside of the Student Life Office (room 1265)

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 Title IX Officer 651.846.1327
- Saint Paul College Affirmative Action Officer 651.846.1757
- Saint Paul College Counseling Office 651.846.1383
- Crisis Intervention Center (Saint Paul) 651.221.8922
- Crisis Support Hotline 800.642.1525
- Crisis Connection 612.379.6363
- Support Group -1st Call for Help 651.224.1133

### **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:

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

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:

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

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:

<https://mn.gov/doc/family-visitor/search-offenders-fugitives/>

## **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 Vice President of Student Affairs, who can be reached at 651.846.1316.

Refer to the Saint Paul College Student Handbook for important information that each student should read to assure success at the College at <https://www.saintpaul.edu/student-services/Documents/Student%20Handbook.pdf>.

This document is available in alternative formats to individuals with disabilities by contacting the Director of Access & Disability Resources at 651.846.1547 or [accessresources@saintpaul.edu](mailto:accessresources@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 educator and member of Minnesota State.