



UNIVERSITY OF MINNESOTA

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Safety and Security on Campus

2019 Annual Security and Fire Safety Report for University of Minnesota Crookston



Message from the President



Campus safety is critical to keeping the University of Minnesota a place where students, faculty, staff, and visitors from throughout Minnesota and around the world can work together to achieve our goals and advance discovery and impact.

Our University of Minnesota Police and Security Departments do an extraordinary job of helping the University of Minnesota remain a safe place to learn, work, and live. Officers patrol our buildings and grounds, get to know our community, and work in conjunction with both campus and metropolitan units committed to safety. This report details their efforts.

We are also working through policy and united action to improve public health on campus. The President's Initiative to Prevent Sexual Misconduct, now in its third year, continues to proceed with its comprehensive public health approach, consistent with research on effective prevention among populations as large and diverse as ours.

We are beginning to work as well in the public health area of student mental health. This is a national crisis that affects many of our own students, and we need our best and brightest minds to focus on this issue. We are clearly positioned to be leaders in the area of student mental health, and as a first step, I have charged three of our senior leaders to complete a systemwide inventory of all activities, resources, and programs related to mental health, so that we know where we stand, where we have gaps, and where to move forward.

Positive culture change is a community effort and shared responsibility. Each of us can contribute to a safer campus by keeping our eyes and ears open, and immediately reporting all crimes and public safety problems or concerns by calling 911.

Thank you for helping to keep our University safe.

Joan T. A. Gabel
President

Message from the Chancellor



Safety and security at the University of Minnesota Crookston is of the utmost importance to us. The University needs your help, cooperation and active participation to create a safe campus environment. Be alert, and if you observe a public safety concern or a possible crime -- report it.

We strive to provide a safe and secure campus environment by protecting and providing assistance for students, faculty, staff, and visitors. Our security officers are present on campus and have strong relationships with the Polk County sheriff's office and the City of Crookston Police Department.

Thank you for helping us keep our campus safe.

Mary Holz-Clause
Chancellor

University of Minnesota System

The University of Minnesota System comprises five distinct campuses—Crookston, Duluth, Morris, Rochester, and Twin Cities—serving all regions of the state. Each campus has unique strengths, enriched by its surrounding communities, and all are focused on meeting the needs of students and the state.

Collectively, the University of Minnesota System is one of the most comprehensive in the nation, with offerings to meet the interests of every student and the changing needs of our society. We're proud of our land-grant mission of world-class education, groundbreaking research, and community-engaged outreach, and we are unified in our drive to serve Minnesota.

Known for its focus on experiential learning for its campus-based students, the [University of Minnesota Crookston](#) is also one of the nation's pioneers in online and distance education.

The [University of Minnesota Duluth](#) is a highly-ranked regional research and liberal arts university with a global reputation for freshwater research.

The [University of Minnesota Morris](#) is a nationally ranked undergraduate-focused liberal arts campus with a deep commitment to environmental sustainability and diversity.

The [University of Minnesota Rochester](#) prepares health science professionals and maintains unique collaborations with world-renowned medical organizations in the community.

The flagship [University of Minnesota Twin Cities](#) is the state's land-grant university and one of the most prestigious public research universities in the nation.



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Quick Contact Guide—Crookston

Police

Crookston Police Department

Emergency911
 Non-Emergency 218-281-3111
 321 W Robert St, Crookston, MN 56716

Campus Service Offices

University Security Services

Safe Walk Request 218-289-0565
 Office 218-281-8530
 1110 Centennial Hall
<https://www.crk.umn.edu/units/security-services>

Title IX Coordinator

Phone..... 218-281-8512
 145-J Sargeant Student Center

Residential Life

Phone 218-281-8531
 1110 Centennial Hall
<https://www.crk.umn.edu/units/residential-life>

Health Services

Phone 218-281-8512
 145-F Sargeant Student Center
<https://www.crk.umn.edu/units/health-services>

Counseling Services

Phone 218-281-8571
 245 Sargeant Student Center
<https://www.crk.umn.edu/units/counseling-services>

Annual Security and Fire Safety Report

Preparing the Annual Security Report and Disclosure of Crime Statistics

This report has been prepared in compliance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” (informally known as the “Clery Act”). This report includes information for the Crookston Campus of the University of Minnesota.

This report is published annually by the University and made available to all current and prospective students, staff, and faculty.

Crime statistics are compiled by the Clery officer on each campus in cooperation with the local law enforcement agencies with jurisdiction over University of Minnesota Clery Geography. Additional crime information is collected from a wide range of University personnel who have been identified as Campus Security Authorities (CSAs) under the Clery Act.

The University Director of Clery Compliance and campus Clery officers review and update the information contained in this report annually.

This report is prepared and presented in compliance with Clery Act requirements. For further information on the Clery Act: www.ed.gov/admins/lead/safety/campus.html

Crime Statistics reported in this document reflect specific crimes that occurred in specific geographic locations established by federal law and were reported to University of Minnesota Campus Security Authorities. Statistics reflect reports of crime and not criminal charges or convictions.

Definitions of Terms Used in this Report

Campus Security Authorities

Campus Security Authorities are individuals on campus who are required to report any allegations of crimes that they receive to the Clery Compliance Coordinator or UMPD for inclusion in the Annual Statistical Disclosure.

The Clery Act defines four categories of Campus Security Authorities as stated below:

- A campus police department or a campus security department of an institution. If your institution has a campus police or security department, all individuals who work for that department are campus security authorities. A security department can be as small as one person.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property). Include individuals such as those who provide security at a campus parking kiosk, monitor access into a campus facility, act as event security, such as for sporting events or large, registered parties, or escort students around campus after dark (including other students).

- 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.
- 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.

Clery Geography

Clery Geography is the geographic area for which an institution is responsible for disclosing crime statistics. The following definitions describe the areas that cumulatively account for an institution's Clery Geography.

On Campus: Any building or property owned or controlled by an institution 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, including residence halls. Also, any building or property that is within or reasonably contiguous to the area identified in the first part 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).

On Campus- Residential: any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility

Non-Campus Property: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or Any building or property owned or controlled by an institution 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.

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

Personally Identifying Information

Personally identifying information is defined in Section 40002(a) of the Violence Against Women Act of 1994 as individually identifying information for or about an individual, including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault or stalking, regardless of whether the information is encoded, encrypted, hashed or otherwise protected, including:

- a first and last name
- a home or other physical address
- contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number)
- a social security number, driver's license number, passport number or student identification number
- any other information, including date of birth, racial or ethnic background, or religious affiliation that would serve to identify any individual.

Criminal Offenses

The following definitions of criminal offenses detail the elements of each crime, crimes in the annual statistical disclosure found in this report are categorized according to the below definitions. The majority of the definitions are from the FBI's Uniform Crime Reporting Handbook. Sex offense definitions are from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program.

Aggravated Assault

The 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 by means likely to produce death or great bodily harm. (It is not necessary that injury result from aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)

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.

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned— including joyriding.)

Murder and Non-negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence

The killing of another person through gross negligence.

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 putting the victim in fear.

Rape

The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim

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.

Hate Crimes

Hate Crime

A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Under the Clery Act the following bias categories are used: Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin, Disability.

Any criminal offense which also meets the definition of a hate crime will be included in the statistical disclosure in both the criminal offense category and in the hate crime category (i.e. an on-campus aggravated assault motivated by religious bias will be counted in the on-campus aggravated assault category and in the on-campus aggravated assault motivated by religious bias category).

Additional Hate Crime categories: In addition to the criminal offenses listed under the "Criminal Offenses" section, the following crimes are included if it is determined that the crime was motivated by bias

Larceny-Theft

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: constructive possession is defined by Black's Law Dictionary, sixth ed. as "where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.")

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.

Destruction/Damage/Vandalism of Property (Except Arson)

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.

Violence Against Women Act (VAWA) Offenses

Dating Violence

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

For the purposes of this definition—

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

Domestic Violence

a felony or misdemeanor crime of violence committed—

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

Stalking

engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- Fear for the person's safety or the safety of others; or Suffer substantial emotional distress. For the purposes of this definition—
- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

Unfounded Crimes

Are reported crimes which are thoroughly investigated by sworn or commissioned law enforcement personnel; and found through investigation to be false or baseless, meaning that the crime did not occur and was never attempted.

Arrests and Referrals for Discipline for Weapons, Drug, and Liquor Law Violations

Weapons Law Violations

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Drug Law Violations

The Violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and equipment or devices utilized in their preparation and or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.

Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Liquor Law Violations

The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Reporting an Emergency or Crime

The University of Minnesota encourages the accurate and prompt reporting of all crimes to the University Security Services Department and the appropriate local law enforcement agency when the victim of a crime elects to or is unable to make such a report. If the victim of a crime is unable to file a report, third parties who have information regarding the crime are encouraged to file a report to ensure that the police are aware of the crime. The prompt and accurate reporting of all crime enables the University Security Services Department to identify and respond to patterns of crime and when necessary to distribute pertinent crime information to the community, which may help prevent similar occurrences of crime.

Report an Emergency or Crime in Progress

Dial 911

Dialing 911 will connect you with a trained public safety dispatcher. Be prepared to give the dispatcher the following information:

- Type of emergency
- Your name
- Your location and location of the emergency
- Your phone number
- If applicable (e.g., after a crime), a description of individuals involved (gender, clothing description, height, weight, hair color, tattoos, etc.)
- If applicable (e.g., after a car accident), a description of vehicles involved (color, make, model, license plate number)

Please remain on the line until the dispatcher tells you it is okay to hang up.

Based on the information provided, the dispatcher will send the appropriate help to respond to the reported incident.

Report a Non-Emergency

By phone

University Security Services

1110 Centennial Hall

Office: 218-281-8531

Duty phone: 218-289-0565

Crookston Police Department

321 W Robert St

218-281-3111

When reporting a non-emergency crime an officer will either be sent to your location or will request that you file a report in person. An officer will ask questions to obtain detailed information about what happened. The officer will be able to provide you with information on victim services, next steps and crime prevention information. University Security Services and can offer assistance in filing a report with the Crookston Police Department.

When reporting a crime, you will be asked many questions. Be prepared to answer the following questions:

- When the crime happened (date and time)
- Where it happened
- Your name, contact information, State Driver's License or ID number
- Details of the event
- Other people involved (suspect, if known; witnesses)
- Condition, etc.
- If property was involved, who owns it
- The property owner's contact information
- For vehicles: Make, Model, Color, License Plate Number, Insurance-company name & policy number, etc.
- Property other than vehicles: Serial Number, Product Name, Manufacturer, Description,

Walk in

You may file a report in person at the following locations:

University Security Services	1110 Centennial Hall	Office: 218-281-8531 Duty phone: 218-289-0565
<i>Crookston Police Department</i>	321 W Robert St	218-281-3111

Online

Individuals reporting crimes are encouraged to interact directly with University Security Services, however some individuals may find it more convenient to report online.

To submit an online report, go to:

https://publicdocs.maxient.com/reportingform.php?UnivofMNCrookston&layout_id=2

You are not required to provide your name. You can choose to remain anonymous.

Report a Crime to a Non-Police Campus Security Authority

The University of Minnesota encourages all reports of crime to be made to the University Security Services Department and to the appropriate local law enforcement agency; however, crimes may also be reported to individuals on campus who have been identified as Campus Security Authorities. The intent of including non-law enforcement personnel as campus security authorities is to acknowledge that some individuals may be inclined to report such incidents to other individuals on campus.

Campus Security Authorities include but are not limited to: Residence Hall Directors, Assistant Residence Hall Directors, Community/Resident Advisors, Advisors to student organizations, athletics coaching staff and others who have significant responsibility for student and campus activities.

Campus Security Authorities have been trained to act as a resource for anyone who wishes to report the occurrence of a crime. Crime reports made to Campus Security Authorities are forwarded to the appropriate campus department for inclusion on the Daily Crime Log and to be evaluated for the need to issue a Timely Warning Notification.

While there are many non-police Campus Security Authorities on each campus, the University of Minnesota prefers reports be made to the following non-police CSAs:

<i>Associate Vice Chancellor for Student Affairs</i>	145-J Sargeant Student Center	218-281-8507
<i>Student Conduct Coordinator</i>	1110 Centennial Hall	218-281-8536
<i>Director of Residential Life & Security Services</i>	1110 Centennial Hall	218-281-8530

Voluntary, Confidential Reporting

If you are the victim of a crime and are unsure if you would like to pursue action through the University disciplinary process or the criminal justice system, you may want to consider speaking with a Campus Security Authority.

Campus Security Authorities can explain the different reporting options available to help you decide which option is best for you.

In many cases, a non-police CSA may be able to assist you in making a confidential report that would not initiate any additional action through the University or the criminal justice system. A confidential report is forwarded directly to the Director of Residential Life & Security Services to be added to the Daily Crime Log, evaluated for the need to issue a Timely Warning Notice, and for inclusion in the Annual Statistical Disclosure.

The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the safety of yourself and the campus community. With such information, the University of Minnesota can keep an accurate record of the number of incidents occurring on campus Clery Geography; determine crime patterns, and alert the campus community of potential danger.

All reports of dating violence, domestic violence sexual assault, and stalking that are made to University employees who have an obligation to report the occurrence of such crimes will be forwarded to the Title IX office or its designee. Per University policy, mandated reporters are required to provide the following information to the Title IX office or designee in cases of alleged dating violence, domestic violence, sexual assault and stalking:

- The names of the complainant(s), respondent(s) and possible witnesses;
- The date, time and location of the alleged prohibited conduct; and
- Other relevant details about the alleged prohibited conduct that the University would need to determine what occurred and address the situation.

After receiving a report of alleged dating violence, domestic violence, sexual assault or stalking the Title IX coordinator will contact the complainant to provide resources for personal support and information about the investigation process. In cases involving a student respondent, the campus Title IX office or its designee will only begin investigating the report after receiving verbal or written confirmation that the complainant wishes to initiate an investigation.

When a complainant requests that their identity be kept confidential or that the University refrain from conducting an investigation, the campus Title IX office or its designee will make an individualized determination of whether to conduct an investigation, including consideration of the complainant's wishes, the University's responsibility for providing a safe and non-discriminatory campus environment, and whether the University possess other means to obtain relevant evidence. In making this determination, the campus Title IX office or its designee will consider the following factors, among others; whether the respondent is alleged to have used a weapon while committing prohibited conduct; whether the respondent is alleged to have used force while committing prohibited conduct; and whether the respondent has been alleged or found to have committed prohibited conduct against other complainants.

Professional Mental Health Counselors and Pastoral Counselors Exemption

Campus professional mental health counselors and pastoral counselors, when acting in their professional capacity, are not required to report crimes for inclusion in the annual disclosure of crime statistics.

The Clery Act defines a Professional Mental Health Counselor is defined as an employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification.

A Pastoral Counselor as an employee of an institution, who is associated with a religious order or denomination, recognized by that denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Mental Health counselors at the University of Minnesota are encouraged if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion in the annual statistical disclosure.

Professional counselors can be found at the following campus location:

Counseling Services

245 Sargeant Student Center

218-281-8571

University of Minnesota Security Services Department

University Security Services

Authority

University Security Services Officers are not licensed or sworn peace officers and do not have arrest powers. Officers are authorized to make a citizen's arrest when appropriate.

Jurisdiction

University Security Services is responsible for the University of Minnesota Crookston campus. Security officers provide services in directed, proactive patrol, crime prevention and investigation, law enforcement, and emergency response. University Security Services patrols the Crookston campus by squad car and foot.

Relationship with other Law Enforcement Agencies

University Security Services works closely with the Crookston Police Department and other applicable local, state and federal law enforcement agencies in providing security and law enforcement services to the University of Minnesota Crookston campus.

UMC has a Memorandum of Understanding (MOU) with the Crookston Police Department for the investigation of crimes of sexual violence.

Monitoring of Noncampus Locations

University Security Services works cooperatively with the Crookston Police Department and other area law enforcement agencies to share information about criminal activity that occurs off-campus but may affect members of the UMC community. This information includes that pertaining to officially recognized UMC student organizations that have non-campus residential sites unaffiliated with UMC Residential Life. Students accused of criminal misconduct may additionally be subject to the University student conduct process. This process neither substitutes for nor interferes with the outside legal processes. The Student Code of Conduct outlines the jurisdiction the University has to apply disciplinary action in these cases.

Response to Reported Crime or Emergencies

Crimes reported to University Security Services and other Campus Security Authorities will be considered for the need to issue a Timely Warning Notification, documented on University Security Services' Daily Crime Log, and all applicable crimes will be included in the annual statistical disclosure. These public disclosures will not include any personally identifying information of any reporting parties, witnesses or victims.

Students accused of criminal misconduct may additionally be subject to the University student conduct process; this process neither substitutes nor interferes with the outside legal processes. The major objective of the disciplinary system at the University of Minnesota is to maintain standards of conduct and order commensurate with the educational goals of the institution.

Daily Crime Log

University Security Services maintains a Daily Crime log, the log is maintained at 1110 Centennial Hall and is available for public review during regular business hours Monday- Friday.

The daily crime log includes information for crimes which have been reported to University Security Services.

The Daily Crime Log includes; case number, nature of the offense, the reported time and date the offense occurred, the date the incident was reported to University Security Services, a general description of the location in which the incident occurred, as well as the disposition of the case, if known.

Entries in the Daily Crime Log do not include personally identifying information of the victim, witnesses or reporting party.

Timely Warning Notification

The University of Minnesota Crookston issues Timely Warning Notifications to the campus community for reported Clery Act crimes that occur within the University of Minnesota Crookston Clery Geography and are believed to pose a serious or continuing threat to the University community. Timely Warning Notifications are designed to give the University community information which may aid in the prevention of similar crimes.

When the Director of Security Services or designee is informed of a Clery crime, information about the crime will be sent to the Chancellor or Officer of the Day. The Chancellor or Officer of the Day will evaluate reported Clery crimes on a case-by-case basis to determine if the reported crime poses a serious or continuing threat to the campus community. When the Chancellor or Officer of the Day determines that a Timely Warning Notification is warranted, the Director of Communications & Marketing will compose and distribute the message.

Timely Warning Notifications will be electronically distributed to all students, staff and faculty at the Crookston campus via the University of Minnesota email system.

Timely Warning Notifications may include the following details (if available):

- Date and time of the incident
- Location
- Type of crime
- Description of the incident
- Physical description of suspect
- Apparent connection to previous incidents, if applicable
- Pertinent crime prevention tips

Personally Identifying Information of victims and reporting parties will not be disclosed in a timely warning. Except in instances where the information is relevant to the crime— for example, in crimes which are motivated by Bias the victim's inclusion in a protected class may be released if this information is not determined to be explicitly personally identifiable.

While there is no specific agreement between UMC and local law enforcement agencies, UMC has a close relationship with local law enforcement agencies who routinely inform UMC if a reported crime may warrant a timely warning notification.

Emergency Response, Notification & Testing

Emergency Response

Emergency response operations include coordination of campus and community resources to save lives, protect property, and provide for the continuity of University operations.

The University uses the National Incident Management System (NIMS) as its standard for responding to incidents. University Security Services officers and supervisors and University administrators who have responsibility during an incident have been trained in NIMS.

When an incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually from University Security Services. Depending on the incident, other University departments and/or other local or federal agencies may be involved in responding.

While there is no specific agreement between UMC and local law enforcement agencies, UMC has a close relationship with local law enforcement agencies who routinely inform UMC if there has been an incident which may require an emergency response.

Emergency Notification Systems

The University of Minnesota Crookston has several methods for communicating important safety information quickly in the event of a significant emergency or dangerous situation that poses an immediate threat to the health and safety of the campus community. The situation will dictate which notification methods are used, in some situations multiple notification systems will be used.

SAFE-U

SAFE-U is the University's emergency mass notification system. SAFE-U is used specifically to notify University students and employees of emergencies or dangerous situations which are likely to impact campus as a whole or impact University operations. SAFE U enables the University to send communications via email, text message, and/or phone messages. Students, faculty, and staff who have provided contact information are automatically registered to receive SAFE-U communications. Only University of Minnesota students, faculty, staff and those with a legitimate need are registered for SAFE-U.

Campus Email

In an emergency situation, campus email may be utilized to communicate important safety information. Generally, emergency notifications sent via SAFE-U Texts are accompanied by a corresponding email with the same information.

Campus-Wide Emergency Alert System (CWEAS)

CWEAS is the University of Minnesota's outdoor emergency notification system. CWEAS is not a tornado siren; it is an outdoor warning system that can convey both an alert tone and voice messages. If you hear the outdoor warning system, it means go inside and seek more information.

Tone Alert Radio

The University uses Tone Alert Radios strategically placed throughout campus to add another layer of alert coverage. The University of Minnesota Public Safety Emergency Communications Center (PSECC) will activate the radios when there is urgent information that needs to be transmitted (e.g., severe weather, building evacuation). Tone Alert Radios also provide emergency notification that can be received in areas that are out of cellular service.

Social Media

Emergency information may also be communicated on University social media feeds.

Digital Signs

UMC has installed LCD monitors throughout high traffic areas within buildings and dining services to help communicate campus programs and activities. This system will also be utilized to pass along details of any current health or safety/emergency issues.

Web Announcements

Weather-related closings and other emergency information may be announced on the University of Minnesota Crookston website.

On-Scene Emergency Personnel

On-scene emergency personnel may be able to provide valuable emergency communication depending upon the emergency situation.

KROX Radio

This local radio station (AM 1260) works collaboratively with UMC to help notify the University and community of local conditions.

Activation of Emergency Notification Systems

Prior to issuing an emergency notification, the Chancellor or Officer of the Day will confirm the existence of an emergency or dangerous situation via University Security Services, Director of Residential Life, Director of Facilities or emergency professionals on the scene, video monitoring, or notification from the National Weather Service. Information obtained from these sources is used to determine the scope and content of the notification.

Upon confirmation of an emergency or dangerous situation the Chancellor or Officer of the Day will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the appropriate notification system(s).

Notification may be delayed if issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The primary method of emergency notification is the SAFE-U system. When SAFE-U is activated, it will deliver emergency messaging to all students and employees. The activation of other emergency notification systems such as CWEAS and Tone Alert Radios, which can be activated by the Public Safety Emergency Communications Center (PSECC), may be activated to supplement notifications delivered via SAFE-U.

SAFE- U notifications will consist of basic information about the type of emergency or dangerous situation and information on how to avoid danger. Updated information will be disseminated as it becomes available and as time allows or when the immediate threat has been mitigated.

While there is no specific agreement between UMC and local law enforcement agencies, UMC has a close relationship with local law enforcement agencies who routinely inform UMC if there is a situation which may require an emergency response.

Dissemination of emergency information to the larger community (i.e., parents and residents from surrounding neighborhoods) will take place as time allows. Depending on the nature of the incident, the University could utilize such avenues as the University internet homepage or the media. The first concern of the University will be to disseminate information to those people directly affected by the emergency.

Emergency Response Testing

The University Department of Emergency Management, in conjunction with University Security Services, conducts an exercise to test the emergency response and evacuation procedures of the Crookston campus at least once

annually. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. Tests of the emergency procedures may be announced or unannounced.

The Department of Emergency Management is responsible for documenting and analyzing the effectiveness of each test. The Department of Emergency Management retains documentation of each test including a description of the test, the date and time of the test, and whether the test was announced or unannounced.

A campus wide test was conducted in fall of 2018. This test consisted of an exercise to coordinate a response to an active threat and drilled campus evacuation practices.

The next campus wide test will be conducted in the Fall of 2019.

Emergency and Evacuation Plans

The Department of Emergency Management coordinates the development of emergency plans.

There are four levels of emergency plans at the University of Minnesota:

Building Emergency Plans - Each building on campus should have a Building Emergency Plan. The plan outlines evacuation procedures and other emergency instructions.

Continuity of Operations Plans - Continuity of Operations Plans (COOP) outline the steps critical operating units must take to keep their department running in the event of an emergency. Departments that are deemed "critical operating units" must complete a Continuity of Operations Plan, per the University's Policy.

Emergency Operations Plan - The campus Emergency Operations Plan is the overall plan that guides University administrators in the event of an emergency. The University is required by the state Homeland Security and Emergency Management agency to have an Emergency Operations Plan.

All-Hazard's Mitigation Plan- The Department of Emergency Management was awarded a \$250,000 Pre-Disaster Mitigation Grant to develop a plan for each of the 5 campuses to include Threat, Hazard Identification, Risk Assessment (THIRA). The plan was approved by the State, FEMA and the University in December 2016.

The Department of Emergency Management tasks each area of the University to develop and maintain emergency procedures and guidelines for their buildings and employees. The following are general evacuation procedures, for building specific evacuation procedures, consult that building's Building Emergency Plan.

General Building Evacuation Procedure

At the sound of the emergency alarm, it is the responsibility of all building occupants to evacuate immediately and proceed to predetermined assembly points, away from the building.

Building occupants are also responsible for ensuring that their visitors, customers, and contractors in their department follow the evacuation procedure described herein and leave the building along with all other occupants.

Faculty and instructors are responsible for dismissing their classes and directing students to leave the building by the nearest building exit upon hearing the building alarm or being notified of an emergency.

Designated essential personnel needed to continue or shut down critical operations, while an evacuation is underway, are responsible for recognizing and/or determining when to abandon the operation and evacuate themselves.

Evacuation Instructions

Whenever you hear the building alarm or are informed of a building emergency:

- Do not panic.
- Do not ignore the alarm.
- Leave the building immediately, in an orderly fashion.
- Do not use elevators.
- Classes and meetings in session must be dismissed and students directed to leave.
- Follow quickest evacuation route from where you are (see posted floor evacuation diagram/map).
- Do not go back to your office area for any reason.
- Proceed to the designated emergency assembly point for your area. If the designated assembly point/area is unsafe or blocked due to the emergency, proceed to the alternate assembly point.
- Report to your Building/Work Area Rep at the assembly point to be checked off as having evacuated safely; also report any knowledge you may have of missing persons or those located in an Area of Refuge.
- Return to the building only after emergency officials or building coordinator give the all-clear signal. Silencing the Alarm does not mean the emergency is over.

Chemical Spill Lab Evacuation instructions

In the event of the release of hazardous chemical substances which threaten human health and the immediate lab needs to evacuate, but other building occupants are safe, please follow the steps below:

- Notify other lab occupants in immediate area
- Everyone who can safely leave, should leave lab away from spill
- While exiting, close double doors leading into other labs
- A lab occupant leaving the lab should immediately call 911 (or head to area of refuge button (near freight elevator on each floor) if applicable)
- Notify operator of spill and location
- Operator can remotely activate fire alarm (for some buildings) and send emergency personnel
- Evacuate building according to general evacuation procedures

Building Emergency Instructions

In the event of a loss of power, water leak or flood, elevator failure or other building emergency:

- Call the FM Call Center (FMCC) at 624-2900 to notify them of the emergency. Call 911 for emergencies with injuries.
- Notify staff that is located near the emergency so they may take appropriate precautions.
- Follow evacuation instructions, if evacuation is necessary.

Shelter Emergency Instructions

In the event of notification of severe weather, safely discontinue work and go to the nearest designated safe shelter location.

Active Threat Instructions: Run, Hide, Fight

The guidelines below should be considered during this type of emergency, but your specific situation may require deviation from these suggestions.

Run

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible.
- Run to a place of refuge, well beyond the norm.

Hide

- If running is not possible, hide.
- Lock and barricade doors; shut off lights.
- Remain silent, yet vigilant.
- Avoid huddling together.

Fight

- Fighting is a last resort, use only when your life is in imminent danger.
- Use improvised weapons, i.e. chair, fire extinguisher.
- Attempt to incapacitate the active threat.
- There is strength in numbers; work together against the active threat.

Call 9-1-1

- Call ONLY if safe and with information about the active threat.
- Clarify you are on the University of Minnesota campus and where you are.
- Give the location of the active threat(s).
- Provide physical description of active threat(s).
- Describe type of weapons held by the active threat(s).
- Notify the dispatcher of victims and their location.

How to React When Law Enforcement Arrives:

- Remain calm; follow officers' instructions.
- Keep your hands up and out in front of you, assuring your hands are empty.
- Keep hands visible at all times.
- Avoid making quick movements towards officers such as attempting to hold on to them for safety.
- Avoid pointing, screaming and/or yelling.
- Move quickly towards the nearest exit or where directed to by police.
- Do not stop to ask officers for help or directions when evacuating.

Once in a Safe Place

Once you are in a safe place, DO NOT LEAVE. Emergency responders need to account for everyone. As the event unfolds and is better understood, law enforcement will provide additional instructions as to where you should be or when you will be able to leave. Please be patient. Your safety is our most important concern.

Crime Statistics

Criminal Offenses

2018 Crookston	On campus (Total)	On campus (Residential only)	Non-campus	Public	Unfounded
Murder/non negligent manslaughter	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Rape	0	0	0	0	0
Fondling	0	0	1	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated assault	0	0	0	0	0
Burglary	6	4	0	0	1
Motor vehicle theft	0	0	0	0	0
Arson	0	0	0	0	0

2017 Crookston	On campus (Total)	On campus (Residential only)	Non- campus	Public	Unfounded
Murder/non negligent manslaughter	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Rape	0	0	0	0	0
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated assault	0	0	0	0	0
Burglary	2	1	0	0	0
Motor vehicle theft	0	0	0	0	0
Arson	0	0	0	0	0

2016 Crookston	On campus (Total)	On campus (Residential only)	Non- campus	Public	Unfounded
Murder/non negligent manslaughter	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Rape	2	2	0	0	0
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0
Arson	0	0	0	0	0

Hate Crimes

2018

There were no reported Hate Crimes occurring on UMC Clery Geography.

2017

There were no reported Hate Crimes occurring on UMC Clery Geography.

2016

There were no reported Hate Crimes occurring on UMC Clery Geography.

Violence Against Women Act (VAWA) Offenses

2018 Crookston	On campus (Total)	On campus (Residential only)	Non-campus	Public	Unfounded
Domestic Violence	1	1	0	0	0
Dating Violence	1	1	0	0	0
Stalking	0	0	0	0	0

2017 Crookston	On campus (Total)	On campus (Residential only)	Non-campus	Public	Unfounded
Domestic Violence	0	0	0	0	0
Dating Violence	0	0	0	0	0
Stalking	0	0	0	0	0

2016 Crookston	On campus (Total)	On campus (Residential only)	Non-campus	Public	Unfounded
Domestic Violence	0	0	0	0	0
Dating Violence	1	1	0	0	0
Stalking	0	0	0	0	0

Arrests and Referrals for Disciplinary Action

2018 Crookston	On campus (Total)	On campus (Residential only)	Non-campus	Public
Liquor law violations				
Arrest	0	0	0	0
Referral	22	22	0	0
Drug Abuse Violations				
Arrest	0	0	0	0
Referral	18	17	0	0
Weapons: Carrying, Possessing, Etc.				
Arrest	0	0	0	0
Referral	0	0	0	0

2017 Crookston	On campus (Total)	On campus (Residential only)	Non-campus	Public
Liquor law violations				
Arrest	0	0	0	0
Referral	27	27	0	0
Drug Abuse Violations				
Arrest	0	0	0	0
Referral	0	0	0	0
Weapons: Carrying, Possessing, Etc.				
Arrest	0	0	0	0
Referral	0	0	0	0

2016 Crookston	On campus (Total)	On campus (Residential only)	Non-campus	Public
Liquor law violations				
Arrest	0	0	0	0
Referral	23	23	0	0
Drug Abuse Violations				
Arrest	0	0	0	0
Referral	1	1	0	0
Weapons: Carrying, Possessing, Etc.				
Arrest	0	0	0	0
Referral	0	0	0	0

Security of and access to campus facilities

Access to Campus Facilities

There are three distinct levels of access to buildings, public hours, university hours and restricted hours. Building hours vary according to building use.

Public Hours

During Public Hours, buildings will remain open to everyone in the University community and to the general public. Public Hours will generally coincide with the standard business day of 7 a.m. to 5 p.m. For classroom buildings, Public Hours will generally be 7 a.m. to 7 p.m. to accommodate evening classes. Libraries, museums, galleries, and the like will have public hours that match their business hours.

University Hours

University Hours are the hours just before and just after Public Hours in the morning and the evenings. As an example, University Hours in a classroom building would typically be 6 a.m. to 7 a.m., and 7 p.m. to 10 p.m. During University Hours, a U Card will be required to enter the building.

Restricted Hours

During Restricted Hours, buildings are closed to the general public and to the general University community. Only people who have been previously granted permission to enter the building are allowed to do so. Typically, the people granted access during Restricted Hours are the people who would logically have permission to enter a

building when it is locked, for example, faculty who teach or staff who work in a specific building. Again using a classroom building as an example, the Restricted Hours would be between 10 p.m. and 6 a.m.

Security of Campus Facilities

The University controls and monitors access to its space by using traditional key systems, electronic card reader systems, and intrusion alarm systems. Exterior doors of newer University buildings are equipped with electronic card access control systems. Many older buildings are being retrofitted with such systems.

Campuses, departments and units are required to manage all keys and access control devices held by their employees. Each campus, department or unit has a Department Facilities Representative to enforce this policy at the local level.

Individuals are prohibited from unauthorized possession, use, duplication and changes to keys or access control devices. Individuals are also prohibited from bracing open doors equipped with access control devices. Violators of this policy will be subject to disciplinary actions for the University or criminal charges where appropriate.

Students, faculty and staff are required to carry their University issued UCard when in University buildings outside of public hours. The UCard must be presented upon request by law enforcement or security personnel, or by a University employee acting within the purview of their job responsibilities. Anyone in a University building that is unable to present their UCard outside of public hours may be asked to leave. Additional restrictions may apply to areas deemed to have a higher security standard.

Access & Security in Student Housing Facilities

The University of Minnesota Crookston has two traditional halls, two apartment facilities and one suite-style living facility.

During the academic year, McCall, Skyberg, Evergreen and Heritage lobby doors are open from 8am-8pm Monday-Friday. Lobby doors in these buildings are locked on the weekend beginning at 8pm Friday through 8am Monday. Centennial Hall (Main office of Residential Life) lobby doors are open 8am-11:30pm, Monday-Friday and are open 2pm-11:30pm on Saturday and 2pm-10pm on Sunday.

All residence halls are fob/card access. Guests and visitors may access residence hall living areas only when escorted by a resident of that hall.

The information desk in Centennial Hall is staffed 8 a.m. - Midnight, Monday through Friday by office assistants during the academic year. In addition, there are security cameras in the lobbies and residential access points as well in other remote areas of the buildings.

During the academic year, each hall has a community advisor on duty each night. Security guards are on site and do rounds of the building between 8 p.m. and 7 a.m. Security guards, and on-duty community advisors work together to ensure that safety and security needs are met during the evening and night hours.

Security Considerations used in the maintenance of campus facilities

Security Services routinely inspects exterior lighting, campus telephones, and building security hardware including doors, locking mechanisms, and electronic security device to ensure they are functioning properly. Anyone who is aware of a building or facility issue should contact facilities & operations immediately to ensure that the issue is addressed promptly.

To report a building or facility issue contact:

Facilities & Operations

2 Kiser Building

218-281-8483

Crime Prevention and Safety Programming

The following units offer annual programming to inform the campus community about campus security procedures and practices, to encourage the campus community to be responsible for their own security and the security of others, and to inform students and employees about methods of crime prevention.

University Security Services

University Security Services will periodically send out informational emails in order to remind members of the campus community of valuable crime prevention tips.

Residential Life

Each fall, during the first floor meeting, students residing in University housing will discuss safety and security related policies and procedures as well as discuss crime prevention techniques which are geared toward the needs of students living on campus.

University Policy on Drugs and Alcohol

The University is committed to providing a healthy learning and working environment for all students and employees and strives to meet this commitment through prevention and awareness programs. Alcohol abuse and illegal drug use endangers the health and safety of all students and employees.

Students, faculty, and staff are prohibited from engaging in:

- the illegal possession, use, or distribution of alcohol, drugs, and drug paraphernalia on all University premises, in University-supplied vehicles, and as part of University activities and business; and
- the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on all University premises, in University-supplied vehicles, and as part of University activities and business.

University students, employees, and others who conduct research and teaching activities with controlled substances must comply with Administrative Policy: Using Controlled Substances for Research in order to ensure that they follow all applicable regulations and safely handle and prevent diversion of controlled substances.

University community members are expected to refer suspected illegal situations to University police or local law enforcement agencies for criminal investigation leading to possible prosecution.

On the Twin Cities campus, the University of Minnesota Police Department is responsible for enforcing state laws related to underage drinking and state and federal law regulating the possession, use and sale of illegal drugs.

For more information on the University of Minnesota Drug Free University policy visit:

<https://policy.umn.edu/operations/drugfree>

Health Risks

To make informed choices about drug and alcohol use, students and employees should educate themselves about the serious health consequences of the use, misuse, and abuse of alcohol and other drugs as described in the Drug and Alcohol Health Risks Chart below.

Alcohol

Alcohol is a depressant that slows down a person's central nervous system, including breathing and heart rates. Short-term risks of alcohol use include: impaired judgment, poor motor coordination, emotional instability, and increased aggression. Long-term risks include: irreversible damage to brain, liver, pancreas, kidneys; memory problems and nutritional deficiencies; and high risk of fetal damage if used during pregnancy.

[Centers for Disease Control and Prevention alcohol fact sheets](#)

Marijuana

Marijuana is an illegal drug that can cause changes in the way people think and feel. Marijuana use can make it harder for students and employees to function in school and work-related activities. It slows reflexes and impairs visual perceptions.

[National Institute on Drug Abuse marijuana information](#)

Cocaine

Cocaine is an illegal drug that is a strong central nervous system stimulant. It is a powerfully addictive drug.

[National Institute on Drug Abuse health effects of commonly abused drugs](#)

Club Drugs

Club drugs, such as MDMA (Ecstasy), Rohypnol, GHB, and Ketamine sometimes are used in a nightclub, bar, or rave drug scene. They have varying effects and can cause changes to critical parts of the brain.

[National Institute on Drug Abuse club drugs information](#)

Legal Sanctions

Students and employees also should be aware that they may be subject to criminal prosecution under federal, state, and local laws that specify fines or imprisonment or loss of federal financial student aid for conviction of alcohol and drug-related offenses as described in the Drug and Alcohol Legal Sanctions Chart below. These legal sanctions are in addition to disciplinary sanctions by the University.

Students—Disciplinary Sanctions

Students who violate the prohibitions of the Drug Free policy are subject to progressive disciplinary procedures as described in the Student Conduct Code: warning; probation; required compliance; confiscation of goods; restitution; restriction of privileges; University housing suspension or expulsion; suspension or expulsion; withholding of diploma or degree; and revocation of admission or degree.

Employees—Disciplinary Sanctions

Employees who violate the prohibitions of the Drug Free policy are subject to discipline ranging from an oral warning, written warning, or unpaid suspension up to termination consistent with policies, rules, and contracts governing the terms and conditions of their employment. Supervisors also may require an employee to provide documentation of satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.

Employees who are convicted of any criminal drug statute violation in the workplace must report it to a supervisor within five days of the conviction. Supervisors, department heads, and principal investigators who are aware of any drug crime convictions of individuals (students or employees) who work on sponsored projects for violations that occurred in the workplace must report them to the Office of the Associate Vice President for Sponsored Projects Administration (SPA) within three calendar days of their notice of the conviction.

Medical Amnesty

Medical Amnesty to ensure that minors at medical risk as a result of alcohol intoxication receive prompt and appropriate medical attention, Minnesota law provides immunity from prosecution for minors under certain circumstances. Refer to Minnesota Statutes 340A.503 subd. 8 for further details.

The University of Minnesota maintains the discretion to refer these individual(s) for appropriate educational intervention(s).

Relevant Laws and Related Civil and Criminal Sanctions

In addition to disciplinary sanctions by the University, students and employees who violate the administrative policy: Drug Free University may be subject to criminal prosecution under federal, state, and local laws that specify imprisonment, fines, and loss of federal benefits for conviction of alcohol and drug-related offenses. To ensure students and employees are aware of these legal sanctions, this appendix briefly describes some relevant laws with sanctions and provides links to more information.

Federal Laws and Sanctions

Controlled substance convictions under federal laws carry penalties ranging from up to one year imprisonment and a minimum fine of \$1,000 for simple possession to up to life imprisonment and a minimum fine of \$2,000,000 for an individual engaging in a continuing criminal enterprise. Federal controlled substance convictions also can lead to forfeiture of both real and personal property; the denial of federal benefits, such as grants and student loans; and the denial of federally-provided or supported professional and commercial licensures. The seriousness of the offense and the penalty imposed generally depends on the type and amount of the drugs involved.

[Provisions of the federal Controlled Substances Act, 21 U.S.C. 801 et al](#)

[Federal trafficking penalties](#)

Minnesota Laws and Sanctions

Controlled substance convictions under Minnesota laws carry penalties including a prison sentence for not more than 30 years and a maximum fine of \$1,000,000 for sales and possession crimes. Subsequent controlled substance convictions result in commitment to the commissioner of corrections for four to 40 years and a maximum fine of \$1,000,000.

[Minnesota controlled substances laws and sanctions](#)

The misuse of alcohol also can result in criminal penalties under Minnesota laws. Anyone under 21 years of age is guilty of a misdemeanor and subject to a minimum fine of \$100 if convicted of purchase, possession, or consumption of alcohol or misrepresentation of age in order to purchase alcohol. Anyone who provides alcohol to individuals under 21 years of age also is subject to criminal sanctions.

[Minnesota law – underage alcohol offenses](#)

[Minnesota law – violations and penalties related to liquor laws](#)

In addition, Minnesota state law imposes stiff penalties on individuals who are convicted of driving under the influence of alcohol, a controlled substance, or a hazardous substance. For example, a felony conviction of first-degree driving while impaired carries penalties of imprisonment for not more than seven years and a minimum fine of \$14,000. Administrative penalties for driving under the influence convictions include driver's license suspension, revocation, cancellation, denial, or disqualification.

[Minnesota law – driving while impaired, including underage drinking and driving](#)

Drug and Alcohol Abuse Education Programs

The University demonstrates its commitment to maintaining a safe and healthy campus environment by offering a variety of drug and alcohol abuse prevention and education services for students and employees, including confidential diagnosis and assessment, short-term counseling, referral, and support groups.

All incoming first-year undergraduate students and transfer undergraduate students <21 must complete AlcoholEdu, an online alcohol primary prevention course. This course covers the following topics:

- Standard Drink Definition
- Risk Factors and Choices
- How Choices Affect Goals
- Factors that Influence Drinking Decisions
- BAC Basics
- Sexual Assault and Understanding Consent
- Creating an Action Plan
- Laws & Policies
- How to Take Care of Yourself and Others

Supervisors who are concerned that employees may have alcohol or drug-related problems should consult with the Employee Assistance Programs. Disciplinary sanctions will not be taken against students for seeking assistance from student health services or against employees for seeking assistance from the Employee Assistance Programs.

University of Minnesota Resources

UMCs Alcohol, Tobacco and Other Drugs (ATOD) Program is an educational program tasked with educating students about the potential negative consequences of drug and alcohol use and/or abuse. The ATOD Program offers counseling, peer support groups, and other resources.

For more information, go to <https://www.crk.umn.edu/units/alcohol-tobacco-and-other-drugs>

Employee Assistance Program

The Employee Assistance Program (EAP) provides free professional consultation and referral services for University employees and faculty who are experiencing work or personal-related difficulties. Spouses, partners, and immediate family members are also eligible for EAP services.

Confidential consultation:

- Work productivity
- Interpersonal relationships
- Work relationships
- Family
- Supervisory challenges
- Loss and bereavement
- Conflict resolution
- Alcohol/substance abuse
- Mental health

For more information, go to <https://humanresources.umn.edu/benefits/employee-assistance>

Dating Violence, Domestic Violence, Sexual Assault and Stalking

The University of Minnesota prohibits the crimes of dating violence, domestic violence, sexual assault and stalking, as those crimes are defined by the Clery Act. The University of Minnesota issues this statement of policy to inform the community of its comprehensive plan to address the crimes of dating violence, domestic violence, sexual assault and stalking. This section includes information on University of Minnesota primary and on-going prevention and awareness programs, important information for victim/survivors of these crimes and the relevant procedures pertaining to the University's response to reports of these crimes.

No one acting on behalf of the University may retaliate against an individual for having made a report in good faith under this policy or having participated in an investigation of dating violence, domestic violence, sexual assault and stalking. Retaliation against any individual for reporting under this policy is prohibited and may result in disciplinary action. Reports of retaliation will be reviewed and investigated in the same manner in which other allegations of misconduct are handled.

Definitions

VAWA Crime Definitions

For the purpose of classifying incidents for inclusion in the Annual Statistical Disclosure, the following definitions are used.

Dating Violence

The term "dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and; the existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition—

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

Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Domestic Violence

The term "domestic violence" means

Felony or misdemeanor crimes of violence committed—

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

Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Sexual Assault

Sexual assault means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is generally defined as sexual contact directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape

the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling

the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.

Incest

nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape

nonforcible sexual intercourse with a person who is under the statutory age of consent.

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
fear for the person's safety or the safety of others; or suffer substantial emotional distress.

For the purposes of this definition—

- "Course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.
- "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- "Reasonable persons" means a reasonable person under similar circumstances and with similar identities to the victim.

Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Minnesota State law definitions of VAWA Crimes and Terms

The following definitions are for the purpose of educating readers regarding jurisdictional crime definitions. Legal citations are given to enable the reader to access information on where the applicable definitions can be referenced under Minnesota law. Some terms are not explicitly defined under Minnesota law; in these instances information is given to help readers situate VAWA terms in Minnesota State law.

Consent

MN 609.341 Subd. 4.

“Consent” means words or overt actions by a person indicating a freely given present agreement to perform a particular sexual act with the actor. Consent does not mean the existence of a prior or current social relationship between the actor and the complainant or that the complainant failed to resist a particular sexual act.

A person who is mentally incapacitated or physically helpless as defined by this section cannot consent to a sexual act.

Corroboration of the victim’s testimony is not required to show lack of consent.

Dating Violence

Minnesota law does not define dating violence.

Domestic Violence

MN 518B.01 Subd. 2

“Domestic abuse” means the following, if committed against a family or household member by a family or household member:

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

“Family or household members” means:

- spouses and former spouses;
- parents and children;
- persons related by blood;
- persons who are presently residing together or who have resided together in the past;
- persons who have a child in common regardless of whether they have been married or have lived together at any time;
- a man and woman if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time; and
- persons involved in a significant romantic or sexual relationship.

Additional Information

Minnesota State Statute 609.2242 DOMESTIC ASSAULT: <https://www.revisor.mn.gov/statutes/?id=609.2242>

Minnesota State Statute 518B.01 DOMESTIC ABUSE ACT: <https://www.revisor.mn.gov/statutes/?id=518b.01>

Sexual Assault

The term sexual assault is not defined by Minnesota Law. The comparable crimes of rape, fondling, statutory rape, and incest are generally coded as criminal sexual conduct in the state of Minnesota.

“Minnesota law classifies the crime of criminal sexual conduct into five categories: first- through fifth-degree criminal sexual conduct, with first-degree carrying the most severe penalties and fifth-degree the least. Minn. Stat. §§ 609.342 to 609.3451.”

“Generally speaking, the first-degree and third-degree crimes apply to sexual conduct involving sexual penetration of the victim; the second-, fourth-, and fifth-degree crimes apply to sexual conduct involving sexual contact with the victim without sexual penetration.”

“Criminal sexual conduct in the first and second degree typically apply to conduct involving personal injury to the victim; the use or threatened use of force, violence, or a dangerous weapon; or victims who are extremely young.”

“Criminal sexual conduct in the third, fourth, and fifth degree typically address less aggravated conduct and apply to other situations in which the victim either did not consent to the sexual conduct, was relatively young, or was incapable of voluntarily consenting to the sexual conduct due to a particular vulnerability or due to the special relationship between the offender and the victim.”

The above information is from the following source: <http://www.house.leg.state.mn.us/hrd/pubs/ss/ssovrcsc.pdf>

Stalking

MN 609.749 Subd. 1

“stalking” means to engage in conduct which the actor knows or has reason to know would cause the victim under the circumstances to feel frightened, threatened, oppressed, persecuted, or intimidated, and causes this reaction on the part of the victim regardless of the relationship between the actor and victim.

Affirmative Consent as defined by University of Minnesota Policy

A determination about the existence of consent is a critical element in the investigation of a sexual assault. University policy requires affirmative consent between individuals engaging in sexual activity.

Affirmative consent is freely and affirmatively communicated words or actions given by an informed individual that a sober reasonable person under the circumstances would believe communicate a willingness to participate in the sexual contact. This definition of consent does not vary based upon an individual’s sex, sexual orientation, gender identity, or gender expression.”

The following factors will be considered when determining whether affirmative consent was given.

- Each individual who wishes to engage in sexual contact is responsible for obtaining consent from the other individual or individuals who intend to be involved in the sexual contact.
- A lack of protest, the absence of resistance, and silence do not by themselves indicate consent.
- The existence of a present or past sexual, dating, or other romantic relationship between the individuals involved does not by itself imply consent to sexual contact.
- Consent must be present throughout the sexual contact and may be given and withdrawn at any time.
- When consent is withdrawn, all sexual contact must stop. Where there is confusion about the state of consent, sexual contact must stop until the individuals have verified the affirmative consent of all individuals involved.

- Consent to one form of sexual contact does not by itself constitute consent to another form of sexual contact.

Consent is not obtained where:

- An individual is compelled to engage in unwanted sexual contact through the use of coercion. Coercion may consist of physical force, intimidation, threats, or severe or persistent pressure that would reasonably cause an individual to fear significant consequences if they refuse to engage in sexual contact.
- An individual involved in sexual contact is incapacitated due to the influence of drugs or alcohol, and a reasonable person would know of this incapacitation. Incapacitation due to the influence of drugs or alcohol is a state beyond mere intoxication or impaired judgment. Some indicators of incapacitation due to the influence of drugs or alcohol may include:
 - A lack of control over one’s physical movement (for example, an inability to walk or stand without stumbling or assistance).
 - An inability to effectively communicate (for example, where one’s speech is heavily slurred, incomprehensible, or nonsensical).
 - A lack of awareness of one’s circumstances or surroundings (for example, a lack of awareness of where one is, how one got there, who one is with, and how or why one became engaged in sexual contact).
 - If there is any doubt as to whether another individual is incapacitated, one should assume that the individual does not have the capacity to give consent.
- An individual involved in sexual contact is unable to communicate or understand the nature or extent of the sexual situation because of a physical or mental condition.
- An individual involved in sexual contact is asleep, unconscious or involuntarily physically restrained.
- An individual involved in sexual contact is not of legal age to give consent pursuant to Minnesota state law.

Education and Prevention Programs

All incoming students and all employees are required to complete an educational module on issues related to sexual misconduct and to attend an orientation session titled “The C word” about issues surrounding dating and sex on a college campus.

The University engages in and is in the process of developing additional comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and

Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Primary Prevention and Awareness Programming

The University utilizes online educational primary prevention and awareness programs for all employees and incoming students. Incoming students must complete the Haven or HavenPlus module. Employees must complete a training developed by EverFi for the University of Minnesota titled “Preventing and Responding to Sexual Misconduct.” Each of these trainings were developed to be compliant with the requirements of the Clery Act and to educate individuals about the following topics:

- Identify domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Use definitions provided both by the Department of Education as well as state law to define what behavior constitutes dating violence, domestic violence, sexual assault, and stalking;
- Defines what behavior and actions constitute consent to sexual activity in the State of Minnesota and/or using the definition of consent found in the Student Code of Conduct if state law does not define consent
- Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.
- Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene
- Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction and to increase empowerment for victim/survivors in order to promote safety and to help individuals and communities address conditions that facilitate violence.

More information on Haven can be found at <http://www.everfi.com/haven>.

The C Word

In addition to the online educational module, students attend an orientation session titled “The C Word” which provides a provocative, in-your-face look at issues surrounding dating, sex, and date rape on college campuses. This interactive program explores how mixed messages, gender role stereotypes, and unrealistic fantasies contribute to misunderstandings between the sexes. Students are challenged to provide solutions that will better improve communications in interpersonal relationships during their college experience.

Ongoing Prevention & Awareness Education

The Office for Equal Opportunity and Affirmative Action (EOAA)

EOAA delivers three workshops that include training and information on Sexual Misconduct:

- Sexual Harassment: Awareness, Prevention and Response,
- Responding to Sexual Misconduct and Sexual Assault and the
- EOAA Supervisor’s Toolkit.
- Speak Up: Understanding and Preventing Sexual Violence

Student Affairs Bystander Intervention Programming and Marketing Campaign

University of Minnesota Crookston regularly provides bystander intervention training focused on educating the campus community of safe and positive options of bystander intervention through student affairs programs. To support the culture of empowering bystanders to take action, UMC has initiated a poster campaign promoting the ideals of bystander intervention.

No More Campaign

University of Minnesota Crookston participates in Sexual Assault Awareness Month in April. The No More Campaign encourages students, staff and faculty to know more about the realities of sexual violence, support survivors, and to speak up to help end sexual violence.

Safe and Positive Options for Bystander Intervention

“Bystander intervention” means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

Bystander intervention includes:

- recognizing situations of potential harm
- understanding institutional structures and cultural conditions that facilitate violence
- overcoming barriers to intervening
- identifying safe and effective intervention options
- taking action to intervene

Active bystanders recognize emergency situations (sexual assault, alcohol abuse, safety) and non-emergency situations (noticing a friend is depressed, gambling, academic problems) and have the skills to intervene directly or indirectly.

How Do I Prevent Violence?

Be a good bystander. If you recognize an emergency or non-emergency situation happening, use the “3 Ds” to determine how to act.

Direct	Distract	Delegate
<ul style="list-style-type: none">• If you feel safe, confront the situation directly• Be calm, confident and respectful- the main goal is to stop the behavior• Ask if the involved parties are okay, seek to help	<ul style="list-style-type: none">• Diffuse the situation- interject humor• Change the subject- ask the parties involved about a class assignment or current event• Interrupt the flow of the behavior- spill a drink, create noise, any action which will interrupt the negative behavior	<ul style="list-style-type: none">• Ask others for help when you don't feel safe or comfortable approaching the situation alone• There is strength in numbers, enlist the help of friends• Call 911

Risk Reduction

These are tips that can provide you with low risk options for safeguarding your life against a predator. Do not look at them as ironclad rules. If a particular tip conflicts with things you need or want to do, try to find other options to protect yourself in that situation.

The victim is never to blame for a crime committed against them. Predators and perpetrators must be held accountable for their own choices and actions.

ON THE STREET

Predators identify targets.

- Cross the street if you see anything on your side that makes you nervous.
- To get off the street, use public transportation – sit near the driver.

Predators use isolation as a weapon.

- If possible, use the buddy system: walk with a friend/s.
- Walk on well-illuminated streets; avoid doorways, shrubbery, dark areas near buildings and other places where an attacker might hide.
- If you have taken a ride in a cab or from a friend, ask the driver to wait until you are safely inside your house before leaving.
- Avoid deserted laundromats or apartment building laundry rooms.

Predators identify vulnerabilities in targets.

- Be alert in crowded buses, streets, malls, etc.; pickpockets work best in these environments. It is safer to carry money or wallets in an inside or front pocket.
- Be cautious about revealing cash or credit cards.
- Purses and book bags are safest carried close to the body with flaps, zippers, or clasps closed turned toward the body. Keep your hand on your purse or bag. Do not set it on the floor or counter in restaurants, restrooms, or theaters, or leave it in your grocery cart while shopping.

IN YOUR CAR

Predators know when and where people may be vulnerable or isolated.

- Keep car doors locked and windows rolled up most of the way.
- Avoid traveling at night if you are having car trouble or are low on gas. Park your car in well-lighted places and lock all doors.
- Check the back seat and floors before you get into your car to be sure no one is hiding inside. Keep car keys in hand when approaching your vehicle so that you may enter it with ease.
- If security or an escort is available, have them walk you to your car. If possible, carry a cellular phone, and keep it charged.

Predators take advantage of people's good will and trust.

- If you must leave car keys with garage or parking lot attendants, leave a ring with only your car keys, not house keys, which can be easily duplicated.
- Don't pick up hitchhikers.

Predators are brazen.

- If someone tries to break into your car while you are in it, honk the horn in repeated short blasts.
- If you are being followed, do not go home. Drive to the nearest police station, fire station, hospital emergency room, or an open gas station or convenience store – any safe place with people visibly present.

IN YOUR HOME

Predators know when and where people may be vulnerable.

- It is safer using a first initial and last name on mailboxes and in phone directories.
- Be cautious around elevators. Do not get on if you are feeling uncomfortable or unsafe. Get off if a fellow passenger seems odd or threatening.

Predators may take advantage of people's trust and may display warmth and concern.

- Change old locks when you move to a new residence.
- Make sure your doors have dead bolts, security chains, and peepholes. Use them.
- Always check identification when repair people, salespeople, police, or meter readers come to your home. Do not hesitate to call and check their identification and refuse admittance if you do not feel comfortable letting them into your home.
- Instruct children and babysitters not to give out information about who is home.

Predators are brazen and resourceful planners.

- If you suspect your home has been broken into, do not go inside. Go to a neighbor and call the police.
- Lock your doors and windows, draw shades/blinds at night, and leave a light on implying that someone is home. Lock the doors to your home or apartment when you are in the yard; take a portable telephone outside with you. Do not hide spare keys outdoors. They are too easy to find.
- Do not hesitate to call 911 if you suspect someone is outside your home or apartment.

REMEMBER! It is the perpetrator, not the victim, who is to blame for the crime(s) they choose to commit!

Advocacy Support, Safety, Medical Assistance & Evidence Preservation

Advocacy

If you would like assistance and support from a victim's advocate you can contact the Aurora Center by calling the 24 hour help line at 612-626-9111 or by visiting at Suite 117 Appleby Hall 128 Pleasant St. SE. Advocates can offer support, resources on and off campus, safety planning, assist in filing a police report and answer questions you may have regarding next steps.

Safety

If the assault happened on the St. Paul or Minneapolis campus, contact the University of Minnesota Police Department by calling 911. Even if you do not want to file a report, police will arrive on scene, ensure your safety and provide you with additional resources and can transport you to the hospital to seek medical attention, if requested. Officers can complete a police report if you would like.

Medical Assistance

Victim/survivors whose assault occurred within the last 7 days are eligible for a medical-forensic exam. To obtain an exam, visit any hospital emergency department and tell them that you have been sexually assaulted. You do not need to report the assault to law enforcement in order to receive an exam. You have the right to a sexual violence advocate during your exam. The hospital will contact them on your behalf once you reach the hospital, but you may also contact them. The medical-forensic exam ensures that a specially trained nurse who is sensitive to the victim/survivor's needs will treat the victim/survivor. It also ensures the proper collection of forensic evidence and protects the chain of custody of that evidence should a case be brought to trial. The medical-forensic examinations are paid for by the county per Minnesota Statute 609.35.

Victim/survivors are encouraged to seek treatment at a medical facility of their choice.

In Crookston victim/survivors can be treated at:

RiverView Health Emergency Room

323 S Minnesota Street
Crookston, MN 56719

In circumstances of sexual assault, if victim/survivors do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

Evidence Preservation

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing, or clean the bed/linen/area where they were assaulted if the offense occurred within the past 168 hours (7 days), so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/is occurring, or may be helpful in obtaining a protection order.

Victim/survivors of dating violence, domestic violence, sexual assault and stalking are encouraged to preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents. These documents can be helpful in proving the alleged crime and are helpful in obtaining court orders for protection.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim/survivor chooses not to make a complaint regarding an incident, they nevertheless should consider speaking with law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

Reporting Options

Victim/survivors of dating violence, domestic violence, sexual assault, or stalking are encouraged to report the incident promptly to the University of Minnesota Police Department or Title IX office. While all University employees are required by University policy to forward reports of dating violence, domestic violence, sexual assault, or stalking of which they are made aware to the Title IX office; victim/survivors are encouraged to report directly to the Title IX office. The University of Minnesota Police Department and Title IX office are the best locations on campus for victim/survivors to directly report crime information and obtain appropriate resources and support.

Victims have the right to:

- **Notify proper law enforcement authorities; including on- campus and local police**
- **Be assisted by campus authorities in notifying law enforcement, if the victim chooses**
- **Decline making a report to law enforcement**

Police

Victim/survivors of dating violence, domestic violence, sexual assault, or stalking are encouraged to file a report with the Crookston Police Department

Crookston Police Department

321 W Robert St

218-281-3111

Although the University strongly encourages all members of its community to report violations of this policy to law enforcement it is the victim/survivor's choice whether or not to make such a report to law enforcement, and victims have the right to decline involvement with the police.

If a victim/survivor chooses not to make a complaint regarding an incident, they nevertheless should consider speaking with law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. Timely reporting and a medical examination within 168 hours (7 days) is critical in preserving evidence of sexual assault and enhances the effectiveness of an investigation. While timely reporting aids the University of Minnesota in responding to crimes of sexual assault, dating violence, domestic violence, and stalking an individual can report an incident at any time.

University Security Services

University Security Services will assist any victim/survivor with notifying local police where appropriate upon the request of the victim/survivor.

University Security Services

1110 Centennial Hall

Office: 218-281-8531

Duty phone: 218-289-0565

Title IX Coordinator

Victim/survivors of dating violence, domestic violence, sexual assault, or stalking who are interested in pursuing action through the University should report the incident promptly to the Title IX coordinator.

Title IX Coordinator

145-J Sargeant Student Center

218-281-8507

Making a report to this office will initiate an investigation by the University of Minnesota as well as the institutional disciplinary process. The Title IX Coordinator can offer assistance in filing a police report if the victim/survivor chooses to report to law enforcement.

UReport (Anonymous reporting)

Reporting incidents of dating violence, domestic violence, sexual assault and stalking can be difficult. You can make an anonymous report through UReport, a resource that was established by the University of Minnesota for reporting such matters in a way that is protective of your concerns and identity.

When utilizing UReport, you are not required to provide your name or other information that might identify you. However, if you choose to remain anonymous, the University will be limited in the scope of its investigation and response. The reporting website will not track the identity of the computer you use.

If you do provide your name, or if your identity becomes known during an investigation, the University might become obligated to use your identity in the process of investigating any alleged misconduct. However, the University forbids retaliation against people who make good faith reports of violations of law or University policy. Therefore, if you experience retaliation or other negative consequences as the result of providing information through UReport or having your identity revealed in the process, you should report it. Information you provide will be used to help determine whether there has been a violation of law or policy.

Information may be shared with persons within the University if they have a need to know. Other persons, organizations, or agencies may obtain access to this information if they have statutory or judicial authority to do so.

For more information or to make a report, go to: <https://compliance.umn.edu/report>

Do not use the UReport site to report immediate threat to life or property. Reports submitted through this service may not receive an immediate response. If you require emergency assistance, please call 911.

Public Reporting and Disclosures and Personally Identifying Information

Crimes reported to Campus Security Authorities at the University of Minnesota are recorded on a publicly available crime log and if applicable are included in the campus annual statistical disclosure. If it is determined that the alleged incident presents a serious and/or continued threat to the campus community, a Timely Warning Notice may be released according to policy. However, information included in these public disclosures will not include any personally identifiable information of the survivor or witnesses, unless it presents relevance to the case (particularly for bias motivated crimes).

Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, when a victim/survivor reports to the University, the University will assist victims dating violence, domestic violence, sexual assault and stalking and will provide each victim with a written explanation of their rights and options.

In Minnesota, a victim/survivor of domestic violence, dating violence, sexual assault, or stalking has the following rights:

Minnesota Crime Victim Rights

<https://dps.mn.gov/divisions/ojp/help-for-crime-victims/Pages/crime-victims-rights.aspx>

Right to be Notified

By law, victims of crime are to be notified of:

- Their rights.
- Prosecution process and the right to participate in it.
- Contents of any plea agreement.
- Changes in court proceeding schedule when a victim has been subpoenaed or requested to testify.
- Final disposition of the case.
- Appeals filed by the defendant, the right to attend the oral argument or hearing, and the right to be notified of the final disposition.
- Proposed sentence modifications for the offender, including the date, time, and location of the review and the right to provide input.
- Release or escape of the offender from prison or a custodial institution or transfer to a lower security facility.
- Offender's petition for expungement.
- Right to request restitution.
- Right to apply for reparations.
- Information on the nearest crime victim assistance program or resource.
- Petition to civilly commit an offender, outcome of that petition, and notice of the offender's possible discharge/ release from civil commitment.

Right to Protection from Harm

Victims of crime have the right to:

- A secure waiting area during court proceedings.
- Request that home and employment address, telephone number, and birth date be withheld in open court.
- Request that law enforcement agency withhold their identity from the public.
- Protection against employer retaliation for victims and witnesses called to testify and for victims of violent crimes and their family members who take reasonable time off to attend court proceedings.
- Tampering with a witness is a crime and should be reported.

Right to Participate in Prosecution

Victims of crime have the right to:

- Request a speedy trial.
- Provide input in a pretrial diversion decision.
- Object orally or in writing to a plea agreement at the plea presentation hearing.
- Object orally or in writing to a proposed disposition or sentence.
- Inform the court of the impact of crime orally or in writing at the sentencing hearing.
- Inform the court at the sentencing hearing of social and economic impact of crime on persons and businesses in the community.
- Be present at the sentencing and plea presentation hearings.
- Submit a statement regarding the decision to discharge/release the offender from civil commitment.

Right to Apply for Financial Assistance

Victims of violent crime may:

- Apply for financial assistance (reparations) from the state if they have suffered economic loss as a result of the crime.
- Request the court to order the defendant to pay restitution if the defendant is found guilty or pleads guilty.
- Request that a probation violation hearing be scheduled 60 days prior to the expiration of probation if restitution has not been paid.

Domestic Violence, Sexual Assault, and Harassment Victims

These victims of crime have a right to:

- Be informed of prosecutor's decision to decline prosecution or dismiss the case along with information about seeking a protective or harassment order at no fee.
- Protection against employer retaliation for victims to take reasonable time off to attend order for protection or harassment restraining order proceedings.
- Terminate a lease without penalty (domestic abuse victims).
- Make a confidential request for HIV testing of a convicted offender (sexual assault victims).

- Not pay the cost of a sexual assault examination (sexual assault victims).
- Not undergo a polygraph examination in order for an investigation or prosecution to proceed (sexual assault victims).

University Process for Resolving Sexual Assault, Dating Violence, Domestic Violence, and Stalking Complaints

After receiving a report of dating violence, domestic violence, sexual assault or stalking the campus Title IX office or its designee will contact the complainant to provide written notice about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available on campus and within the community. The complainant will also receive written notification about how to request changes to academic, living, transportation and working situations or protective measures and detailed information about the University's investigation process.

Protective measures which may be offered to the victim/ survivor following a reported allegation of dating violence, domestic violence, sexual assault and stalking include:

- No-contact directives that prohibit complainants and respondents from contacting one another;
- Increased monitoring or supervision at location or activities where the prohibited conduct is alleged to have occurred
- When exceptional circumstances warrant, interim disciplinary suspension of a student
- When exceptional circumstances warrant, suspension or pre-disciplinary leave (with or without pay) of an employee from employment

Student Respondent

In cases involving a student respondent, the campus Title IX office or its designee will only begin investigating the report after receiving verbal or written confirmation that the complainant wishes to initiate an investigation, except in limited cases where campus safety is threatened.

Employees or Third Party Respondents

In cases involving an employee or third party respondent, the Title IX office or its designee will assess whether the report should be addressed through an informal resolution process or a formal investigation process.

Informal Problem Solving Process

After receiving a formal or informal report of prohibited conduct, the campus Title IX office or its designee will assess the report to determine how to respond to the report, including whether to respond to the report through an informal problem solving process or a formal investigation process. In making this determination, the campus Title IX office or its designee may consider, among other factors: (1) the nature and severity of the reported conduct; (2) whether the conduct has been previously addressed with the respondent; (3) academic freedom and free speech protections; (3) the potential for recurrence of the conduct; (4) the actual and potential impact of the conduct; (5) the potential impact of using investigative or problem-solving approaches to address the report; (6) the preferences of the complainant; and (7) whether the respondent is an employee, student or third party. Informal problem solving processes are more likely to be applied in cases involving sexual harassment or retaliation by employee or third party respondents than in cases involving other prohibited conduct or student respondents.

Among other things, informal problem solving may include: (1) conducting an initial inquiry to gather additional information about the report; (2) providing education or coaching to the respondent or complainant; (3) providing resources or recommendations to the respondent, a supervisor, or human resources representative; (4) providing relevant information to the individuals involved; (5) making changes to an employee's workflow or work location; or (6) establishing a plan for monitoring for future misconduct. In an informal problem solving process, the campus Title IX office or its designee does not determine whether the respondent has violated University policy. However, the campus Title IX office or its designee may provide resources to help resolve the conflict and make recommendations for responsive action, including actions aimed at preventing conflict or misconduct from occurring.

Formal Investigation Process

Investigations into reports of dating violence, domestic violence, sexual assault and stalking will be conducted by the Campus Title IX office or its designee. Except, investigations into stalking of a non-sexual nature will be conducted by the campus office or official that investigates non-sexual Student Conduct Code complaints for students or a human resources representative or a supervisor for employees.

If an investigation into reports of dating violence, domestic violence, sexual assault and stalking reveals other possible misconduct the campus Title IX office or its designee will forward this information to the campus office responsible for investigating that possible misconduct. However, amnesty is provided for certain drug and alcohol related offenses that come to light during a dating violence, domestic violence, sexual assault and stalking investigation.

STANDARD OF PROOF

The University applies the preponderance of the evidence standard when determining whether this policy has been violated. "Preponderance of the evidence" means that it is more likely than not that a policy violation has occurred.

EXPECTATIONS, OPPORTUNITIES, AND OBLIGATIONS OF AND FOR COMPLAINANTS AND RESPONDENTS

Complainants and respondents can expect the following in connection with reports submitted under this policy:

- Prompt and fair resolution of prohibited conduct reports.
- Privacy in accordance with this policy and law.
- Information about applicable support and advocacy resources.
- Protection from retaliation as defined in this policy.
- Timely notice of any meeting or proceeding at which the person's presence is contemplated by this policy.
- Written notice to the respondent of the allegations constituting a potential violation of this policy, including sufficient details and with sufficient time to prepare a response before any initial interview.
- Timely and equal access to information that will be used after the prohibited conduct investigation and during disciplinary meetings and hearings, where available.
- Receipt of periodic updates, and updates upon request, on the status of the investigation and adjudication procedures.
- An explanation if the timeline for completion of the investigation and adjudication procedures must be extended.

- Contact from the University after the investigation is concluded to determine whether additional supportive measures are needed.
- Proceedings that are conducted by individuals who: (1) do not have a conflict of interest or bias for or against the complainant or respondent; (2) receive annual training on prohibited conduct and procedures for investigating prohibited conduct complaints that protect the safety of the parties and promote accountability; and (3) treat all participants with dignity.
- To not be required to resolve prohibited conduct concerns directly with the other party, such as through mediation.

In addition, the campus Title IX office or its designee will ensure that the complainant receives a written explanation of applicable resources, and is offered the opportunity to discuss those resources. If the University undertakes an investigation or any other action under this policy that impacts a respondent, the campus Title IX office or its designee will ensure that the respondent is notified, receives a written explanation of applicable resources, and is offered the opportunity to meet to discuss those resources.

Complainants and respondents have the following opportunities in connection with reports submitted under this policy:

- To express concerns about the proceedings or processes under this policy.
- To offer information, submit evidence, and identify witnesses during an investigation.
- Complainants and respondents have the following obligations in connection with reports submitted under this policy:
- To not retaliate against any person as defined in this policy.
- To provide truthful information in connection with any report, investigation, proceeding or resolution under this policy.

Initial Assessment:

When a campus Title IX office or its designee receives a report of dating violence, domestic violence, sexual assault or stalking it will promptly work with other appropriate University offices as necessary to complete an initial assessment of the report and any immediate health or safety concerns raised by the report. The initial assessment process will include the following tasks:

- Determine whether the report identifies conduct that, if it occurred as described, would violate this policy;
- Determine whether the report provides names or other information that identifies the complainant, the respondent, or any other person with knowledge of the reported incident;
- When applicable, inform the complainant of the right to seek medical treatment and provide the complainant with written notification about the importance of preserving evidence that may assist in proving that the alleged offense occurred in a legal or campus disciplinary proceeding or may be helpful in obtaining a protective order;
- As appropriate, provide written information to the complainant about their right to contact law enforcement, to decline to contact law enforcement, to be assisted by campus authorities in contacting law enforcement, and to seek a protective order.
- Provide information about available resources to the parties, including, as appropriate, providing complainant students who are transferring to another post-secondary institution with information about resources for victims of prohibited conduct at the institution to which they are transferring;

- Provide information to the parties about how to request accommodations or protective measures, such as changes to their academic, living, transportation, and working situations;
- Inform the parties about the University’s prohibition against retaliation, and that the University will take prompt action in response to any act of retaliation; and
- When applicable, communicate with appropriate University officials to determine whether the report triggers Clery Act obligations, including entry of the report in the daily crime log or issuance of a timely warning.

ADVISOR PARTICIPATION

Cases involving student respondents

Complainants and respondents may be accompanied to meetings and hearings in the investigation and adjudication process by two advisors of their choice. An advisor may be an attorney, union representative, advocate, support person, or other individual. In limited circumstances, other individuals may be permitted to attend these meetings for good reason, such as to accommodate a disability, at the discretion of the University official conducting the meeting.

Cases involving employee or third party respondents

Complainants and respondents in dating violence, domestic violence, sexual assault or stalking cases may be accompanied to meetings in the investigation and adjudication process by an advisor of their choice. An advisor may be an attorney, union representative, advocate, support person, or other individual.

Complainants and respondents in sexual harassment and retaliation cases may be accompanied to meetings in the investigation and adjudication process by one of the following advisors: an attorney, victim’s support advocate, or union representative.

Other individuals may be permitted to attend these meetings for good reason, such as to accommodate a disability, at the discretion of the University official conducting the meeting.

Additional information about advisor participation

To protect the integrity of the investigation and adjudication process, individuals who are witnesses with information about facts material to the underlying case may not serve as advisors.

INVESTIGATION PROCESS

The nature and scope of an investigation will be determined based on the report and any additional information gathered during the investigation, and will typically include the following elements:

- One or more interviews of the complainant, where the complainant will have the opportunity to describe the conduct giving rise to the report, provide evidence, and identify witnesses;
- Written notice to the respondent of the allegations constituting potential prohibited conduct, including sufficient details and with sufficient time to prepare a response before any initial interview;
- One or more interviews of the respondent, where the respondent will have the opportunity to respond to the allegations, provide evidence, and identify witnesses;
- Witness interviews and gathering of other evidence; and
- Review and analysis of the evidence.

- The University strives to complete dating violence, domestic violence, sexual assault and stalking investigations within 75 days. However, depending on the complexity of the investigation, the number of witnesses, the availability of evidence and other factors, some investigations may take more than 75 days.

POST-INVESTIGATORY PROCESSES

Cases where the respondent is a student

The campus Title IX office or its designee completes an initial findings report.

Upon completion of a prohibited conduct investigation, the campus Title IX office or its designee will make an initial finding as to whether this policy was violated. The campus Title IX office or its designee will prepare an initial findings report that summarizes the reported conduct, the information gathered during the investigation, and the initial finding.

Parties receive the initial findings report and any proposed informal resolution.

The complainant and respondent will be given access to the initial findings report and, when applicable, to a written proposed informal resolution to the prohibited conduct report. If both parties agree to the informal resolution, the University's process ends.

Either party can request a hearing before a panel.

Both parties will receive written information about how to request a hearing. A party who disagrees with the initial finding or proposed informal resolution may request a formal hearing before a panel.

During the hearing process, the complainant will not be required to appear in the same room with the respondent. Advisors will be allowed to be present throughout the hearing. The parties will be given an equal opportunity to present evidence.

Parties receive the hearing panel's decision.

Both parties will receive written notice of the hearing panel's decision on responsibility and, if the respondent is found responsible, the sanctions that will be imposed.

Either party can request an appeal.

Both parties will receive written notice of their right to appeal the hearing panel's decision to an impartial appellate officer.

Parties receive the appellate officer's decision.

In the case of an appeal, both parties will receive the appellate officer's written decision. The appellate officer will strive to render a decision within 30 calendar days of the notice of appeal and will provide the decision to both parties.

Cases where the respondent is an employee or third party

At the close of a prohibited conduct investigation, the parties will be afforded a five-day period in which they can review and respond in writing to a report containing preliminary factual findings. Subsequently, the campus Title IX

office or its designee will provide the parties with a final written report that includes factual findings and a decision on responsibility. The campus Title IX office or its designee will send this written report and recommendations for responsive action, if any, to the responsible University Authority. The University Authority for an employee respondent is the respondent's supervisor and/or human resources representative. The University Authority for a third party is the University official responsible for retaining or overseeing the third party, as designated by the responsible Senior Vice President.

The University Authority will decide whether responsive actions are to be implemented and, if so, what the responsive actions will be. The University Authority will notify the respondent of any responsive actions to be taken that directly impact the respondent, document those responsive actions in the respondent's University file, and notify the campus Title IX office of those responsive actions. The University Authority will monitor compliance with any responsive actions and address any compliance failures by the respondent.

Either party may seek review of the written findings of the campus Title IX office or its designee by providing concerns in writing to the office that made the findings. In addition, employees may consult with their campus Title IX office and other applicable policies or offices to determine whether other review or grievance procedures are available to them related to the written findings including, for example:

Bargaining unit employees should contact their union representative and/or refer to the applicable collective bargaining agreement.

Faculty members should refer to Chapter 14 of Board of Regents Policy: Faculty Tenure. Faculty members may contact the Office of the Executive Vice President and Provost for more information about processes under this policy:

Office of the Executive Vice President and Provost

234 Morrill Hall
100 Church Street SE
Minneapolis, MN 55455
provost@umn.edu
612-625-0051

Faculty members who are not represented by a union should refer to the University's conflict resolution process for employees. These faculty members may contact the Office for Conflict Resolution for more information:

Office for Conflict Resolution

662 Heller Hall (West Bank)
271 19th Avenue South
Minneapolis, MN 55455
612-624-1030
ocr@umn.edu

Civil Service and Professional and Administrative employees should refer to the University's conflict resolution process for employees and/or contact the Office for Conflict Resolution.

Cases where a respondent is alleged to have engaged in prohibited conduct in the course of performing duties as a student-employee

In these cases, the University will apply the post-investigatory process that applies to student respondents as described above. In addition, the University Authority for the student-employee respondent may take responsive action, including the possible imposition of sanctions, based on the outcome of the process. As a result, the respondent may be subject to sanctions as an employee by their employer and as a student as a result of the student conduct process.

SANCTIONS

Sanctions are actions intended to eliminate prohibited conduct, prevent its recurrence, and promote accountability while supporting the University's educational mission and legal obligations. University sanctions may include educational, restorative, rehabilitative, and disciplinary components.

University sanctions for students may include any one or a combination of the following:

- an oral or written warning;
- informal and formal coaching;
- probation;
- required compliance with work assignments, community service assignments, or other discretionary assignments;
- restitution;
- restriction of privileges;
- University housing suspension or expulsion;
- suspension or expulsion from the University;
- withholding of a diploma or degree; and
- revocation of admission or a degree.

University sanctions for employees may include any one or a combination of the following:

- informal and formal coaching;
- probation;
- progressive disciplinary action;
- transfer of position;
- removal of administrative appointment;
- demotion;
- salary reduction; and
- termination of employment, consistent with the applicable University disciplinary policies and procedures.

The following factors will be considered in determining the appropriate sanctions to address a finding of responsibility for prohibited conduct:

- the severity, persistence, or pervasiveness of the prohibited conduct;
- the nature of the prohibited conduct;
- whether the prohibited conduct included acts of violence;
- any incidents of prior misconduct by the respondent, including the respondent's disciplinary history, at the University or elsewhere;
- the impact of the prohibited conduct on other members of the University community;

- an assessment of the respondent’s potential for development, including whether the respondent has accepted responsibility for the prohibited conduct;
- the maintenance of a safe, nondiscriminatory, and respectful work and learning environment; and
- any other mitigating, aggravating, or compelling factors.

Requesting accommodations

The University will provide accommodations designed to promote all parties’ safety, well-being, and continued access to employment and educational programs and activities, to the extent these accommodations are reasonably available and requested. These accommodations may be temporary or permanent and may be implemented to remedy the harm caused to an individual by sexual misconduct. These accommodations may be implemented because an individual has requested them, the campus Title IX office or its designee has recommended them, or a local unit or department has identified a need for them. Accommodations and protective measures are available regardless of whether a complainant makes a prohibited conduct report to the campus Title IX office or pursues an investigation under this policy.

Possible accommodations include the following:

- residence modifications;
- academic modifications;
- support and counseling;
- work schedule or location modifications;
- assistance in making a report to law enforcement or obtaining a protective order; and
- transportation modifications.

As appropriate, the University will take protective measures that are designed to protect the parties and other University members from future harm. These protective measures may be implemented because a party has requested them, the campus Title IX office or its designee has recommended them, or a local unit or department has identified a need for them.

Possible protective measures include:

- no-contact directives that prohibit complainants and respondents from contacting one another;
- increased monitoring or supervision at locations or activities where the prohibited conduct is alleged to have occurred;
- when exceptional circumstances warrant, interim disciplinary suspension of a student (Board of Regents Policy: Student Conduct Code, Section VI. Interim Suspension); and
- when exceptional circumstances warrant, suspension or pre-disciplinary leave (with or without pay) of an employee from employment.

Parties may seek these accommodations and protective measures by contacting the campus Title IX office or its designee. Parties may also seek accommodations directly from the departments or individuals with the ability to provide the requested accommodations, such as the campus housing and residential life office or the appropriate faculty member, supervisor or human resources representative.

The departments or individuals with the ability to provide the requested accommodations will determine which accommodations and protective measures to take depending on the circumstances of each case. In doing so, they will consider the specific need expressed by the party, the severity or pervasiveness of the reported conduct, any

continuing impact on the party, and whether the complainant and the respondent share the same residence hall, classes, transportation, or job location. The University will maintain the confidentiality of any accommodations or protective measures to the extent possible.

The campus Title IX office staff are also available to meet with University members to address questions or concerns about the provision of accommodations or protective measures.

The University of Minnesota is obligated to comply with a student's reasonable request for academic, living, working or transportation accommodations following an alleged sex offense. EOAA will supply victim/survivors with written notification regarding the options for and available assistance in requesting such accommodations or other protective measures. These accommodations will be provided if the victim/survivor requests them and they are reasonably available, regardless of if the victim/survivor chooses to report the crime to law enforcement.

Requests for accommodations can be made at:

Title IX Coordinator

145-J Sargeant Student Center 218-281-8507

Orders for Protection, Harassment Restraining Orders and Enforcement

The University of Minnesota complies with Minnesota law in recognizing Orders for Protection and Harassment Restraining Orders. Any person who obtains an order should provide a copy of the University of Minnesota Police Department.

If a person needs assistance in obtaining an Order for Protection or Harassment Restraining Order, they can contact the Aurora Center. University departments that are made aware of an Order of Protection or Harassment Order and need assistance with accommodating the order can contact the Aurora Center for resources.

Any person who witnesses a violation of an Order for Protection or Harassment Restraining Orders should immediately call 911 for police response.

Resources

On-Campus Resources

<i>Title IX Coordinator</i>	145-J Sargeant Student Center	218-281-8507
<i>University Security Services</i>	1110 Centennial Hall	Office: 218-281-8531 Duty phone: 218-289-0565
<i>Residential Life</i>	1110 Centennial Hall	218-281-8531
<i>UMC Counseling Center</i>	245 Sargeant Student Center	218-281-8571
<i>Campus Nurse</i>	145F Sargeant Student Center	218-281-8512

Off Campus Resources

<i>The Aurora Center</i>	Victim advocacy, support, resources	Web: www.umn.edu/aurora 612-626-2929 24-hour line: 612-626-9111
<i>Student Counseling Services</i>	Counseling	Web: http://www.uccs.umn.edu 612-624-3323
<i>Boynton Mental Health Clinic</i>	Counseling/therapy	Web: http://www.bhs.umn.edu/ 612-625-8475
<i>Polk County Coordinated Victim Services</i>	Victim advocacy, support, legal	218-281-1554 Crisis: 877-625-8092
<i>Sexual Assault Nurse Examiner RiverView Health</i>	Health Care, forensic evidence collection	218-281-9200
<i>Sexual Violence Center</i>	Advocacy, Counseling, Support	Web: www.sexualviolencecenter.org 612-871-5100 Crisis: 612-871-5111
<i>MNCASA (Minnesota Coalition Against Sexual Assault)</i>	Education, Policy, Prevention	Web: www.mncasa.org Business: 651-209-9993
<i>Rape, Abuse, and Incest National Network (RAINN)</i>		http://www.rainn.org

Note: Resources are listed only for your information. The University of Minnesota does not endorse any off-campus programs.

Sexual Offender Registration

Certain felony level sex and other predatory offenders are required by law to keep law enforcement agencies apprised of their current residence, employment, and school address, as well as any changes to that information. Some of these offenders have demonstrated by their past behavior that they are part of a group who pose the greatest risk to the public when released. This does not mean that they will commit a new crime, just that they are part of a group of persons who might.

State and federal law requires UMC to inform the campus community that a registration list of sex offenders is available at the following link: <https://coms.doc.state.mn.us/publicregistrantsearch>

These individuals are not wanted by law enforcement at this time and have served the sentence imposed upon them by the court. The use of this information to threaten, harass, or intimidate such individuals may be a crime and will not be tolerated

Release disciplinary outcome to victims of crimes of violence or non-forcible sex offenses

The University of Minnesota will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense (incest or statutory rape), the results of any disciplinary proceeding conducted by the University of Minnesota against a student who is the alleged perpetrator of the offense. If the alleged victim is deceased as a result of such of the offense, the next of kin of the victim is permitted to make the request.

Residential Life Missing Person Policy

The Residential Life Missing Person Policy establishes procedures for the University of Minnesota Crookston's response to reports of missing students. This policy applies to students who reside in University owned housing facilities.

Under the policy, a student may be considered a "missing person" if the person's absence is suspiciously different from his/her usual pattern of behavior and/or unusual circumstances may have caused the absence.

Procedures for Student Designation of Emergency Contact Information

Students age 18 and above and emancipated minors—Student residents will be given the opportunity to designate an individual or individuals to be contacted by the University no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. The designation will remain in effect until changed or revoked by the student or at the time the student is no longer a resident of University housing (or under the age of 18).

Students under the age of 18—Student residents under the age of 18 who are not emancipated are required to provide contact information for a custodial parent. The University is required to notify a custodial parent or guardian no more than 24 hours after a student is determined to be missing in accordance with the procedures set

forth below. The custodial parent or guardian contact information will remain in effect until the student reaches the age of 18 or is no longer a resident of University housing.

This contact information will be registered confidentially, and will be accessible only to authorized campus officials. This information will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

To Report a Missing Student

In the case of a missing student, individuals should notify University Security Services or Housing & Residential Life staff members.

<i>Residential Life</i>	1110 Centennial Hall	218-281-8531
<i>University Security Services</i>	1110 Centennial Hall	Office: 218-281-8531 Duty phone: 218-289-0565

Official notification procedures for missing persons:

Any individual on campus who has information that a University housing student may be a missing person must notify the University Security Services as soon as possible.

If a report of a possible missing person is made to a Residential Life staff member, the staff member will:

- Conduct a life safety/wellness check on the resident,
- Attempt to make contact via cellular phone, email, or other means,
- Contact other students who may be aware of the missing person's whereabouts (e.g., roommate, friends, classmates).

If the missing person cannot be found within 24 hours, University staff will contact Crookston Police Department to report a possible missing person.

University Security Services will gather all essential information about the University housing student from the reporting person(s) and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical/mental well-being of the student, an up-to-date photograph, class schedule, card access logs, dining records, video surveillance, etc.). Appropriate campus staff, such as Residential Life staff, may be notified to aid in the search for the student.

No later than 24 hours after determining that a University housing student is missing, the Director of Residential Life or designee will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

Fire Safety Report

On Campus Student Housing Facilities

The University of Minnesota Crookston has 5 on campus facilities for student housing, two are traditional residence halls, two are apartment-style residence halls and one suite style living facility.

Traditional Residence Halls

McCall Hall 2900 University Ave, Crookston, MN 56716
Skyberg Hall 2900 University Ave, Crookston, MN 56716

Apartments

Centennial Hall 2900 University Ave, Crookston, MN 56716
Evergreen Hall 2900 University Ave, Crookston, MN 56716

Suite Style Living

Heritage Hall 2900 University Ave, Crookston, MN 56716

Reporting Fires

Fires should be reported immediately to the Crookston Fire Department by contacting 911.

The following phone numbers should only be used to report fires which have already been extinguished.

Residential Life	1110 Centennial Hall	218-281-8531
University	1110 Centennial Hall	Office: 218-281-8531
Security Services		Duty phone: 218-289-0565

On-Campus Student Housing Facility Fire Safety Systems

The charts below summarize each facility's fire safety system and the number of fire drills held during the 2018 calendar year.

Crookston On-Campus Student Housing Facilities	Fire Alarm Monitoring	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans/ Placards	Number of Drills
McCall Hall	x	x	x	x	x	3
Skyberg Hall	x	x	x	x	x	3
Centennial Hall	x	x	x	x	x	3
Evergreen Hall	x	x	x	x	x	3
Heritage Hall	x	x	x	x	x	3

Fire Alarm Monitoring indicates if the fire alarms are monitored at a central location.

Full Sprinkler System is defined as having sprinklers in both the common areas and individual rooms.

Evacuation Plan indicates if a location has evacuation plans for fire evacuation.

Housing Regulations Regarding Portable Electrical Appliances, Smoking, and Open Flames

Electrical Appliances

The residence hall rooms are not wired to support the use of large electrical appliances (air conditioners or large fridges). All appliances brought to campus must be in good working order. Please be sure not to overload the electrical outlets with adapters or extension cords (all extension cords must be UL approved).

Residents may use electrical appliances in Residence Halls if the appliance does not have an open heating element, use grease or cooking oil, or have an open flame. Appliances with automatic turn-off timers are highly encouraged.

Items that are not allowed include, but are not limited to: electric grills, hot plates and toaster ovens. Apartment buildings may use the items listed above in the designated kitchen area only.

Students may bring one (1) refrigerator per residence hall room. The refrigerators must be 4.3 cubic feet or smaller. Students may also bring one (1) microwave oven per room. The microwave must use no more than 700 watts. Extension cords must be UL approved. No other major appliances, including air conditioners or dishwasher units, are permitted in any hall.

Due to potential for fire, concealed extension cords and multiple outlet adapters are also prohibited. Residents may possess multiple strip outlets that are fused with at least 14-gauge wire, are UL approved, and are grounded.

Cooking

Residence hall rooms are not equipped for students to safely and sanitarily cook. For the safety of all students, cooking is NOT permitted in residence hall rooms. Cooking is permitted only in University-designated kitchen areas.

Smoking

To create a healthier, cleaner, and more inclusive environment for everyone, smoking any substance or creating smoke is not permitted in resident rooms or apartments. Smoking any substance or creating smoke is also prohibited on apartment patios, apartment balconies, and/or public areas within residence halls and apartments. This includes electronic cigarettes, vaporizers and tobacco. Smoking and tobacco use is not allowed on the University of Minnesota campus.

Hookahs or any smoking paraphernalia that has the potential for an open flame are not allowed in the residence halls or apartment communities.

Open Flames

For the safety of all students living in the halls, it is prohibited to have open flames or other materials that constitute fire hazards on University housing property including candles, candle warmers, incense, or other materials (such as live fresh cut evergreen trees, and wreaths). Any candles or incense found may be confiscated or destroyed. Housing and Residence life staff will not store these items for you. Motorized vehicles (e.g., mopeds, motorcycles, etc.) may not be brought through or stored within the residence halls/apartments or on apartment patios and balconies

Prohibited Lighting

Due to hazardous materials in various lighting devices, and the potential for fire, and chemical safety hazards, the following items are not allowed: halogen lamps, torchiere lamps, neon lighting, black lights, strobe lights, and lava lamps. Lighting fixtures and devices must be UL listed, in good working condition per original manufacturing, and of no greater than 75 watts.

Evacuation in case of a fire

In the event of a building alarm, fire departments cannot begin their job until everyone is out of the building. Failing to leave the building puts others at risk. In compliance with Minnesota State Fire Code and state law, everyone is required to leave the building in the event of a building alarm.

- Upon activation of a fire alarm, immediately proceed to the nearest, safest exit
- Before opening doors, feel the door; if it is hot do not proceed through the door. If the door is cool, open the door slowly and proceed to nearest, safest exit
- If on upper floors of a building, do not use elevators, proceed down stairwells to exit, if heavy smoke or fumes are present, use an alternate exit route
- Exit the building and move a safe distance away from the building
- In locations managed by Housing & Residential Life, Housing staff will assist exiting residents to a nearby safe location
- Do not re-enter the building for any reason. Emergency Responders or Housing and Residential Life Staff will notify residents if and when it is safe to return to the building

Steps to Be Taken in Case of Fire

In a fire emergency:

- Pull the fire alarm if able.
- Call 9-911.
- Remain calm and act quickly.

- Wear protective clothing such as a coat and shoes, and carry a damp towel for use in heavy smoke.
- Close your room door and windows.
- Walk in an orderly manner to the nearest exit. Never use an elevator.
- Move a safe distance away from the building and out of the way of fire department personnel.
- Remain outside until you are told to return by the staff.
- If you think there is a fire in the hallway, feel the door before you open it:
- If the door does not feel hot, open it slightly, holding your head away and brace the door with your foot.
- Put your hand across the opening to test the heat of the air.
- If the door is hot and the hallway unsafe, plug any opening or cracks through which smoke may enter your room using wet towels, sheets, blankets, etc.
- If smoke does enter the room, open the window for ventilation; break it if sealed.
- DO NOT JUMP.
- Make your presence known.
- Wait for rescue

In case of minor fire:

- Pull the fire alarm if able.
- Call 9-911.
- Use a fire extinguisher located in the hallway cabinets or a blanket to smother the fire.
- Never risk your personal safety!

Fire Safety Education & Training

Each hall has fire safety presentations and residents are provided materials outlining actions to be taken in case of a fire.

Each hall operated Residential Life has evacuations procedures on-site. These procedures are covered yearly with residents and are practiced each year in scheduled fire safety drills.

Fire Statistics

	Number of Reported Fires		
	2016	2017	2018
Traditional Residence Halls			
McCall Hall	0	0	0
Skyberg Hall	0	0	0

	Number of Reported Fires		
	2016	2017	2018
Apartments			
Centennial Hall	1	0	0
Evergreen Hall	0	0	0

Suite Style	Number of Reported Fires		
	2016	2017	2018
Heritage Hall	0	0	0

Fire Details

2018

There were no reported fires in 2018.

2017

There were no reported fires in 2017.

2016

In 2016 there was an unintentional fire in Centennial Hall, there were no deaths or injuries treated at a hospital. Damage was estimated between \$100-999

Planned Fire Safety Improvements

Residential Life works closely with University code officials to review current systems and plan for future improvements. There are currently no plans deemed necessary for improvements in fire safety systems or procedures.

For More Information

To request copies of this report or to request this publication in an alternative format, contact:

Office of Residential Life

1110 Centennial Hall
218-281-8531

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.