

# Safety and Security Report

2014 Annual Security and Fire Safety Report for the Minneapolis and St. Paul Campuses



UNIVERSITY OF MINNESOTA  
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## Message from the president

The University of Minnesota Twin Cities is a big, active place. Safety and security are important for the thousands of us who live, work, and study here.

Our University Police Department does a great job patrolling our buildings and grounds. Our officers ensure the safety of all of us who call our beautiful Minneapolis and St. Paul campuses home, and they have strong relationships with surrounding neighborhoods and with other peace officers throughout the Twin Cities.

But looking out for our safety and security includes us, too.

We all have a role to play in keeping our campus safe. Each of us can help promote campus safety by keeping our eyes and ears open, and immediately reporting all crimes and public safety problems or concerns.

Thank you for keeping the University safe.

Eric W. Kaler  
President, University of Minnesota

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## About This Report

This report is part of the University of Minnesota Twin Cities’ 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 Minneapolis and St. Paul campuses.

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## Department of Public Safety

The Department of Public Safety provides the University of Minnesota Twin Cities campus community with the highest possible level of safety and security. With professionals in law enforcement and security, the Department of Public Safety works in partnership with University students, staff, and faculty to create a culture of safety on campus. The Department of Public Safety includes the University of Minnesota Police Department and the Public Safety Emergency Communications Center.

### University of Minnesota Police Department

The University of Minnesota Police Department (UMPD) has served the Twin Cities campus since 1947 and is responsible for all property owned by the University in the Twin Cities area. UMPD seeks to maintain a staff of 50 full-time officers who provide services in directed proactive patrol, crime prevention and investigation, law enforcement, and emergency response. UMPD patrols the University community by squad car and on motorcycle, bike, and foot.

University police are licensed as “peace officers” by the State of Minnesota. Minnesota State Statute 629.40 gives peace officers statewide arrest powers while acting in the course and scope of employment.

UMPD investigates all crimes that occur on University property within the East Bank, West Bank, and St. Paul campus areas. UMPD has a formal Memorandum of Understanding with the Minneapolis Police Department and the Metro Transit Police Department relating to police responses on University property within the City of Minneapolis and on METRO Green Line property. UMPD also has a mutual aid agreement with all law enforcement agencies within Hennepin County. UMPD works closely with federal, state, and local police agencies (notably the Minneapolis and St. Paul police departments).

UMPD strives to provide a safe environment for all students, staff, faculty, and visitors on campus. About 30% of the department’s activities take place in off-campus neighborhoods where many students live, work, and recreate. When UMPD receives information about an off-campus crime that requires secondary investigation, it forwards the information to the proper municipality.

Due to a shared records management system with the Minneapolis Police Department, UMPD regularly monitors for incidents of criminal activity involving students in off-campus locations of official student organizations. When incidents of criminal activity involving students are discovered, UMPD notifies appropriate officials within the institution, including the Office of Student Conduct and Academic Integrity. The Student Code of Conduct outlines the jurisdiction the University has to apply disciplinary action in these cases.

UMPD has a Community Investigator Division to investigate crimes and provide directed crime prevention and other support to the University. The Community Investigator Division assigns a qualified officer to a geographical area of campus. Officers thereby become familiar with staff, faculty, and students in their assigned area, and they can monitor and respond more rapidly to crime and safety problems.

Another specialized unit is the Coordinated Response Team, which monitors, analyzes, and responds to ongoing crime patterns as well as conducts outreach with the University community, particularly during the evening hours.

### Student Security Monitors

UMPD employs students as uniformed security monitors. Student security monitors provide escorts, routinely inspect exterior lighting and campus telephones, and provide building security. Security monitors act as the “eyes and ears” of UMPD. They have no arrest powers, but are trained to determine when police should be called. Security monitors are employees of UMPD and are subject to a criminal background check before hiring and undergo 30–40 hours of training.

The Security Monitor Program provides building security for many buildings throughout campus. This security service is provided at the request of University departments. The hours and responsibilities of security monitors for a building are determined by the requesting department.

Security monitors provide on-site night security for all on-campus residence halls, from 11 p.m. to 7 a.m. They work with the on-call staff to promote the safety of all residents. Monitors are trained to identify what situations require additional emergency assistance from police, fire, or EMS.

## Other Security

Two units on campus regularly hire private security. In addition, during some special events on campus, private security may be hired. UMPD usually has a presence at these events as well. Private security officers hired by University departments do not have arrest authority. Private security officers contact UMPD when they need police assistance.

## The Public Safety Emergency Communications Center (911)

The Public Safety Emergency Communication Center (PSECC) is staffed by professionally trained emergency dispatchers and operators. They are a public safety answering point and answer all 911 calls made from campus, including by cell phones. PSECC utilizes the latest video and audio equipment to provide the campus with the safest environment and most unobtrusive monitoring possible. Over 2,500 monitored cameras are in public areas such as parking facilities, walkways, tunnels, skyways, and links, as well as within common areas in student housing, classrooms, and research areas. The cameras are not hidden and are highly visible.

Working closely with UMPD and other departments, the PSECC observes and reports information that is used to initiate emergency response as well as assist with investigations. The PSECC monitors nearly 3,000 building access points that are electronically controlled and, can provide unlock/lock-up capabilities during emergencies or severe weather.

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# Reporting an Emergency or Crime

To report an emergency, dial 911. Be prepared to give the following information:

- Type of emergency
- Your name
- Your location and location of the emergency (if different)
- Your phone number
- If applicable (e.g., after a crime), a description of individuals (gender, clothes description, height, weight, hair color)
- If applicable (e.g., after a car accident), a description of vehicles (color, make, model, license plate number)
- It is important to wait on the line until the dispatcher tells you to hang up.

Promptly and accurately report all crimes to the University of Minnesota Police Department or appropriate police agencies. The easiest way to do this is to pick up the phone and dial 911. More than 200 campus phones are available for emergency, medical, and service-related calls. The campus telephones are located outside and housed in yellow boxes. The campus also features 20 easily recognized blue-light 911 phones.

The University of Minnesota Police Department is located at 511 Washington Avenue S.E., on the East Bank, if you wish to report in person. The main telephone number is 612-624-COPS (2677).

## Online Police Reports (Minneapolis campus only)

Although we encourage individuals in our community to interact with UMPD personally by calling 612-624-COPS (2677) or stopping by the department, we realize that some may find it more convenient to complete a report online.

If you are a victim of certain crimes or have lost property on the east or west bank of the Minneapolis campus, you have the option of completing an online police report. Once completed, the report will be made available to UMPD personnel and it will be handled like any other police report.

Police reports that can be submitted online are the following:

- Theft
- Theft from motor vehicle
- Lost property
- Damage to property
- Damage to motor vehicle

Only incidents that occur on the east or west bank of the Minneapolis campus can be reported online. Incidents that occur on the St. Paul campus cannot be reported online. Call 612-624-COPS (2677) to file a police report.

Note that the website given to file reports online is for the Minneapolis Police Department. This is because UMPD utilizes the Minneapolis Police Department's police report records management system. If the crime you wish to report occurred in a University building, make sure you select the landmark or building option on the page titled "Select Location of Incident." This will ensure that your report is routed to UMPD.

The website can also be used to report an incident (of the five types mentioned earlier) that occurs off campus but in Minneapolis. In such a case, the report will be reviewed by the Minneapolis Police Department. If follow-up is needed, someone from that department may contact you.

To submit an online police report, go to [www.minneapolismn.gov/police/report/eReport](http://www.minneapolismn.gov/police/report/eReport).

## Ureport (confidential reporting for non-criminal violations)

Reporting incidents of misconduct (e.g., misuse of University property or equipment, violation of safety rules, NCAA violations, misuse of University computers) by a University staff or faculty member can be difficult for employees.

You are not required to provide your name or other information that might identify you. The reporting website will not track the identity of the computer you use. If you choose to remain anonymous, the University may be limited in its investigation and response. If you do provide your name, or if your identity becomes known during an investigation, your name may need to be released to the person who is potentially responsible for the conduct. The University forbids retaliation against people who make good faith reports of violations of law or University policy.

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 gain access.

For more information or to file a report, go to [www.ureport.umn.edu](http://www.ureport.umn.edu).

## Daily Crime Log

UMPD maintains a Daily Crime Log available for public viewing on our website at [www1.umn.edu/police/docs/daily\\_log.pdf](http://www1.umn.edu/police/docs/daily_log.pdf). The daily crime log includes crimes that occur within the University of Minnesota Twin Cities Campus Clery geography and the UMPD patrol jurisdiction.

## Crime Alerts

The University of Minnesota issues timely warnings (crime alerts) to the campus community for crimes that occur on University property or in areas adjacent to campus and are determined to represent a serious or ongoing threat. The alerts are designed to aid in the prevention of similar occurrences. Crimes that may trigger an alert include criminal homicide, sexual assault, robbery, aggravated assault, burglary, arson, or any other crime that the University believes poses an ongoing threat to the University community.

With approval from the chief of police or designee, alerts are forwarded to the Office of the Vice President of University Services for review and distribution. Alerts are electronically distributed to all Twin Cities campus students, staff, and faculty via the University of Minnesota email system. Individuals who are not part of the University but would like to receive these emails may subscribe to updates at <https://docs.google.com/forms/d/1YBdtAgc9uDEXVZ2EN8Weml3Kwp4xgXzWseBnIUTc97k/viewform>.

The alerts may include the following details (if available):

- Description of the incident
- Physical description of the suspect, including gender and race
- Composite drawing of the suspect
- Apparent connection to previous incidents, if applicable
- Protected class status of the victim, if there was an apparent bias motive
- Sex of the victim, if relevant
- Injury sustained by the victim
- Date and time the campus crime alert was released
- Pertinent crime prevention tips

The alerts are posted on the UMPD website and archived on the website for approximately one year.

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# Emergency Notification and Response

## The Department of Emergency Management

All major University departments have roles in various emergencies, and emergency management supports these by providing the planning, training, and exercises needed to fulfill these roles. The Department of Emergency Management (DEM) is a systemwide enterprise-wide function. As part of the University of Minnesota's advancing operational excellence and renewed partnership, DEM works in collaboration with internal and external partners through planning and preparing for, responding to, and recovering from natural and human-made disasters. In addition, the University of Minnesota Emergency Medical Services is a division of the Department of Emergency Management, and provides Basic Life Support coverage at University sponsored events, continuing education, and emergency management courses and assistance.

DEM oversees the implementation and maintenance of emergency preparedness initiatives on campus. The department maintains the Campus-Wide Emergency Alert System, an array of outdoor, voice-based warning speakers to be used in emergency situations. TXT-U, the University's emergency text alert system, is operated by DEM, as is the Tone Alert Radio.

The University of Minnesota Twin Cities has nearly 200 automated external defibrillators (AEDs) and more than 350 trained responders. DEM maintains the AEDs on the Twin Cities campus and on the system campuses, and educates the University community on the use of the units.

## Emergency Notification

In the event of a confirmed significant emergency or dangerous situation that poses an immediate threat to the health and safety of members of the University of Minnesota Twin Cities community, the University has in place, several methods for communicating information quickly. The situation will dictate which of the following notification methods are used. These include TXT-U, Campus-Wide Emergency Notification System (CWEAS), Tone Alert Radio, the U's homepage at [www.umn.edu](http://www.umn.edu), on-the-ground public safety personnel, and information in the media.

The Department of Public Safety will confirm the significance of an event and activate the appropriate level of emergency notification. Emergency notification must be approved by University officials. As may be practical, without jeopardizing life safety, the following individuals or entities will be consulted prior to emergency message dissemination. If the preceding person or entity is not available or it is not feasible to contact them, the next available entity (person) will be contacted for approval. In order of contact: officer of the day (OOD) or designee; assistant vice president (AVP) for public safety, and chief of police; on-call DEM; police supervisor on duty; dispatch; incident commander.

There are times when seconds or minutes count for life safety issues. In these cases it is at the discretion of the following people or entities to activate any of the appropriate communications devices under the authority of the OOD. In order of contact: incident commander; dispatchers; UMPD supervisor; DEM staff/AVP; officer of the day or designee; U Relations (director of News Service); U Services (communications director).

The University has set responses for different emergencies that could occur on campus. This includes which notification methods will be used in an emergency and at what point during an emergency they will be activated. These set responses allow for quick and consistent activation of the emergency notification system.

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



## TXT-U Emergency Notification

TXT-U is the University's emergency notification text messaging system. Students, faculty, and staff are automatically registered to receive text messages about critical campus safety information. Only University of Minnesota students, faculty, and staff are registered for TXT-U. However, you can add more than one mobile device to your account, registering your parents, family, friends, or others.

TXT-U will be used infrequently and specifically for real emergency situations. For more information and to login to view and update your contacts that will receive TXT-U messages, go to <http://safe-u.umn.edu/txt-u.html>.

## Campus-Wide Emergency Alert System (CWEAS)

CWEAS is the University of Minnesota's outdoor emergency notification system. The University has 13 speaker locations located throughout the Minneapolis and Saint Paul campuses. 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). They also provide emergency notification that can be received in areas that are out of cellular service.

## Fire Panel Annunciation

DEM has worked to install in some buildings an annunciation capability that can be set off by the PSECC in case of an emergency. The annunciation system allows the fire alert system to communicate the source of the emergency, which will allow for a quicker and more efficient response. The panels in use at the University also help control emergency communications systems where they are installed. As existing systems reach the end of their lifecycle, additional capacity in this area is being added.

## Emergency Plans

DEM coordinates the development of emergency plans. There are four levels of emergency plans at the University of Minnesota:

**Building Emergency Plans (BEP)** – Each building on campus should have a Building Emergency Plan. The plan outlines evacuation procedures and other emergency instructions. In order to complete the plan, each building should identify one representative from each department located in the building to participate in a working group that will complete the plan template.

**Continuity of Operations Plan (COOP)** – COOP outlines 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 COOP, per the University's Continuity of Operations Planning Policy.

**Emergency Operations Plan (EOP)** – The 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 (EOP). EOPs are done systemwide.

**All-Hazards Mitigation Plan** – DEM was awarded a \$250,000 Pre-Disaster Mitigation Grant to develop a plan for each of the five campuses to include threat, hazard, identification, and risk assessment.

DEM tasks each area of the University to develop and maintain emergency procedures and guidelines for their buildings and employees. The Department of Housing and Residential Life (HRL) is responsible for developing and maintaining emergency evacuation procedures for all University residence halls. HRL is required by state law to conduct a specific number of evacuation drills per year.

## Emergency Response and Testing

The Department of Public Safety (DPS) in cooperation with DEM participates in several exercises throughout the year to prepare for emergencies for the Minneapolis and St. Paul campuses. At least once a year, DPS and DEM will conduct an exercise to test the emergency response and evacuation procedures of the Twin Cities campus (Minneapolis and St. Paul). The University community will be notified of this exercise, and the notification will summarize the emergency response and evacuation procedures and indicate where procedures can be found. All testing of the emergency response system is documented and the records retained at DEM. Documentation includes a description of the test, the date, the time, and whether the test was announced or unannounced.

UMPD has procedures in place for the response to incidents such as active shooters and bomb threats. These procedures are tested and reviewed frequently.

The University uses the National Incident Management System (NIMS) as its standard for responding to incidents (<http://policy.umn.edu/Policies/Operations/Safety/NIMS.html>). UMPD police officers and supervisors, along with 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 UMPD. The Minneapolis Police Department, St. Paul Police Department, Minneapolis Fire Department, St. Paul Fire Department, Hennepin County Sheriff, Ramsey County Sheriff, and HCMC EMS assist UMPD as needed. Depending on the incident, other University departments or other local or federal agencies could be involved in responding, and are trained in NIMS as well.

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# Safety and Security on Campus

Through Orientation and Welcome Week and related communication pieces, students are provided with multiple messages regarding safety. In addition, throughout the year, particularly during the first few weeks of each semester, all students are made aware on a regular basis of various campus safety resources.

## Crime Prevention and Safety Awareness

Ensuring the safety of the University community is a group effort. We all must do our part. When working, visiting, or attending classes on campus, keep in mind the following:

- Report any suspicious persons or activities to UMPD.
- Do not leave valuables unattended or unsecured.
- Do not prop open entrances to buildings.
- Lock your work and living areas every time you leave.
- Report any maintenance problems to Facilities Management.
- Use the escort service rather than walk alone at night.
- Be mindful of your surroundings.
- Report lost access cards immediately.

## Creating a Safe U

Safety and security are among the University's top priorities. There are many resources and programs for the University community. These programs include everything from crime prevention to sexual assault awareness and counseling. Departments and organizations that promote on-campus security run programs throughout the year. Depending on the program, it may be offered on a regular basis or by request only. This list provides a starting point for finding the resource or program you may be interested in.

## Safety Websites

- Safe U—Resources and information for everything from crime prevention to campus emergency resources: <http://safe-u.umn.edu>
- Step Up Campaign—Sometimes it is hard to speak up. You see something that doesn't seem right, what do you do? The Step Up campaign encourages us all to be aware of our own circumstances and to watch out for our friends: [www.umn.edu/prepared/stepup.html](http://www.umn.edu/prepared/stepup.html)
- Aurora Center for Advocacy and Education—For information on sexual assault, relationship violence, or stalking, call 612-626-2929 or see [www.umn.edu/aurora](http://www.umn.edu/aurora). The 24-hour Helpline number is 612-626-9111.

## Crime Prevention and Safety Programming

### University of Minnesota Police Department

UMPD's Investigations and Outreach Division is responsible for coordinating safety presentations and training for the University community. The presentations can be tailored to the needs of the group or department requesting the presentation.

Each year, UMPD conducts presentations at every new student orientation. Information regarding crime statistics and personal safety are addressed. UMPD also presents to the parents of incoming students to raise awareness of how the University addresses safety. Housing and Residential Life (HRL) invites speakers from UMPD to present and answer questions from all HRL staff during summer training.

UMPD conducted 126 presentations during the 2013-14 academic year for students, staff, and faculty. Presentations covered topics such as responding to active shooters, basic University crime information and trends, and personal safety.

UMPD has reoccurring presentations throughout the year, but any interested department or group can call 612-624-COPS (2677) and request a presentation. You can also make an online request at [www.umn.edu/police/events2.html](http://www.umn.edu/police/events2.html).

## SAFE U

SAFE U, a student awareness campaign that includes posters, table tents, digital signs, social media outreach, and a web presence, heightens consciousness about personal safety.

## Bike Registration

Bike theft is unfortunately too common of an occurrence on campus. There are a few things you can do to prevent your bike from being stolen. Use a U-shaped lock to secure your bike, as cable locks can be cut easily with bolt cutters. Also, buy an inexpensive bike, as thieves are looking for expensive bikes that they can sell right away.

Another important step you can take is registering your bike. The City of Minneapolis has allowed the University of Minnesota to use their bike registration program. Any student, staff, or faculty member may register their bike at [www.minneapolismn.gov/police/about/evidence/police\\_about\\_bicycles](http://www.minneapolismn.gov/police/about/evidence/police_about_bicycles)

Registering your bike helps UMPD if you ever have to report that your bike has been stolen, as we can retrieve your bike's serial number. We also recover quite a few stolen and abandoned bikes, so registering your bike helps us return the bikes back to their owners.

## Housing and Residential Life

**Fall Safety Week:** Each September, Housing and Residential Life (HRL) has a Safety Week for all residence halls. During this week, hall residents participate in training and activities. During the 2013 Fall Safety Week, HRL collaborated with the Bystander Program to promote the Safety Pledge and a number of bystander training opportunities. Residents were provided information on the new Amnesty law. The week ended with a tailgate at the Gophers' home game tailgating lot, where students could pick up maroon and gold beads with safety numbers.

During the first month of class, house meetings are held and residents receive information on HRL policies, tailgating, locking doors, and campus resources such as 624-WALK and the Gopher Chauffer.

**Residential Curriculum Content:** Items related to personal safety and alcohol education are woven throughout the residential curriculum content. Delivered through talking points with CAs, bathroom readers, and billboards, students are able to access this information at various points during the year.

**Hall Staff:** HRL employees (office assistants who work the 24-hour information desks, community advisors, security monitors, business operation supervisors (professional staff), and assistant/residence directors (professional staff)) are trained annually on campus resources, how to refer to students to these resources, and emergency procedures.

**Increased Attention for High Level Events:** Whenever HRL can reasonably anticipate an increase in campus activity and campus visitors (Homecoming, Spring Jam, championships, Halloween, etc.), they increase the number of staff on call and security monitors for the safety of residents.

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# Sexual Assault, Stalking, and Relationship Violence

The University of Minnesota does not discriminate on the basis of gender in its educational programs, and sexual harassment and sexual violence are forms of sex discrimination. Other acts can also be forms of gender-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, the University of Minnesota issues this statement of policy to inform the community of our comprehensive plan to address sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a University official. In this context, the University of Minnesota prohibits domestic violence, dating violence, sexual assault, and stalking and reaffirms its commitment to maintain a campus environment that emphasizes the dignity and worth of all members of the University community.

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 a sexual assault or sexual harassment. Any individual employee who engages in retaliation may be subject to disciplinary action up to and including termination of employment. Reports of retaliation will be reviewed and investigated in the same manner in which other allegations of misconduct are handled. This provision aligns with Board of Regents Policy: Code of Conduct.

For a complete copy of the University of Minnesota's policy governing sexual assault, stalking, and relationship violence, visit [www.policy.umn.edu/Policies/Operations/Safety/SEXUALASSAULT.html](http://www.policy.umn.edu/Policies/Operations/Safety/SEXUALASSAULT.html).

## A. Definitions

There are numerous terms used by the **University of Minnesota** in our policy and procedures.

### **Consent is defined in Minnesota as follows:**

609.341 Subd. 4. **Consent.**

- (a) "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.
- (b) A person who is mentally incapacitated or physically helpless as defined by this section cannot consent to a sexual act.
- (c) Corroboration of the victim's testimony is not required to show lack of consent.

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

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

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

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

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

### **Additional Information**

**Minnesota State Statute Definition:** [www.revisor.mn.gov/statutes/?id=609.341](http://www.revisor.mn.gov/statutes/?id=609.341)

## **Domestic Violence**

The term “domestic violence” means

- 1) Felony or misdemeanor crimes of violence committed—
  - (i) By a current or former spouse or intimate partner of the victim;
  - (ii) By a person with whom the victim shares a child in common;
  - (iii) 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
  - (v) 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.
- 2) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

## **Additional Information**

**Minnesota State Statute Definition:** [www.revisor.mn.gov/statutes/?id=609.2242](http://www.revisor.mn.gov/statutes/?id=609.2242)

## **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—

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

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

## **Additional Information**

Minnesota does not have a state statute for “dating violence.” Dating violence falls under the Minnesota Statute for “domestic violence.”

## **Stalking**

The term “stalking” means

- 1) engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
  - (i) fear for the person’s safety or the safety of others; or
  - (ii) Suffer substantial emotional distress.
- 2) For the purposes of this definition—
  - (i) “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.
  - (ii) “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
  - (iii) “Reasonable persons” means a reasonable person under similar circumstances and with similar identities to the victim.

3) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

#### **Additional Information**

**Minnesota State Statute Definition:** [www.revisor.mn.gov/statutes/?year=2013&id=609.749#stat.609.749](http://www.revisor.mn.gov/statutes/?year=2013&id=609.749#stat.609.749)

## **B. Education and Prevention Programs**

The University engages in 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.

The University has developed and selected several programs for incoming students and employees as well as ongoing educational campaigns. The University continues to improve and research new programs to comply with the changes required by the 2013 Violence against Women Act Amendments to the Clery Act. This section details University programs that occurred in 2013.

**Incoming freshman:** Incoming freshmen to the University of Minnesota must complete Haven, an online prevention and awareness program. This program educates students about bystander intervention, sexual assault, stalking, and relationship violence. Key topics include understanding healthy and unhealthy relationships, identifying sexual assault, stalking, and relationship violence, and risk reduction.

**New employees:** As part of the New Employee Orientation (NEO) program the Office of Equal Opportunity and Affirmative Action provides training on sexual assault and sexual harassment awareness, policies and prevention. As part of the training staff receive comprehensive information about available resources.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees, and ongoing awareness and prevention campaigns for students and employees that:

- 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 domestic violence, dating violence, sexual assault, and stalking;
- Define what behavior and actions constitute consent to sexual activity in the State of Minnesota and/or use the definition of consent found in the Student Code of Conduct if state law does not define consent;
- Provide 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;
- Provide 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.

### **Training provided by the Aurora Center in 2013**

The Aurora Center offers ongoing presentations for the Welcome Week Intra-Sessions Day that focus on informing students about the University policies on sexual violence and resources available. They also had a couple events at Respect U day that focus on Relationship Violence and one on Bystander Behavior. During orientation, the Aurora Center is available during the tabling events to answer questions and provide new students with information.

## 2013 Training statistics from the Aurora Center

Total Number of Presentations: 110

Total Number of Audience Members: 8947

Total Number of Presentations to Staff: 27

Total Number of Staff Presented to: 1546

### Training Programs:

- Got Consent—focuses on consent, coercion, and what happens when alcohol is thrown into the mix
- Consent and the Media—focuses on media messaging about consent; discussion-based format
- Healthy Relationships—focuses on defining healthy relationships and covers “how to spot a loser lover”
- Violence and Public Health—discusses the impact that violence has on the community from a public health perspective
- Step Up—The Aurora Center and Boynton Health Services offer this bystander intervention training program that covers a variety of topic areas, including (but not limited to!):
  - Academics
  - Alcohol and Alcohol Poisoning
  - Anger
  - Depression
  - Discrimination
  - Disordered Eating
  - Gambling
  - Hazing
  - Relationship Abuse
  - Sexual Assault
- Step Up Part II—a program to refresh or advance skills gained in Step Up
- Overview—Aurora services, presentations, etc.
- Faculty/Staff Trainings—covers policies, protocol, and mandated reporting
- Custom Presentations—information on special topics, advanced knowledge, etc.

In addition to training and presentations by the Aurora Center, Student Affairs online programming, and EOAA training, there is a University-wide safety campaign that features posters and digital displays, highlighting bystander intervention, consent, and campus resources.

## C. Procedures for Reporting a Complaint

University procedures have been developed to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services on and/or off campus, as well as additional remedies to prevent contact between a victim/survivor and an accused party, such as housing, academic, transportation, and working accommodations, if reasonably available. The University will make such accommodations if the victim/survivor requests them and if they are reasonably available, regardless of whether the victim/survivor chooses to report the crime to the University of Minnesota Police Department or local law enforcement. Students and employees should contact the Aurora Center for Advocacy and Education at 612-626-9111 or by email at [aurora@umn.edu](mailto:aurora@umn.edu) or in person by visiting 117 Appleby Hall, 128 Pleasant St. SE, Minneapolis, MN 55455.



After an incident of sexual assault and domestic violence, the victim/survivor should consider seeking medical attention as soon as possible. Victim/survivors can have this exam at a hospital of their choice. The Aurora Center or the University of Minnesota Police Department can assist the victim/survivor with contact information. In Minnesota, evidence may be collected even if you choose not to make a report to law enforcement.

The implementation of the Sexual Assault Nurse Examination and the Sexual Assault Forensic Examination (SANE/SAFE) 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 SANE/SAFE examinations are paid for by the county per Minnesota Statute 609.35.

When a victim/survivor of sexual assault presents to University of Minnesota Medical Center or Fairview Riverside Emergency Department (ED):

- The triage nurse assesses if victim/survivor fits SANE/SAFE criteria and determines if culturally specific services are necessary.
- The triage nurse calls a SANE nurse and an Aurora Center advocate.
- The triage nurse places the victim/survivor in a private room.
- ED staff completes initial assessment for medical history and injuries.
- If the victim/survivor so desires, ED staff or the SANE/SAFE nurse calls law enforcement.
- Advocate arrives and provides victim/survivor with information and support. Advocate also assists any concerned persons who may be with the victim/survivor in the ER.
- SANE/SAFE nurse arrives and explains the exam to victim/survivor. Appropriate consent is obtained.
- SANE/SAFE nurse takes forensic history and conducts interview with victim/survivor. Advocate may be present during interview with victim/survivor's consent.
- SANE/SAFE nurse provides medication indicated as needed by interview and exam, such as prophylactic treatment for STIs.
- SANE/SAFE nurse completes physical exam. Evidence collected is determined by interview. Photographic evidence is taken as needed.
- SANE/SAFE nurse seals Bureau of Criminal Apprehension (BCA) kit. Chain of custody is followed per hospital protocol.
- Clothing is collected as evidence per hospital protocol. Chain of custody is followed per hospital protocol.
- Patient is discharged or admitted to support treatment plan. The Aurora Center advocate makes a plan for a follow-up meeting with victim/survivor's consent.
- A copy of the sexual assault report and the lab report are made available to law enforcement.

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 120 hours, 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. 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. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any, that would be useful to University hearing boards/investigators or police. 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, and victims have the right to decline involvement with the police. The University will assist any victim/survivor with notifying local police if they so desire. The University of Minnesota Police Department may also be reached directly by calling 612 624-2677, in person at 511 Washington Ave SE, Minneapolis, MN. Additional information about the University of Minnesota Police Department may be found online at [www.umn.edu/police](http://www.umn.edu/police).

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX coordinator, Kimberly Hewitt, Equal Opportunity and Affirmative Action Office, Room 274 McNamara Center, 612-625-6791, by calling, writing, or making an in person report and the University of Minnesota Police Department (if the victim so desires.) The University will provide resources, on campus and/or off campus to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain privacy and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

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.

Below is the University of Minnesota's administrative procedure for responding to incidents of sexual assault, stalking, and relationship violence. The full document can be found at:

[www.policy.umn.edu/Policies/Operations/Safety/SEXUALASSAULT\\_PROC01.html](http://www.policy.umn.edu/Policies/Operations/Safety/SEXUALASSAULT_PROC01.html)

## **Victims/Survivors**

Any University of Minnesota student or employee who has been sexually assaulted or physically harmed is strongly encouraged to contact the police department for the location where the assault occurred. University police or campus security departments can assist in making the contact to the appropriate law enforcement agency.

Victims/survivors are also encouraged to contact the campus or local victim/survivor service office and/or counseling and health care services. These services are strictly confidential.

The University strongly encourages individuals to report sexual assault and relationship violence to appropriate officials because it is the only way that action can be taken against an alleged violator of the policy. Timely reporting and a medical examination within 120 hours is critical in preserving evidence of sexual assault, and the ability to respond effectively, but a victim/survivor can report an incident at any time.

Victims/survivors are also encouraged to contact University officials for appropriate action. In general:

University housing residents should contact any Housing and Residential Life staff.

In cases of sexual assault, if the accused is a student or an employee, it should be reported to the Title IX coordinator in the Equal Opportunity and Affirmative Action office.

If a student is accused, report it to the OSCAI.

If an employee is accused, report it to the campus's Equal Opportunity officer.

Reports of misconduct by University employees can be made to the University through [U Report](#). These reports can be made anonymously.

### University Employees and Students (when informed of an incident of assault)

**Mandatory Reporting of Child Abuse.** If the assault was against a child, you must immediately report the abuse to your University or local police department, county sheriff, or local county social services agency. In addition, inform your supervisor you have made the report. For further information about mandatory reporting for the protection of minors, consult Administrative Policy: *Safety of Minors* or the Office of General Counsel.

**Encourage Prompt Reporting to Police.** If the assault was against an adult, encourage the victim/survivor to report the incident to the police.

**Encourage Contact with Victim Services.** Encourage the victim/survivor to contact the campus program against sexual violence or the local victim/survivor service office and/or counseling and health care services.

**Make Appropriate University Reports.** If you are a University employee with supervisory or advising responsibilities, contact the Title IX officer in the Equal Opportunity office, to inform them of the reported assault and to obtain guidance on next steps. You may also contact your campus's program against sexual violence for guidance on responding to the report. Once informed, appropriate University offices will work to assist the victim/survivor, including by providing guidance in reporting to law enforcement, obtaining counseling or other health or academic services, and filing a complaint with University conduct offices. All other (nonsupervisory) employees, talk to your supervisor for guidance for any next steps. You may also contact your campus's program against sexual violence for guidance on responding to the report.

**Confidentiality.** University employees cannot guarantee confidentiality, except when the reports are privileged communications with counselors or health care professionals. If a complainant requests confidentiality, the University must take all reasonable steps to investigate and respond consistent with that request, taking into account that confidentiality may not be possible in every case given the University's responsibility to provide a safe environment for all. To ensure that the University has met its obligations, University employees must consult with appropriate University offices concerning whether and what identifying information they can or must share within the institution to respond to the report and to promote campus safety.

### University Offices Receiving a Report

#### **Victim/survivor support services will:**

- Maintain the contacts as strictly confidential.
- Provide crisis intervention and advocacy, in some cases including assisting victims/survivors in seeking restraining orders.
- Assist and support the victim/survivor in contacting police and/or reporting to other University offices, if the victim/survivor consents.
- Assist the victim/survivor in obtaining medical assistance and counseling, changing academic programs or housing, transportation, working situations, etc.

#### **Counseling and health care services will:**

- Maintain the contact as confidential.
- Encourage, assist (as needed) and support the victim/survivor in reporting the incident to the police.
- Provide appropriate counseling and medical services.

#### **Police departments will:**

- Contact the Aurora Center for victim/survivor assistance.

- Investigate and refer for prosecution when warranted.
- Determine whether to issue a crime alert.

**Housing/Residential Life Offices will:**

- Contact, or encourage contact with, the Aurora Center, and assist in obtaining medical care if needed.
- Encourage the victim/survivor to report the incident to the police, and assist in making the report if requested by the victim/survivor. Housing and Residential Life may report to the police the fact that an assault was reported and may share the alleged perpetrator’s name, but the name of the victim/survivor will only be provided with the victim/survivor’s consent, except in extenuating circumstances.
- In cases of sexual assault, if the person accused is a student or employee, report the incident to the Title IX coordinator.
- Report for appropriate investigation by campus authorities or police.
- Make determinations regarding temporary relocation of residents and regarding interim suspensions from Housing pending Student Conduct Code proceedings.

**Equal Opportunity Office (Title IX coordinator) will:**

- Contact, or encourage contact with, the Aurora Center, and assist in obtaining medical care if needed.
- Encourage the victim/survivor to report the incident to the police, and assist in making the report if requested by the victim/survivor. The Equal Opportunity officer may report to the police the fact that an assault was reported and may share the alleged perpetrator’s name, but the name of the victim will only be provided with the victim/survivor’s consent, except in extenuating circumstances.
- Promptly investigate and make recommendations for action, as appropriate (in many cases the police may conduct the investigation).
- Proceed independently of any action taken in the criminal or civil courts, as determined on a case-by-case basis. Criminal court proceedings are not a substitute for University procedures.

**OSCAI will:**

- Contact, or encourage contact with, the Aurora Center, and assist in obtaining medical care if needed.
- Encourage the reporting party to report the incident to the police, and direct the individual to the Title IX coordinator. Campus conduct offices may report to the police the fact that an assault was reported and may share the accused student’s name, but the name of the reporting party will only be provided with the reporting party’s consent, except in extenuating circumstances.
- Respond promptly to the allegation, consistent with the Student Conduct Code and the campus’s student disciplinary process (in many cases the police may conduct the investigation).
- Proceed independently of any action taken in the criminal or civil courts, as determined on a case-by-case basis. Criminal court proceedings are not a substitute for University procedures.

## D. 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, the University will assist victims of sexual assault, domestic violence, dating violence, 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 of Minnesota—Sexual Assault Victim’s Rights**

**Reporting:** You may file a criminal charge with the University of Minnesota Police Department at 612-624-2677 or file a complaint with University officials including the Equal Opportunity & Affirmative Action at 612-624-9547 who works with the Office for Student Conduct and Academic Integrity. You may report to some, all or none of these offices as you see fit.

**Campus Assistance:** If you would like assistance in notifying the proper law enforcement and/or campus authorities, you may call the Aurora Center at 612-626-2929 or their Helpline at 612-626-9111. The Helpline is available 24 hours a day, 7 days a week. Walk-in appointments are available during business hours. The Aurora Center also provides crisis counseling and options or assistance with other needs you may have. Their website is [www.umn.edu/aurora](http://www.umn.edu/aurora). You may also seek counseling with University Counseling & Consulting Services at 612-624-3323 or Boynton Mental Health at 612-624-1444. The Sexual Violence Center is a free and confidential off-campus resource available 612-871-5111.

**Confidentiality:** The Aurora Center staff and volunteers are required to keep all information about you confidential unless you give written permission to release information, with the exception of instances where mandated reporting is necessary (e.g., child abuse/neglect). Law enforcement and the University have a legal obligation to keep any identifying information of yours out of public records.

**Preserving Evidence:** If you think you may want to make a police report, save your clothes, sheets, etc. in a paper bag and do not shower. You have up to 120 hours to get a free medical forensic exam for evidence collection at any Emergency Department. Additionally, if possible, save emails, texts, photos, and other types of evidence that may be helpful if you choose to report.

**Investigations:** Upon receipt of a complaint, the University will investigate and promptly respond to your complaint. You may participate in University disciplinary proceedings concerning your complaint. If you wish, you may have a support person/adviser present, such as an Aurora Advocate or an attorney if you are represented by one.

You have the right to be notified of the outcome of any University disciplinary proceeding concerning your complaint, subject to the limitations of the Minnesota Government Data Practices Act, and to know any appeal procedures.

**Reparations:** If you file a police report, you have the right to financial compensation for losses incurred as a result of the crime from the State of Minnesota Crime Victims Reparations Board at 651-201-7300 or 1-888-622-8799 and the Office of the Victims of Crime at 1-800-363-0441.

**Accommodation & Employment:** At your request, the University will assist you as is reasonable and feasible (in cooperation with law enforcement) in shielding you from your alleged assailant. This may include providing alternative work, academic, or living arrangements if these options are available and feasible.

**Information:** If you have questions, concerns, or comments regarding any experience around sexual assault, relationship violence, or stalking, please call the Aurora Center for a free and confidential consultation. For complete information on Victim's Rights in the State of Minnesota, see Statute 611A at [www.revisor.mn.gov/statutes](http://www.revisor.mn.gov/statutes).

The University of Minnesota complies with Minnesota law in recognizing Orders for Protection and Harassment 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 Order, they can contact the Aurora Center. University Departments who know 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 Orders should immediately call 911 for police response.

The University does not publish the name of crime victims nor house identifiable information regarding victims in the Daily Crime Log. Victims may request that directory information on file to be removed from public sources. Information on suppressing directory information can be found at:

Students: [http://onestop.umn.edu/grades\\_and\\_transcripts/student\\_records\\_privacy.html#suppress](http://onestop.umn.edu/grades_and_transcripts/student_records_privacy.html#suppress)

Employees: [www.hrss.umn.edu/](http://www.hrss.umn.edu/)

## Resources: General On-Campus Resources for Students, Staff, and Faculty

### **The Aurora Center**

Support and advocacy for sexual assault, relationship violence, stalking, 24-hour help line

[www.umn.edu/aurora](http://www.umn.edu/aurora)

117 Appleby Hall

24-hour help line: 612-626-9111

Business: 612-626-2929

### **Boynton Women's Clinic**

Gynecology; birth control, pregnancy, and treatment for sexually transmitted infections and diseases

[www.bhs.umn.edu/services/womensclinic.htm](http://www.bhs.umn.edu/services/womensclinic.htm)

Boynton Health Service, 2nd floor

Business: 612-625-4607

### **Campus Police (University of Minnesota Police Department)/911**

Campus law enforcement

[www.umn.edu/police](http://www.umn.edu/police)

100 Transportation and Safety Building

Emergencies: 911

Non Emergency: 612-624-COPS (2677)

### **Disability Resource Center**

Support/advocacy

[ds.umn.edu](http://ds.umn.edu)

180 McNamara Alumni Center

Business: 612-626-1333 (V/TTY)

### **GLBTA Programs Office**

Equity/support

[www.glbta.umn.edu](http://www.glbta.umn.edu)

46 Appleby Hall

Business: 612-625-0537

**Multicultural Center for Academic Excellence**

Support and inclusivity/multicultural resources

[www.mcae.umn.edu](http://www.mcae.umn.edu)

46 Appleby Hall

Business: 612-624-6386

**Office for Student Conduct and Academic Integrity**

Student Conduct Code violations

[www.umn.edu/oscai](http://www.umn.edu/oscai)

211 Appleby Hall

Business: 612-624-6073

**Program in Human Sexuality, Clinic for Sexual Health**

Sexual health

[www.med.umn.edu/fm/phs/policy/home.html](http://www.med.umn.edu/fm/phs/policy/home.html)

1300 South Second St., Suite 180, Minneapolis

Business: 612-625-1500

**University Security Monitor Escort Service**

Safe escorting

[www.escort.umn.edu](http://www.escort.umn.edu)

B2 Coffman Memorial Union

Business: 612-624-WALK (9255)

**The Women's Center**

Women's equality and advancement

[www.umn.edu/women](http://www.umn.edu/women)

64 Appleby Hall

Business: 612-625-9837

**Boynton Mental Health Clinic**

Counseling/therapy

[www.bhs.umn.edu/services/mentalhealth.htm](http://www.bhs.umn.edu/services/mentalhealth.htm)

Boynton Health Service, 4th floor

Business: 612-625-8475

**University Counseling and Consulting Services**

Counseling/academic

[www.uccs.umn.edu](http://www.uccs.umn.edu)

340 Appleby Hall and 199 Coffey Hall

Business: 612-624-3323

**University Student Legal Service**

Legal

[www.umn.edu/usls](http://www.umn.edu/usls)

160 West Bank Skyway

Business: 612-624-1001

**Resources: Staff- and Faculty-specific**

**Employee Assistance Program**

Professional consultation/mental health



[www.umn.edu/ohr/wellness/eap](http://www.umn.edu/ohr/wellness/eap)

200 Donhowe Building

Business: 612-625-2820 (Civil Service)

### **Equal Opportunity and Affirmative Action**

Harassment/discrimination

[www.eoaffact.umn.edu](http://www.eoaffact.umn.edu)

274 McNamara Alumni Center

Business: 612-624-9547

### **Resources: Off-Campus/Local**

Rape and Sexual Abuse Center

[www.neighborhoodinvolve.org](http://www.neighborhoodinvolve.org)

Minneapolis

Crisis: 612-825-4357

Business: 612-374-9077

### **Tubman**

Relationship violence/legal/safe housing/counseling/youth and family services

[www.tubman.org](http://www.tubman.org)

Minneapolis

Crisis: 612-825-0000

Business: 612-825-3333

### **Sexual Violence Center**

[www.sexualviolencecenter.org](http://www.sexualviolencecenter.org)

Minneapolis

Crisis: 612-871-5111

Business: 612-871-5100

### **Phyllis Wheatley Community Center**

(African American community specific) relationship violence/family and youth programs

[www.pwccenter.org](http://www.pwccenter.org)

Minneapolis

Business: 612-374-4342

### **Sexual Assault Services of Ramsey County**

[www.co.ramsey.mn.us/ph/yas/sos.htm](http://www.co.ramsey.mn.us/ph/yas/sos.htm)

Minneapolis

Crisis: 651-643-3006

Business: 651-643-3022

### **MNCASA (Minnesota Coalition Against Sexual Assault)**

Assists local programs in providing state of the art advocacy and prevention programming and to affect public perception and policy in relation to sexual assault

[www.mncasa.org](http://www.mncasa.org)

St. Paul

Business: 651-209-9993

### **Outfront Minnesota**

(GLBT community specific) sexual assault/relationship violence/advocacy

[www.outfront.org](http://www.outfront.org)

Minneapolis

Business: 612-822-0127

**Family and Children's Services**

Family violence/GLBT programs/counseling

[www.everyfamilymatters.org](http://www.everyfamilymatters.org)

Several metro locations

**Jewish Family and Children's Services of Minneapolis**

Wide range of services to Jewish families and community

[www.jfcsmpls.org](http://www.jfcsmpls.org)

Minnetonka

Business: 952-546-0616

**Division of Indian Work**

(American Indian community specific) family violence/youth/family needs

[www.gmcc.org](http://www.gmcc.org)

Minneapolis

Business: 612-722-8722

**Domestic Abuse Project**

Relationship violence/legal/treatment for men

[www.domesticabuseproject.org](http://www.domesticabuseproject.org)

Minneapolis

Business: 612-874-7063

**Crisis Connection/Men's Line**

Help for men

[www.crisis.org](http://www.crisis.org)

Richfield

Crisis: 612-379-6363

**Deaf and Hard of Hearing Domestic Violence Program**

Relationship violence

[new.vawnet.org](http://new.vawnet.org)

St. Paul

Crisis: 612-619-2323 TTY

Business: 651-297-6700 V, 651-487-8867

**Confederation of Somali Community of Minnesota**

(East African community specific) general/women's program

[www.cscmn.org](http://www.cscmn.org)

Minneapolis

Business: 612-338-5282

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

**Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:**

[www.rainn.org](http://www.rainn.org) – Rape, Abuse and Incest National Network [www.ovw.usdoj.gov/sexassault.htm](http://www.ovw.usdoj.gov/sexassault.htm) - Department of Justice [www2.ed.gov/about/offices/list/ocr](http://www2.ed.gov/about/offices/list/ocr) Department of Education, Office of Civil Rights

**Risk Reduction**

With no intent to victim blame, and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org))

- **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
- **Walk with purpose**. Even if you don't know where you are going, act like you do.
- **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- **Make sure your cell phone is with you** and charged and that you have cash money.
- **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- **Don't accept drinks from people you don't know or trust**. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- **Watch out for your friends, and vice versa**. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.

If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

- If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - **Remember that being in this situation is not your fault**. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  - **Be true to yourself**. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  - **Lie**. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- **Try to think of an escape route**. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- **If you and/or the other person have been drinking**, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

## How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”<sup>1</sup> We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list<sup>2</sup> of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, or try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on- or off-campus resources listed in this document for support in health, counseling, or with legal assistance.

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<sup>1</sup>Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

<sup>2</sup>Bystander intervention strategies adapted from Stanford University’s Office of Sexual Assault & Relationship Abuse

## E. Adjudication of Violations

Reports of all domestic violence, dating violence, sexual assault, and stalking made to the University of Minnesota Police Department will automatically be referred to the Title IX Coordinator for investigation regardless of whether the complainant chooses to pursue criminal charges.

The University disciplinary process is consistent with the institution’s policy and will include a prompt, fair, and impartial investigation and resolution process transparent to the accuser and the accused.

Sexual assault, domestic violence, dating violence, and stalking are criminal acts that also may subject the accused person to criminal and civil penalties under federal and state law.

### Students (Resolving Alleged Student Conduct Code Violations)

Whether or not criminal charges are filed, the University or a person may file a complaint alleging that a student violated the Board of Regent Policy: Student Conduct Code.

The University of Minnesota has fair processes for resolving complaints against students and student organizations under Board of Regents Policy: *Student Conduct Code*. This process emphasizes student development through understanding and accepting responsibility for personal behavior, while protecting community interests and due process. The University of Minnesota will:

- provide fair notice to students of alleged violations of Board of Regents Policy: *Student Conduct Code*;
- encourage informal resolution of alleged violations without the need for a hearing;
- permit students the opportunity for a fair hearing upon request, and the opportunity for one campus-wide appeal of a finding of violation of the Code; and
- provide for a preponderance of the evidence (i.e., more likely than not) standard of proof.

For cases involving violations of sexual assault, sexual harassment, stalking, or relationship violence, the University of Minnesota's disciplinary process will:

- be conducted by officials who receive annual training on the issues related to sexual assault, sexual harassment, stalking, and relationship violence and how to conduct an investigation and hearing process that protects the safety of victim/survivors and promotes accountability;
- provide equitable access to an appeal by both the accused student and the reporting party;
- allow equitable access to a support person of their choice for both the accused student and the reporting party at any related meeting or proceeding;
- allow equitable access to an advocate, if permitted for either, for both the accused student and the reporting party at any related meeting or proceeding; and
- provide simultaneous written notice to both the accused student and the reporting party:
  - of the results of any disciplinary proceeding;
  - of the procedure for the accused student and the reporting party to appeal the results of the disciplinary proceeding;
  - of any change to the results prior to the time the results become final; and
  - when the results become final.
- Hearings for sexual assault, sex harassment, stalking, and relationship violence will be heard by the Campus Committee on Student Behavior (CCSB).

### Sanctions for students

In all cases, investigations that result in a finding of more likely than not that a violation of the Student Code of Conduct occurred will lead to the initiation of disciplinary procedures against the accused individual.

The factors considered in sanctioning students for any violation, include:

- Nature of offense
- Severity of offense
- Culpability of the student
- Impact on other students or members of the U community
- Opportunity for student development

Possible sanctions:

- Academic sanction
- Warning
- Probation
- Required compliance
- Confiscation
- Restitution
- Restriction of privileges
- University housing suspension
- University housing expulsion
- Suspension
- Expulsion

- Withholding of diploma or degree
- Revocation of admission or degree

## Employee

The Office for Equal Opportunity will promptly investigate any incidents of sexual assault, stalking, or relationship violence where the accused party is an employee. The Office for Equal Opportunity will make recommendations for actions based on their investigation.

The Office for Equal Opportunity will proceed independently of any action taken in the criminal or civil courts, as determined on a case-by-case basis. Criminal court proceedings are not a substitute for University procedures. The victim/survivor and the accused employee will be allowed to have a non-participating/non-witness support person present for interviews. The victim/survivor will not be required to mediate directly with the accused employee.

Employees are not allowed a formal hearing. Sanctions range from discipline to termination.

The Office for Equal Opportunity will inform both victim/survivor and accused employee of the outcome.

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the University's policy against Sexual Harassment ([www.policy.umn.edu/Policies/hr/HRMisc/SEXUALHARASSMENT.html](http://www.policy.umn.edu/Policies/hr/HRMisc/SEXUALHARASSMENT.html)) in order to remedy any hostile environment. All conduct proceedings against students, however, will be resolved through the Office of Student Conduct and Academic Integrity (OSCAI).

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the University's policy against Sexual Harassment ([www.policy.umn.edu/Policies/hr/HRMisc/SEXUALHARASSMENT.html](http://www.policy.umn.edu/Policies/hr/HRMisc/SEXUALHARASSMENT.html)) in order to remedy any hostile environment. All conduct proceedings against students, however, will be resolved through the Office of Student Conduct and Academic Integrity (OSCAI).

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the University's ability to respond to the complaint may be limited.

## Confidentiality

The University will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law and as previously mentioned in this document.

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# Drugs and Alcohol

## Policy Statement

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. As stated in the University's Drug-Free Policy (<http://policy.umn.edu/Policies/Operations/Safety/DRUGFREE.html>),

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.

## Education and Treatment Programs

The University demonstrates its commitment to maintaining appropriate campus environments 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.

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.

Each campus is expected to provide information to students, faculty, and staff regarding available educational and treatment programs and related services.

## Risks and Sanctions

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 ([http://policy.umn.edu/Policies/Operations/Safety/DRUGFREE\\_APPA.html](http://policy.umn.edu/Policies/Operations/Safety/DRUGFREE_APPA.html)).

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 ([http://policy.umn.edu/Policies/Operations/Safety/DRUGFREE\\_APPB.html](http://policy.umn.edu/Policies/Operations/Safety/DRUGFREE_APPB.html)). 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.

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## Code of Conduct Violations

### Disciplinary Procedures for Student Code of Conduct Violations

The Student Conduct Code applies to student conduct that occurs on University premises or at University-sponsored activities. It can also apply to off-campus student conduct as outlined in Section IV: Jurisdiction of the Student Conduct Code. Alleged violations of the Student Conduct Code are matters of concern to the University. Allegations of individual or group misconduct may be reported by UMPD, University departments, individual students, faculty/staff, or campus guests. All allegations of violations are forwarded to the Office for Student Conduct and Academic Integrity (OSCAI) to determine (1) whether the alleged misconduct appears, as judged by available evidence, to violate the conduct code, and (2) which item(s) in the code may have been violated. OSCAI has been entrusted with the responsibility of upholding the University Of Minnesota Board Of Regents Student Conduct Code ([http://regents.umn.edu/sites/default/files/policies/Student\\_Conduct\\_Code.pdf](http://regents.umn.edu/sites/default/files/policies/Student_Conduct_Code.pdf)) and administering the student discipline procedures.

Sanctions that may occur as a result of a determination of a violation range from a warning to the revocation of admission or degree. Sanctions are determined based on the nature of the offense, the severity of the offense, the culpability of the student or student organization, the impact on other students or members of the University community, and the opportunity for student development. Please see [www.oscai.umn.edu](http://www.oscai.umn.edu) for more information.

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## Predatory/Sexual Offenders

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 UMPD to advise the University community of the release or residence of such predatory offenders in our community. Such predatory/sexual offenders that are attending classes or are employed at the University of Minnesota Twin Cities can be found on the department's website at [www.umn.edu/police/offenders.html](http://www.umn.edu/police/offenders.html). 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



The website does not contain information regarding predatory sex offenders who live or work near, but not on, University of Minnesota property. A list of such offenders may be found on the Minnesota Department of Corrections website.

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# Housing & Residential Life Missing Person Policy

The Housing & Residential Life Missing Person Policy establishes procedures for the University of Minnesota Twin Cities' 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. Such circumstances may include, but are not limited to:

- A report or suspicion that the missing person may be the victim of foul play
- The missing person has expressed suicidal thoughts
- The missing person is drug dependent
- The missing person is in a life-threatening situation
- The missing person has been with persons who may endanger the student’s welfare, and/or
- The witnessed abduction of an individual

## Procedures for Student Designation of Emergency Contact Information

- **Students age 18 and above and emancipated minors**—Students will be given the opportunity online through the Housing & Residential Life (HRL) Resident Information Collection process 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**—Students under the age of 18 who are not emancipated are required to provide contact information for a custodial parent or guardian online through the HRL Resident Information Collection process. 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 is no longer a resident of University housing.

## 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 of Minnesota Police Department, which is a branch of the Department of Public Safety, as soon as possible.
- If a report of a possible missing person is made to a Housing & 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, HRL staff will contact UMPD to report a possible missing person. The director of HRL or designee will also notify the following University offices: vice president for University Services; associate vice president for Auxiliary Services; and vice provost for Student Affairs.

- UMPD 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 HRL 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 HRL 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.

### **Campus communications about missing students**

In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by the appropriate law enforcement authorities, who may consult with University Relations. All inquiries to the University regarding missing students, or information provided to any individual at the University about a missing student, shall be referred to University Relations.

Prior to providing the University of Minnesota community with any information about a missing student, University Relations shall consult with UMPD to ensure that communications do not hinder the investigation.

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# University Services and Resources

## Escort Service

The University provides a free walking escort service (from and to University locations) to all students, staff, faculty, and visitors. The service is available 24 hours a day, seven days a week, year-round. During the day, a police officer walks clients to their destination. At night, clients are met by a uniformed student security monitor. The escort service phone number is 612-624-WALK (9255). Be prepared to give your first name, location to meet the escort, and destination. Your walk must either begin or end on campus to use this service.

## Campus Shuttle Service

Parking and Transportation Services offers free shuttle bus service around the University. Shuttles run between the east and west banks of the Minneapolis campus and to and from the St. Paul campus. For more information, routes, and hours of service, call 612-626-PARK (7275) or see [www.umn.edu/pts](http://www.umn.edu/pts).

## Gopher Chauffeur: Free, Safe Rides Home

The Gopher Chauffeur is a free transportation service that promotes safety in the campus community by providing University of Minnesota students with safe rides home. The service is currently available during fall and spring semesters only.

The service operates from 10 p.m. to 2:30 a.m. on Thursday, Friday, and Saturday nights. Gopher Chauffeur drivers, navigators, and dispatchers are hired by Boynton Health Service. All employees are University of Minnesota Twin Cities campus students who are CPR certified and trained in first aid.

To schedule a pick-up, call the Gopher Chauffeur at 612-388-6911 30 minutes before your preferred pick-up time (sorry, no text messages). The Gopher Chauffeur will pick students up from the following locations: West Bank, areas immediately surrounding West Bank (Grand Marc, Seven Corners), Dinkytown, Marcy Park, Como, East Bank, Stadium Village, St. Paul campus, and anything between the East Bank and St. Paul campuses.

While waiting for the Gopher Chauffeur, please stay in a building or in a well-lit area. The Gopher Chauffeur dispatcher will give the navigator your phone number, and the navigator will call you when the Gopher Chauffeur arrives at your pick-up location.

The Gopher Chauffeur will drop students off at residences on or near the West Bank, East Bank, and St. Paul campuses and Uptown Minneapolis.

## Student Mental Health

The University offers many resources to assist students in their wellbeing. Student Mental Health-Twin Cities is a web resource for students, their parents, faculty, and staff at the University of Minnesota Twin Cities. For more information, go to [www.mentalhealth.umn.edu](http://www.mentalhealth.umn.edu). Boynton Health Service has a Mental Health Clinic that is available to students. To contact them call 612-624-1444 or [www.bhs.umn.edu/east-bank-clinic/mental-health-services.htm](http://www.bhs.umn.edu/east-bank-clinic/mental-health-services.htm). University Counseling and Consulting Services, 612-624-3323 or [www.uccs.umn.edu](http://www.uccs.umn.edu), offers counseling and classes to faculty, staff, and students.

## 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. The services include confidential consultation in the following areas:

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

For more information, go to [www.umn.edu/ohr/wellness/eap](http://www.umn.edu/ohr/wellness/eap)

## Dealing with Threats

One of the disturbing new trends taking place in the larger society, but also affecting university communities, has been the growing number of persons who threaten others or act out violently. As members of the University of Minnesota community, we are concerned about maintaining an environment free from the coercive effects of such threats as well as maintaining the capacity to prevent acts of violence. The history of violent events indicates that many of those who have been responsible for them provided early warning signs.

The following is intended to provide guidelines and encourage action on the part of those who witness violence or are aware of behavior that is threatening to their safety or the safety of others:

- Any individual should call 911 for police assistance if they observe violence taking place or believes/feels there is an immediate threat to someone's safety.
- All faculty, staff, and students should communicate to an administrator/supervisor any knowledge of violence or threat-related behaviors including unauthorized possession of a weapon at the University. Call 911 if you feel the violence or threat is imminent.

If the threat involves a student: Faculty, staff and students should contact the Behavioral Consultation Team (BCT) by calling 612-626-3030. The BCT will assist in assessing concerns about potential harm from students to themselves or others and provide guidance as to the best manner to handle the situation. Call 911 if you feel the violence or threat is imminent.

If the threat involves a faculty or staff member: Faculty, staff and students should contact the Employee Threat Assessment Team (ETAT) by calling Dave Fuecker at 612-626-7925 or Mike Overline at 612-625-8710 if they believe there is an emerging or potential threat to someone's safety. Call 911 if you feel the violence or threat is imminent.

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# University Access and Maintenance

## Building Access Program

In early 2014, the University of Minnesota Twin Cities campus implemented a Building Access Program. The purpose of the program is to standardize building hours and increase security in the early mornings and evenings, and on the weekends. Throughout the year, the University has worked on expanding this program throughout the Twin Cities campus to include 143 Minneapolis and St. Paul campus buildings.

The Building Access Program establishes three distinct levels of access to buildings. Building hours are different depending on the use of the building.

### 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.

### Keys and Access Cards

The University controls and monitors access to its space by using traditional key systems, electronic card reader systems, and alarms. Outside doors of all University buildings are equipped with electronic card access control systems. Key systems are used predominantly for practical and financial reasons. Individual responsibility and accountability is the primary method used to ensure that authorized people request, receive, and return control keys or cards as their duties dictate.

Anyone duplicating, possessing, or using access control keys or cards for University premises without authorization will be subject to disciplinary actions from the University or will be subject to criminal charges where appropriate. More information about building access can be found in the “Getting Access to University Buildings” policy.

Not all areas of the campus are open to the public. To address security issues in these areas, the University may require students, faculty, or staff to wear their U card or department specific ID badge to provide visual identification of persons entering restricted University spaces to increase accountability of visitors to the University and provide a method to call attention to suspicious persons.

Facilities Management is responsible for the maintenance of campus facilities and grounds. Facilities Management has departmental standard procedures and practices that are aligned with the Board of Regents Policy “Health and Safety” to address security considerations used in the maintenance of campus facilities. For example, Facilities Management employees regularly check and fix problems with lighting. The Land Care unit ensures safe and accessible exterior environments through regular ground maintenance, snow removal, and cleanliness. Land Care has also incorporated Crime Prevention through Environmental Design principles in the design and maintenance of campus landscaping.

## Parking Facilities

Parking and Transportation Services continually improves on-campus ramp, garage, and lot safety through brighter lighting, more telephones, and state-of-the-art security systems. Most ramps and garages have closed-circuit television monitors.

Located throughout several parking facilities are over 150 red emergency push buttons. These buttons have an intercom that will connect the caller to the PSECC. When a button is pushed, the PSECC receives an image of the location to help in identifying emergencies. UMPD is then notified if an actual emergency exists.

Parking and Transportation Services staff routinely checks for safety and security concerns in all parking facilities. This includes checking lighting statuses, trip hazards, and obstructions in entryways and exits. Lighting in all parking ramps is currently in the process of being upgraded to LED fixtures. During this work, additional lighting is being placed in poorly lit areas to increase visibility. Occupancy sensors will also be added to ensure areas are adequately lit.

Concerns can be reported to Parking and Transportation Services at 612 626-PARK (7275).

## Residence Halls

The University of Minnesota has 9 traditional halls and 3 apartment-style living facilities. There are 11 halls on the Minneapolis campus and one hall on the St. Paul campus. All residence halls have card access 24/7. Centennial, Comstock, Pioneer, 17th Ave Hall, and Sanford's lobby doors are open from 7 a.m. to 7 p.m. to allow students to access to dining facilities. Living areas in all halls remain locked 24 hours a day. Guests and visitors may access residence hall living areas only when escorted by a resident of that hall.

The information desks in the lobbies of all residence halls and apartments are staffed 24 hours a day by office assistants. There are security cameras in the lobbies and residential access points, as well as in remote areas of the building.

Every hall has a community adviser on duty each night. Security monitors are on site and do hourly rounds of the building between 11 p.m. and 7 a.m. Security monitors, and on-duty community advisers work together to ensure that safety and security needs are met during the evening and night hours. A residence director is available 24/7 for emergencies.

## Fraternity and Sorority Houses

Fraternities and sororities with houses that are recognized by the University are considered to be “noncampus” buildings according to the Clery Act geographical definitions. These locations are reported in our annual statistics. Many fraternities and sororities hold annual training on safety, alcohol and drug abuse awareness, and sexual assault prevention. Fraternities and sororities that partner with the Office of Fraternity and Sorority Life reported that training on these topics took place several times during the 2013-14 academic year, notably during new member orientation held in the fall and spring.

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## Crime Statistics

This brochure is published annually by the University and made available to all current and prospective students, staff, and faculty. Statistics are compiled by UMPD in consultation with the St. Paul and Minneapolis police departments and a wide range of University personnel called Campus Security Authorities.

### Campus Security Authorities

The Clery Act both defines campus security authorities and states that they must report good faith allegations of crimes to UMPD or local police. The definition of a campus security authority includes some faculty and staff in addition to police officers. A faculty or staff member who has significant responsibility for student and campus activities, including but not limited to student housing, student discipline, and campus judicial proceedings, is a campus security authority. The intent of including non-law enforcement personnel as campus security authorities is to acknowledge that many individuals, especially students, are hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

Examples of campus security authorities who report statistics to UMPD are the vice provost for student affairs, faculty/staff advisers to student groups, HRL, Office for Student Conduct and Academic Integrity, Athletics, Aurora Center, Parking and Transportation Services, and Recreational Sports.

Campus pastoral counselors and professional campus counselors, when acting in their professional capacity, are not considered to be campus security authorities and are not required to report crimes for inclusion into the annual disclosure of crime statistics. The Clery Act defines 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. A Professional 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.

Statistics from the past three calendar years can be found in the following charts. Please review this section for the definitions used in categorizing different crimes and locations.



## Summaries of Statistics for Minneapolis and St. Paul

Summary of Crime Statistics	2011	2012	2013
Murder/nonnegligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses	18	23*	18
Nonforcible sex offenses	0	0	0
Robbery	15	10	22
Aggravated assault	3	12	12
Burglary	61	46	30
Motor vehicle theft	19	22	24
Arson	1	2	2

\*due to a counting error, one forcible sex offense was not reported in last year's report

Summary of statistics (liquor, drug, and weapons violations)	2011	2012	2013
Liquor law violations			
Arrest	266	221	249
Referral	776	882	1151
Drug law violations			
Arrest	54	50	76
Referral	214	245	225
Illegal weapons possession			
Arrest	2	4	7
Referral	0	0	0

## Hate Crimes

### 2013

One on-campus case of Intimidation characterized by bias against sexual orientation. (Minneapolis Campus)

One on-campus case of Intimidation characterized by bias against gender identity. (Minneapolis Campus)

One on-campus residential case of Destruction/Damage/Vandalism of Property characterized by bias against sexual orientation (Minneapolis Campus)

No hate crimes to report for the calendar year 2013 on the St. Paul Campus.

### 2012

No hate crimes to report for the calendar year 2012 on the Minneapolis or St. Paul Campus.

### 2011

No hate crimes to report for the calendar year 2011 on the Minneapolis or St. Paul Campus.

## Crime Statistics Breakdowns, Minneapolis Campus

2013 Minneapolis	On campus	On campus residential only	Non-campus	Public	Total
Murder/nonnegligent manslaughter	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Forcible sex offenses	8	6	6	2	16
Nonforcible sex offenses	0	0	0	0	0
Robbery	7	1	3	12	22
Aggravated assault	3	1	1	8	12
Burglary	16	1	11	0	27
Motor vehicle theft	3	0	5	3	11
Arson	2	0	0	0	2

2012 Minneapolis	On campus	On campus residential only	Non-campus	Public	Total
Murder/nonnegligent manslaughter	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Forcible sex offenses	14*	13*	5	3	22
Nonforcible sex offenses	0	0	0	0	0
Robbery	2	0	1	7	10
Aggravated assault	1	0	0	11	12
Burglary	28	9	12	0	40
Motor vehicle theft	7	0	9	4	20
Arson	0	0	1	1	2

\*due to a counting error, an on campus-residential forcible sex offense was not included in last year's report

2011 Minneapolis	On campus	On campus residential only	Non-campus	Public	Total
Murder/nonnegligent manslaughter	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Forcible sex offenses	12	8	5	1	18
Nonforcible sex offenses	0	0	0	0	0
Robbery	4	0	2	8	14
Aggravated assault	1	0	0	1	2
Burglary	38	6	16	0	54
Motor vehicle theft	1	0	6	7	14
Arson	0	0	0	0	0

## Crime Statistics Breakdowns, St. Paul Campus

2013 St. Paul	On campus	On campus residential only	Non-campus	Public	Total
Murder/nonnegligent manslaughter	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Forcible sex offenses	2	1	0	0	2
Nonforcible sex offenses	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated assault	0	0	0	0	0
Burglary	2	1	1	0	3
Motor vehicle theft	9	0	0	4	13
Arson	0	0	0	0	0

2012 St. Paul	On campus	On campus residential only	Non-campus	Public	Total
Murder/nonnegligent manslaughter	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Forcible sex offenses	0	0	1	0	1
Nonforcible sex offenses	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated assault	0	0	0	0	0
Burglary	5	1	1	0	6
Motor vehicle theft	2	0	0	0	2
Arson	0	0	0	0	0

2011 St. Paul	On campus	On campus residential only	Non-campus	Public	Total
Murder/nonnegligent manslaughter	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Forcible sex offenses	0	0	0	0	0
Nonforcible sex offenses	0	0	0	0	0
Robbery	1	1	0	0	1
Aggravated assault	1	0	0	0	1
Burglary	7	3	0	0	7
Motor vehicle theft	5	0	0	0	5
Arson	0	0	1	0	1

## Liquor, Drug, and Weapons Violations breakdowns, Minneapolis Campus

2013 Minneapolis	On campus	On campus residential only	Non-campus	Public	Total
Liquor law violations					
Arrest	128	45	2	105	235
Referral	1111	1083	6	0	1117
Drug law violations					
Arrest	23	13	0	40	63
Referral	206	205	0	0	206
Illegal weapons possession					
Arrest	0	0	0	7	7
Referral	0	0	0	0	0

2012 Minneapolis	On campus	On campus residential only	Non-campus	Public	Total
Liquor law violations					
Arrest	119	69	5	88	212
Referral	811	800	0	0	811
Drug law violations					
Arrest	21	15	3	23	47
Referral	197	197	0	0	197
Illegal weapons possession					
Arrest	3	0	0	1	4
Referral	0	0	0	0	0

2011 Minneapolis	On campus	On campus residential only	Non-campus	Public	Total
Liquor law violations					
Arrest	113	46	4	142	259
Referral	734	730	0	0	734
Drug law violations					
Arrest	20	15	0	31	51
Referral	156	156	0	0	156
Illegal weapons possession					
Arrest	0	0	0	2	2
Referral	0	0	0	0	0

## Liquor, Drug, and Weapons Violations breakdowns, St. Paul Campus

2013 St. Paul	On campus	On campus residential only	Non-campus	Public	Total
Liquor law violations					
Arrest	2	0	0	12	14
Referral	34	34	0	0	34
Drug law violations					
Arrest	4	2	2	7	13
Referral	19	19	0	0	19
Illegal weapons possession					
Arrest	0	0	0	0	0
Referral	0	0	0	0	0

2012 St. Paul	On campus	On campus residential only	Non-campus	Public	Total
Liquor law violations					
Arrest	9	9	0	0	9
Referral	71	71	0	0	71
Drug law violations					
Arrest	3	3	0	0	3
Referral	48	48	0	0	48
Illegal weapons possession					
Arrest	0	0	0	0	0
Referral	0	0	0	0	0

2011 St. Paul	On campus	On campus residential only	Non-campus	Public	Total
Liquor law violations					
Arrest	7	3	0	0	7
Referral	42	42	0	0	42
Drug law violations					
Arrest	3	2	0	0	3
Referral	58	58	0	0	58
Illegal weapons possession					
Arrest	0	0	0	0	0
Referral	0	0	0	0	0

## Domestic Violence, Dating Violence and Stalking Statistics

### Minneapolis Campus

2013 Minneapolis	On campus	On campus residential only	Non-campus	Public	Total
Domestic Violence	6	2	2	1	9
Dating Violence	2	1	0	3	5
Stalking	10	0	0	1	11

### St. Paul Campus

2013 St. Paul	On campus	On campus residential only	Non-campus	Public	Total
Domestic Violence	1	1	0	0	1
Dating Violence	1	1	0	0	1
Stalking	1	0	0	0	1

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# Definitions for Statistics

## Criminal Offenses

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.

**Negligent Manslaughter:** 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.

## Sex Offenses

**Forcible Sex Offenses:** Any sexual act directed against another person, forcible and/or against the person's will; or not forcible or against the person's will where the victim is incapable of giving consent.

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

**Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of temporary or permanent mental or physical incapacity.

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

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

**Non-Forcible Sex Offenses:** Unlawful, non-forcible sexual intercourse.

**Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

## Hate Crimes

Any crime reported in the annual statistics, other crime involving bodily injury, and any of the following crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, or disability.

**Additional Hate Crime categories** (Note: these crimes are only reported in the annual statistics if the crime is considered a hate crime.)

**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.

## Illegal Weapons Possession

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

Violations 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.

## Domestic Violence, Dating Violence, and Stalking

Refer to page 13.

## Geography

Geography definitions are taken from the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.



**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 student, and supports institutional purposes (such as a food or other retail vendor).

**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.

# Annual Fire Safety Report: Minneapolis (MPLS) and St. Paul (SP) Campuses

The University of Minnesota Twin Cities campus has 12 facilities for student housing. Of these, 9 are traditional style residence halls, 3 are apartment style living. HRL manages the leases of 5 townhomes located on the West Bank Campus. In addition, there are 2 student coops that house students with families. These are student coops and not managed by HRL. The chart below summarizes each facility's fire safety system and the number of fire drills held during the 2012 calendar year.

UM-Twin Cities Student Housing	Fire Alarm Monitoring	Full <sup>1</sup> Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans/Placards	Number of Drills <sup>2</sup>
Como Student Housing-MPLS	x	x	x	x		0
Commonwealth Terrace Cooperative-SP			x	x		0
West Bank Townhomes-MPLS			x	x		0
17th Ave Hall-MPLS	x	x	x	x	x	1*
Bailey-SP	x	x	x	x	x	3
Centennial-MPLS	x	x	x	x	x	4
Comstock-MPLS	x	x	x	x	x	3
Frontier-MPLS	x	x	x	x	x	3
Middlebrook-MPLS	x	x	x	x	x	3
Pioneer-MPLS	x	x	x	x	x	2
Sanford-MPLS	x	x	x	x	x	3
Territorial-MPLS	x	x	x	x	x	3
University Village-MPLS	x	x	x	x	x	3
Wilkins-MPLS	x	x	x	x	x	3
Yudof-MPLS	x	x	x	x	x	3

Fire Alarm Monitoring indicates if the fire alarms are monitored at a central location. At UofM BSAC or the PSECC.

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.

Number of drills is the number of evacuation (fire) drills each academic year

\*17th Ave Hall opened at the beginning of the 2013 academic year

# Housing regulations regarding portable electrical appliances, smoking, and open flames for all residence halls

## Electrical/Appliances

- Residents in residence halls (all buildings with the exception of University Village, Wilkins Hall, Yudof Hall) are not allowed to have or use hazardous electrical appliances and cooking appliances, including: any appliances with open heating elements including, but not limited to, oil popcorn makers, countertop grills, pizza bakers/carousels, quesadilla makers, countertop sandwich makers, toasters, hot plates, toaster ovens, etc. No other major appliances, including air conditioners or dishwasher units, are permitted.
- Only refrigerators that are 4.3 cubic feet or smaller and microwave ovens using no more than 700 watts are allowed except for use in University-designated kitchen areas (e.g., apartment kitchens, residence hall kitchenettes). No other major appliances, including air conditioners or dishwasher units, are permitted.

## Cooking

Cooking is permitted only in University-designated kitchen areas (e.g., apartment kitchens in Yudof Hall, Wilkins Hall, University Village, residence hall kitchenettes). Cooking is NOT permitted in residence hall rooms.

## Smoking

The University of Minnesota, Twin Cities campus is a smoke- and tobacco-free campus. All students, staff, faculty, and visitors are prohibited from smoking and using, selling, free distributing, and advertising tobacco products and electronic cigarettes in all facilities and on all University property.

## Fire Hazard

- 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, wreaths, garland, etc.).
- Hookahs or any smoking paraphernalia that has the potential for an open flame are not allowed.
- Due to the hazardous materials in the following listed lighting devices, and the potential for fire and chemical safety hazards, halogen lamps, torchiere lamps, neon lighting, black lights, strobe lights, lava lamps, and decorative lighting (including any string or tube lighting with multiple outlets and plug adapters) are prohibited.
- Due to potential for fire, concealed extension cords, multiple outlet, and octopus adapters are also prohibited. Residents may possess multiple strip outlets that are fused with at least 14 gauge wire and grounded cords to power electronic devices in their rooms and apartments.
- In compliance with Minnesota State Fire Code, failure to exit the hall/apartment during a fire alarm is a law violation.

Information regarding Como Student Housing (CSCC) and Commonwealth Terrace Cooperative (CTC) can be found in each location's handbook:

CSCC: <http://csccl.umn.edu/current-resident/handbook>

CTC: [www.umnctc.org/residents.html](http://www.umnctc.org/residents.html)

West Bank Townhouses: [www.housing.umn.edu/halls/townhouses/handbook](http://www.housing.umn.edu/halls/townhouses/handbook)

## Student Housing Evacuation

HRL policies on evacuation in case of a fire can be found in the professional staff guidebook. Each hall has the evacuations procedures on-site. These procedures are covered yearly with residents. Each hall performs two fire evacuation drills each academic year.

## Education

Each September, HRL has special programming regarding fire safety during Safety Week. Each hall has presentations on what to do in case of a fire. Residents are provided pamphlets outlining actions to be taken in case of a fire.

## Evacuation Procedure

Residents are to immediately leave the building by the nearest, safest exit. The fire alarm system in the hall has a voice recording telling residents they need to leave the building. Housing staff do not do door-to-door warnings. Housing staff is responsible for moving all exiting residents to a safe location, normally a nearby residence hall. Each hall conducts two fire drills per academic year.

## Fire Reporting

For the purposes of including a fire in the annual fire safety report, fires should be reported to one of the following departments/people: UMPD, MFD, SPFD, residence director, central housing, director of housing, or housing facilities. Fires that occur at CTC or CSCC will be reported to the housing properties director.

## Fire Statistics

(2011–2012–2013 calendar years)

Housing Facility	2011	2012	2013
Como Student Housing	0	0	0
Commenwealth Terrace Cooperative	0	0	0
17th Ave Hall*	NA	NA	NA
Bailey	0	0	0
Centennial	0	0	0
Comstock	0	0	0
Frontier	0	0	0
Middlebrook	0	0	0
Pioneer	0	0	0
Sanford	0	0	0
Territorial	0	0	0
University Village	0	0	1
West Bank Townhouses	0	0	0
Wilkins	0	0	0
Yudof	0	1^	0

\*17th Ave Hall opened at the beginning of the 2013 academic year

^Report not on 2013 Fire Safety Report

## Fire Details

On 2/17/2013 in University Village, there was a small accidental fire in the kitchen of an apartment. There were no injuries or deaths. The residents of the apartment were able to extinguish the fire with a fire extinguisher, and the fire department or police were not called. The value of the property damaged by the fire was \$1,833. The HRL report number is 13HRL0193.

On 12/6/2012 in Yudof Hall, there was a small stovetop fire in the kitchen of an apartment. There were no injuries or deaths. The fire department or police were not called. The value of the property damaged by the fire was \$1,270. The HRL report number is 12HRL0930.

## Fire Log

HRL maintains a fire log of fires that occur in on-campus student housing facilities. This log can be accessed during normal business hours. It includes the nature, date, time, and general location of the fire. The log is located at the central housing office in Comstock Hall.

## Steps to Be Taken in Case of Fire

If you discover a fire:

- Manually activate the fire alarm.
- Immediately exit the building and close the door(s) behind you.
- Tell others in the area there is a fire.
- Call 911 when you have reached safety.

If you are trapped during a fire:

- Wet and place cloth material around and under the door to prevent smoke from entering.
- Close as many doors as possible between you and the fire.
- Be prepared to signal someone outside, but do not break glass until absolutely necessary, as smoke may be drawn into the room.

If caught in smoke:

- Drop to the floor and crawl toward an exit.
- Stay as low as possible.
- Take shallow breaths through your nose and use a shirt or towel as a filter.

The University of Minnesota does not have a system wide policy regarding the fire safety education and training for all students, faculty, and staff. Accredited clinical areas are required to have quarterly drills and policies in place. HRL adheres to state and federal laws regarding policy, training, and drills. The Department of Environmental Safety offers fire safety training to students, staff, and faculty upon request.

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## For More Information

To request copies of this brochure or to request this publication in an alternative format, contact the Police Department, University of Minnesota, 100 Transportation and Safety Building, 511 Washington Avenue S.E., Minneapolis, Minnesota 55455, or call 612-624-COPS (2677).

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