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Emergency Phone Numbers and Safety Officer

Saint Paul	Cell	651-775-0444	Brooklyn Park	763-238-0905
	Library Cell	651-775-0715	Midway Center (Cell)	651-775-6122
	Safety Desk	651-793-1717	Safety and Security Office	651-793-1725
Minneapolis	Cell	651-775-3589	24 Hour Answering Service	651-793-1700
	Safety Desk	612-659-7171	TTY	651-772-7687

Mission Statement

Safety and Security Office

The mission of the Safety and Security Office of Metropolitan State University is to provide a safe and secure environment for all members of the community which enables students, faculty, staff and guests to pursue their educational or occupational goals.

I. Campus Safety

Metropolitan State University encourages all students and university community members to be fully aware of the safety issues on the campus and to take action to prevent and to report illegal and inappropriate activities. Personal awareness and applying personal safety practices are the foundation of a safe community.

Pursuant to the Student Right to Know and Campus Security Act, Metropolitan State monitors criminal activity and publishes this report, and maintains a three-year statistical history on the main campuses in Minneapolis and Saint Paul, and at facilities used by Metropolitan State or recognized university organizations. The university will e-mail a copy of this report to employees and students, make it available in a hard copy format and have it available on the Safety and Security Office Web address. Metropolitan State will notify prospective students and employees of its availability, and Metropolitan State will provide a copy of the report upon written request.

Metropolitan State currently has a variety of policies and procedures relating to campus safety, and it expressly reserves the right to modify them or adopt additional policies or procedures at any time without notice. Such changes may appear in successive issues of this report.

Crime Reporting Policies

A. Reporting Policies

1. The university Safety and Security Office, located in the Saint Paul Campus, is the office to which all criminal reports should be made. Everyone on campus (including students, faculty, staff and visitors) are encouraged to immediately report any potential criminal activity to the university Safety and Security Office and/or the local police department which serves the location where the crime occurred. Individuals reporting to Metropolitan State who also wish to file a complaint with the local police department will be provided with assistance from Metropolitan State upon request.
2. Metropolitan State normally requires a written complaint from someone to begin the investigation process. Metropolitan State also usually needs the assistance of the complainant in the disciplinary process against the accused. Metropolitan State will make exceptions when necessary, including cases presenting clear danger to the victim and/or the university community.

3. Metropolitan State will issue an annual report of criminal reports made to the university Safety and Security Office and other law enforcement agencies for property or facilities. The annual report includes reported crimes alleged to have occurred on the campus and facilities owned or rented by Metropolitan State and/or recognized student organizations. It includes the following reports of crime:

See definitions on Page 10.

- a. Murder
- b. Sex offenses:
 - 1) Forcible:
 - a) forcible rape;
 - b) forcible sodomy;
 - c) sexual assault with object; and
 - d) forcible fondling.
 - 2) Nonforcible:
 - a) incest; and
 - b) statutory rape.
- c. Robbery
- d. Aggravated assault
- e. Burglary
- f. Motor vehicle theft
- g. Murders evidencing hate crime
- h. Forcible rape evidencing hate crime
- i. Aggravated assault evidencing hate crime

The report also includes arrests for the following:

- a. Liquor law violations
- b. Drug abuse violations
- c. Weapons possession
4. The safety director serves as the primary liaison for university safety with all local, state and federal law enforcement agencies. The university will work with all law enforcement agencies on criminal investigations when appropriate.
5. When reports are made to the safety director, the director or other safety personnel in charge will decide if a threat continues to exist to the campus community. If a threat continues to exist, a warning will be sent out informing the campus community.

B. Reporting Procedures

1. All criminal activity occurring on campus should be reported immediately to the university Safety and Security Office and/or to the local police department. University safety will assist the complainant in completing criminal reports. These reports will also be forwarded to the local police department. In appropriate cases, reports will also be shared with the campus conduct officer. University safety will assist the local police department with investigations.
2. Every effort should be made to ensure that physical evidence is maintained and protected.

Immediate reports will assist in preserving evidence.

3. If you are a victim of a crime or witness a crime:
 - a. Call university safety or the local police department (dial 9-911) for any emergency including medical assistance, fires, suspicious people or activities, crime reports, traffic accidents, or other illegal activities;
 - b. Obtain a description of the offender(s), including sex, age, race, hair, clothing and other distinguishable features. Attempt to obtain a description and license number of any vehicle involved. Note the direction taken by offenders or vehicles and report those to campus safety or the police; and
 - c. Preserve the crime scene. Do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until university safety and/or local police arrive.
4. University safety will accept third-party reports in cases of sexual assault in order to protect the victim's identity.
5. Persons filing a complaint with university safety will be provided a copy of the University's Complainant's Bill of Rights.
6. All employees, faculty or staff who become aware of an allegation of violation of university policy, student code of conduct, or civil or criminal law should report the allegation to their supervisor and university safety.
7. The following university campus crime authorities with significant responsibility for student and campus activities (not including counselors) must report potential criminal activity of which they are aware to university safety: vice presidents, provost, student activities director, admissions director, affirmative action officer, alumni relations director, associate vice presidents, registrar, career and placement services director, deans, department chairs, disability services coordinator, financial aid director, community program directors, health promotions coordinator, human resources director, international student advisor, president, student affairs directors, university bookstore supervisor, as well as any assistants and associates. These individuals should not attempt to investigate, but should instead report and allow university safety to investigate.
8. All persons in the Metropolitan State community are encouraged to assist anyone in reporting alleged criminal activity by contacting university safety, the local police department, the vice president and/or provost, as well as providing assistance in making the report.
9. Student organizations with control of any facility are encouraged to report safety and security concerns to university safety. Counselors are

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

C. Report all crime immediately: all criminal activity on campus should be reported immediately to university safety and/or the local police department.

1. Metropolitan State will assist the complainant in completing criminal reports.
2. Metropolitan State will accept the third party reports in certain cases, like sex offenses. Metropolitan State prefers to receive reports from the victim as the detail is often more accurate when received directly from the victim.
3. Maintain all physical evidence. Do not wash off or destroy what may be critical evidence.

D. Report as much detail as possible to ensure accurate reporting: if you are a victim of a crime, your immediate recall of the event is often the best. Write down as much information as you can remember after a crime. If you cannot identify the perpetrator by name, try to recall as many details as possible, including: gender; approximate age; height; weight/build; description of face including eye color, hair color, hair style (short, curly, and so forth), jaw, nose; dress/clothing; facial hair; glasses; distinguishing marks, including scars; distinguishing gait; and voice.

E. University's Response to Reports, Timely Warnings and Emergency Notifications

1. All allegations will be investigated. These investigations may be made in conjunction with the local police department.
2. Reports will be classified by the safety director in conjunction with the appropriate police agency according to the FBI Uniform Crime Reporting Definitions.
3. When alleged perpetrators are identified as students, the case will be forwarded to the university conduct officer for investigation and appropriate action. Criminal investigation, arrest and prosecution can occur independently, before, during or after the campus judicial process.
4. The university will issue a Timely Warning to members of the campus community in cases of reported murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and any hate crimes (manifesting evidence of prejudice based on race, religion, sexual orientation or ethnicity) of murder, forcible rape or aggravated assault, in cases where the safety director (or the director's designee) determines there is a continuing threat to the university community.
5. The university will issue an Emergency Notification upon confirmation of significant emergencies or dangerous situations involving

immediate threats to the health or safety of students or employees on the campus.

6. Warning notifications will be issued through e-mails, safety Web site and posted notices.

III. Safety of and Access to Campus Facilities

A. Personal Security Recommendations

1. **University safety** staff are available to assist you in protecting yourself by providing regular foot patrols, safety and security programs, as well as various safety and security posters and brochures. However, only you can protect yourself by being aware of your surroundings and taking appropriate steps in preventing crime from happening.
2. **Call for an escort!** The university Safety and Security Office can be contacted during regular business hours. Patrol and escort services are available during evening classes scheduled at the Minneapolis and Saint Paul campuses as well as Midway Center. Day escorts by security officers are available by request at the Saint Paul and Minneapolis campuses by Security.
3. **Be aware of when patrol is on duty.** Contracted safety staff normally patrol the facilities when buildings are open.
4. **Protect your office:**
 - a. Lock your door and desk—even if you are only going out for a short time or only going a short distance. It takes only seconds to walk into your open room and steal your valuables.
 - b. Do not prop open locked exterior building doors. These doors are locked for your protection and the protection of other community personnel.
 - c. Never open exterior doors of the building for strangers or nonresidents. Always escort your guests to and from the main entrance doors.
 - d. **The friendly challenge:** If you see someone you do not know, do a friendly challenge. The easiest way to do the friendly challenge is simply ask, "May I help you?" If the person is a legitimate guest, you will then be able to escort the individual where they need to go, provide directions or phone ahead to the person or office that the individual is inquiring about. Offering assistance with detailed communication improves quality services to the legitimate client and acts as a deterrent to the individual with ulterior motives. The person intent on crime has received the message that they can be identified, and the communication between departments is precise enough to acknowledge individual movement in the building and on campus. If individuals do not belong in the building, they may offer a

vague excuse. In most cases, suspicious persons will leave as soon as they know they have been observed. If they do not, you may ask for identification, or go to the nearest courtesy phone and call the security officer.

- e. Do not loan your keys or access card to anyone—even a classmate or a friend. They may not be careful with them and may misplace them, giving the wrong person access.
- f. Do not leave your keys or access card lying around in public places or in your jacket pocket when you are not wearing it.
- g. Do not put your name or address on key rings as they may be used to steal your property if found by the wrong person.

5. Protect your property:

- a. Personal property (purses, briefcases, laptops, calculators and so on) should never be left unattended. Take such items with you if you are leaving the office, classroom or common area.
- b. Lock your door whenever you leave your room or office. Always lock your car doors.
- c. Protect all valuables in your room or office. Do not leave valuables in plain view.
- d. Take valuables home with you during vacations.
- e. You are encouraged to open a savings or checking account rather than carrying large sums of money. If you open a checking account, remember the number of the last check written. The theft of a single check can go undetected until a bank statement discloses a forgery.
- f. Park your bike where you can keep an eye on it if possible. Always lock your bike. There are several good antitheft devices available. Case-hardened heavy locks and chains afford the best protection.

6. Protect your automobile:

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

7. Protect yourself at night:

- a. Avoid walking alone at night.
- b. Refrain from taking shortcuts; walk where there is plenty of light and traffic.
- c. Call for an escort:
Minneapolis—651-775-3589 (cell);
Saint Paul—651-775-0444 (cell);
Midway—651-775-6122 (cell); or
(TTY) 651-772-7687; or
**11 on the Saint Paul Campus phones.

8. Protect yourself walking:

- a. Avoid walking alone after dark. If you must travel alone at night, use the Metropolitan

State escort service for your campus to escort you to your on-campus destination or locations near campus.

- b. Walk along well-lit routes.
- c. Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or a group of people.
- d. Have your keys ready when returning to your vehicle and keep your personal or valuable items concealed and close to your body.

9. Help us protect you:

- a. Watch for suspicious persons in and around university buildings and in parking lots. Do not pursue them. Call university safety immediately. Call university safety if you enter your office and find a stranger, regardless of the “cover story” supplied.

1) Suspicious activity:

- a) If you see any suspicious activity or people on or near campus, call university safety immediately. Do not assume that what you observe is an innocent activity or that it has already been reported.
- b) Do not assume the person is a visitor or university staff member that you have not seen before.

2) Suspicious people may be:

- a) loitering about at unusual hours and locations; running, especially if something of value is being carried.
 - b) exhibiting unusual mental or physical symptoms. Such persons could be under the influence of drugs or otherwise needing medical or psychiatric assistance.
 - c) carrying property that might be suspicious, depending on the circumstances; going from room to room trying door handles.
- b. Door-to-door soliciting is not permitted in university facilities. Activity of this kind should be reported to university safety immediately.
 - c. Report all thefts and property loss immediately to university safety. Be security-conscious at all times.

B. Security Considerations of University Facilities

1. Building access and maintenance

- a. The Metropolitan State campuses are for the use of the students, faculty, staff and their escorted guests and those on official business with Metropolitan State. All others are subject to being charged with trespassing.
- b. Access to campus buildings is limited to normal business hours: Monday–Friday,

7 a.m.–11 p.m.; Saturday 7 a.m.–7 p.m. and Sunday, closed.

- c. Students, faculty, staff and visitors are encouraged to report needed repairs to the Building Services Office for all academic areas.

2. Policies and procedures for safe access to buildings

- a. Keys or access cards are issued to authorized faculty, staff and students only.
- b. Exterior building doors should not be blocked open when the doors are locked.
- c. Building evacuation is mandatory for all fire alarms.
- d. Individual academic buildings are normally open from 7 a.m. until after evening classes end and for scheduled weekend classes and special events. Employees and students in buildings after normal working hours should have a university I.D. in their possession and present the I.D. when requested.
- e. Faculty or staff who appear to be the last persons in a building should ask unauthorized people to leave the premises or contact university safety. The building should be secured when the last employee leaves. In buildings that have outside windows, employees should close and lock them before leaving the building.
- f. On-campus telephones are located in most building hallways for emergency calls to university safety. These telephones are also capable of dialing 9-911.
- g. Problems related to people in buildings after hours should be reported to the university safety officer immediately.

IV. Campus Safety and Local Law Enforcement Relationships

- A. University safety staff are contracted from private security firms; they are not certified or sworn peace officers. University safety staff are authorized, when appropriate, to make a citizen's arrest. Typically, such arrests are made only in the presence of a local police officer, who also conduct criminal investigations at the university. Security services are contracted from professional security agencies. Safety officers are uniformed and trained on a variety of security and safety related procedures. They are authorized to take appropriate action to assure the safety and security of all students, faculty, staff and visitors. Security services are augmented by local police, fire and ambulance response units. Response from safety staff or emergency professionals will be as timely as possible, yet could be delayed due to other safety related interests. Metropolitan State University encourages all university community members to be fully aware of the safety issues on the campus and to take action to prevent and to report illegal and inappropriate activities. Personal awareness and

applying personal safety practices are the foundation of a safe community.

- B. University safety works closely with the local police departments and state and federal law enforcement agencies to track and respond to campus criminal activity.
- C. All Metropolitan State recognized organizations that are off-campus will still be observed by the local police department. Just because a facility or organization is located off-campus does not mean activities at that location are not observed. Some activities monitored by local police departments may be shared with the Metropolitan State Safety and Security Office.

V. Crime Prevention and Safety Programs

A. Educational Programming on Campus

- 1. Metropolitan State encourages students and employees to be responsible for their own security and the security of others.
- 2. University safety provides assistance in presenting programs on campus safety and security. University safety develops and presents educational programs in the area of crime prevention, sexual assault awareness, personal safety, fire prevention, and so on. University safety will work with the local police department and/or crisis centers in presenting needed programs.
- 3. University safety has available, at no cost, brochures, flyers, pamphlets, movies, videos and posters concerning various safety and security issues.
- 4. Metropolitan State's Student Counseling Center provides staff to aid students in coping with alcohol and drug abuse.
- 5. The university Safety and Security Office will present safety information throughout the year in the form of presentations, employee orientation, e-mail, flyers and other methods. University safety may invite various speakers, including members of city and county law enforcement, to discuss the prevention of crime. As crime can occur both to you (your person) and your property, both areas of prevention will be discussed.

VI. Monitoring and Recording Activity at Off-campus Locations

- A. Metropolitan State includes any off-campus student organizations' crime statistics in its annual reports as part of the crime statistics at Metropolitan State or as defined by the noncampus building or property definition on Page 8.

VII. Policy Regarding the Illegality of Alcoholic Beverages in University Facilities and Enforcement of Underage Drinking Laws

- A. Metropolitan State forbids the use (consumption), possession, manufacture, sale, transportation or furnishing of alcoholic beverages on campus. Metropolitan State also forbids the maintenance of unlawful drinking places on campus. This prohibition of possession or consumption of alcoholic beverages on campus applies regardless of age. The only exception is authorized use for special functions and is limited to 3.2 malt liquor and wine. Only the president may authorize such programming use.
- B. Metropolitan State enforces the Minnesota drinking laws, including the prohibition of use by persons under 21 years of age, and university policy. Possession or consumption of alcohol on campus is prohibited by Metropolitan State and may result in a student disciplinary complaint.
- C. If the person in violation of this policy is not cooperative or is underage, the local municipal police authority may be called to assist.

VIII. Policy Regarding the Illegality of Drugs on Campus and the Enforcement of Federal and State Drug Laws

- A. Metropolitan State forbids the possession, use, or sale of illegal drugs (other than by a doctor's prescription) on campus. This includes but is not limited to possession, sale, use, growing, manufacturing and making of narcotic drugs.
- B. Metropolitan State enforces both Minnesota and federal drug laws regarding the use, possession, and sale of illegal drugs.

IX. Drug and Alcohol Abuse Education Programs

- A. The purpose of this policy is to set forth the university's policy regarding alcohol and other drug use, including unlawful drug use or abuse in the workplace in accordance with the Drug Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). A copy of the Drug Free Workplace information is enclosed in the class registration brochure and may be obtained from the Registrar's Office. Interested individuals may obtain a copy of the brochure as it lists policies and programs.
- B. The university recognizes the reality of chemical dependency and is aware of its occasional presence in the university community. As a safeguard against this dependency, numerous campus organizations provide prevention programs to the Metropolitan State community.

- C. The university encourages and provides reasonable assistance to any student, faculty or staff member who seeks information on chemical dependency or treatment for chemical dependency. Various departments, including the University Safety and Security Office, Student Counseling Office and Human Resources provide information and prevention programs for those seeking help with substance abuse.

X. Policy Regarding Sexual Assault Programs and Procedures

A. Policy

1. Metropolitan State University's policy on sexual abuse and harassment is governed by the Minnesota State Colleges and Universities system's policy. In support of the system's policy, Metropolitan State reaffirms the policy that sexual abuse and harassment will not be tolerated. Every effort will be made to insure that all members of the university community are provided an atmosphere free from sexual abuse and harassment. To prevent sexual abuse and harassment, educational efforts will be undertaken to inform employees and students of their responsibilities regarding such behavior, how to identify and eliminate potential sexual abuse and harassment and what steps can be taken if instances of sexual abuse and harassment are experienced.
2. Metropolitan State conducts a number of programs aimed at preventing sexual offenses and making the community aware of the potential of such crimes. These programs include nightly security patrols of the campus, providing escorts, inspecting the campus for potentially dangerous areas and implementing programs to inspect campus lighting and shrubbery. In addition, educational programs concerning sexual assault awareness are provided by university safety, student services and counseling offices. The university also conducts a sexual harassment education program during employee orientation for members of the university community.
3. A guiding principle in the reporting of sexual assault is to avoid revictimizing the sexual assault survivor by forcing the person into any plan of action. Sexual assault survivors may contact any one of several Metropolitan State departments or community services for assistance. Student Affairs and Human Resources provide immediate aid or ongoing consultation for survivors of sexual assault.
4. Information relating to the public notification of registered sex offenders that are enrolled in or employed by this university can be obtained by visiting the Minnesota Department of Public Safety Bureau of Criminal Apprehension's Predatory Offender Registration and Tracking

Program at <http://www.dps.state.mn.us/bca/Invest/Documents/Page-07.html> and by visiting the Minnesota Department of Corrections Level 3 Predatory Offender Information at <http://www.doc.state.mn.us/level3/level3.asp>.

B. Procedure

1. Contact university safety officer as soon as possible after the offense. Please remember it is most important to preserve evidence. Do not bathe, douche, use the toilet or change clothing. Note everything about the location. If you have been raped, you should seek medical attention immediately regardless of whether you report the matter to the police.
2. Every attempt is made to maintain the anonymity of the sexual assault survivor. Every attempt will be made not to release names to the media. Unless requested by the sexual assault survivor, names and addresses of survivors are released to the local municipal police department. University safety will attempt to provide support and advice for sexual assault survivors. Each report of sexual assault will be investigated in order to provide better protection to the survivor of a sexual assault and all members of the university community. Sexual assault survivors should be aware of the need of the university to release information regarding the fact that an assault has occurred for the protection and safety of others.
3. The university Safety and Security Office will be the office of official record for reports of sexual assault, as it is in all reported law violations. Students, faculty and staff are encouraged to contact the Safety and Security Office to report any information regarding assaults.
4. Sexual assault survivors have the right to have reports made anonymously (third-party) to the local municipal police department. University safety will assist the survivor in making this report if the survivor so wishes. In these situations, the name of the complainant will not be forwarded. Third-party reports may prevent the university and the local police department from actively investigating the criminal activity.
5. Counseling and medical services are available both on and off campus. If you are the victim of a sexual assault, Metropolitan State encourages you to contact a counselor or medical services.
6. If the safety director (or a designee) determines that a threat continues to exist for the community, information about the reported sexual assault will be reported to the campus community. As much detail as possible regarding location, date and time of the assault, and any information which might help identify the assailant will be reported. The Safety and Security Office will inform the university community of the reported sexual

assaults by posters, appropriate notices, campus newspaper, radio station, local media or e-mail.

7. Each report will be taken as presented by the complainant. Appropriate criminal classifications will be determined after a review of all facts by city police/sheriff department personnel.
8. The university will take appropriate action to safeguard the alleged survivor and, at the same time, protect the rights of the alleged perpetrator. If the survivor of a sexual assault requests, the university will attempt to provide, if reasonably available, a change in classes.
9. The university will normally not take any disciplinary action against a member of the campus community without a written complaint and the assistance of the complainant in the disciplinary process, unless the university determines there is a clear danger to the victim or the university community.

C. Procedures for Campus Disciplinary Action for Sex Offenses

1. The university disciplinary process is an option for any person wishing to report a case of student misconduct. In order for Metropolitan State to proceed, a written complaint (whether by the victim or a third party) must be filed with the university conduct officer. If the complaint is criminal in nature, it will also be forwarded to university safety and law enforcement.
2. There are different standards of proof in the university conduct proceeding than in the possible criminal action. The university conduct proceeding determines whether the accused's status as a student will be altered, whereas the criminal process determines if there will be limitations on the accused's liberty. As there are different standards and the purpose of each proceeding is different, Metropolitan State encourages students who are the victims of sexual assault to go forward with the university process.
3. Both the accuser and the accused are entitled to have others present (an advocate or advisor) during the disciplinary proceeding. This person may not, however, speak in the place of the individual represented or ask questions of witnesses.
4. Both the accuser and the accused have the right to call a reasonable number of witnesses during the hearings to testify on their behalf. The witnesses may be asked questions by the other party.
5. Both the accuser and the accused have the right to request in advance the names of witnesses and shall have the right to question witnesses during the hearing.
6. Both the accuser and accused shall be informed of the outcome of the university disciplinary proceeding concerning the complaint of sexual

offense. This information should not be disclosed to the public generally.

7. Sanctions following a university disciplinary proceeding include but are not limited to expulsion, suspension and eviction from student housing.

Evacuation Procedures

If building evacuation is declared by fire, police or administration, please leave the building area by posted routes. Do not stand around in hallways or on the sidewalks near the building. Move a safe distance away and into the tunnel system during inclement weather. Do not reenter the building until the safety officer gives the "all clear."

Should a partial or full building evacuation become necessary, the safety officers, safety director, crisis team member or emergency response unit will communicate evacuation information to appointed emergency/evacuation staff and direct the evacuation.

In case of fire, the emergency sirens will sound. The following procedures need to be followed for safe and orderly evacuation of floors and building:

- Listen and react to the emergency communication and/or sounding siren.
- Proceed by stairwell to a safe floor or exit as directed.
- Prepare to merge in the stairwell with people evacuating from other floors.
- Assist in moving physically-challenged individuals to stairwell landings.
- Watch for firefighters or rescue coming up stairwells to handle the emergency.
- Listen for announcements over building emergency system or directions from safety staff.

Emergency Notification, Evacuation and Response Tests

The safety director and/or members of the crisis team will test the emergency notification system, emergency response and evacuation process at least annually to monitor the effectiveness of the process. The tests will be reviewed and the university will conduct the appropriate follow-through on test results. Information regarding the tests will be published on the university emergency RUREADY? Web site for review.

Procedure on Timely Warnings and Emergency Notifications

In the event that a situation arises, either on or off campus, that in the judgment of the safety and security director and/or members of the Emergency Crisis Team, and which constitutes an ongoing and continuing threat to the university community, or as defined as a Cleary Timely Warning crime, a campus wide Safety Alert will be issued. The warning will be issued through the university e-mail system to students, faculty and staff.

Depending on the particular circumstances of the crime or emergency, and especially in situations that could pose as a continued and immediate threat to the individuals of our community, the Public Safety Office will also issue a Emergency Notification alert on the e-mail system and issue a notice on the university emergency RUREADY? Web site at: <http://www.metrostate.edu/READY/>.

When appropriate, the university will also issue an emergency mass notification announcement on the Star Alert system. Students and employees can sign up for Star Alert notifications system on their university portals. Star Alert messages will alert the community to a variety of campus-related Timely Warning crimes and Emergency Notification incidents via text message to personal cell phones and/or e-mail addresses. The messages will be sent should any emergency or incident arise which could threaten life, safety or impact normal campus operations.

A hardcopy of all Timely Warnings and Emergency Notifications will also be posted on building bulletin boards around campus and issued to individuals upon request. Anyone with information warranting a Cleary Timely Warning should report the circumstances to the university Safety and Security Office by e-mail, by phone (651-793-1725), to a safety officer within the Safety Office in Founders Hall or to any safety officer on the Saint Paul or other campus locations.

Number of Incidents Reported (Calendar Years)

2009 Crime Statistics						Hate Crimes by Prejudices						
Incidents	Saint Paul Campus ¹	*Public Prop ³	Noncampus Property ²			Grand Total	Racial Bias	Ethnic Bias	Religious Bias	Sexual Orientation Bias	Bias Based on Disability	Gender Bias
			**Mpls.	Mdwy	Brooklyn Pk							
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	1	1	0	0	0	2	0	0	0	0	0	0
Aggravated Assault	0	1	0	0	0	1	0	0	0	0	0	0
Burglary	2	0	0	0	0	2	0	0	0	0	0	0
Motor Vehicle Theft	0	0	1	0	0	1	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	1	0	0	1	0	0	0	0	0	0
Nonforcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Arrests (Persons)												
Liquor Law Violations	0	1	3	0	0	4	0	0	0	0	0	0
Drug Abuse Violations	0	4	1	0	0	5	0	0	0	0	0	0
Weapons Violations	0	1	0	0	2	0	0	0	0	0	0	0
Disciplinary Referrals												
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0

¹ All On-campus Property (Saint Paul Campus) ² Noncampus Property (major leased facilities) ³ Public Property

* The majority of the crime reports identified above occurred on adjacent property after university business hours.

**Minneapolis Community and Technical College (MCTC), reports the End of Year Campus Crime Statistics for the Minneapolis Campus locations and public property. A report can be obtained by calling MCTC Public Safety at 612-659-6910 or by visiting their Web site at: www.minneapolis.edu/campussafetyatmctc.cfm.

The descriptions below are as defined by the U.S. Department of Education:

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

² *Noncampus building or property*:

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

³ *Public property*: All public property, including thoroughfares, streets, sidewalks and parking facilities, that **within** the campus, or **immediately adjacent to and accessible from the campus**.

Number of Incidents Reported (Calendar Years)

2008 Crime Statistics					Hate Crimes by Prejudices						
Incidents	Saint Paul Campus ¹	*Public Prop ³	Noncampus Property ²		Grand Total	Racial Bias	Ethnic Bias	Religious Bias	Sexual Orientation Bias	Bias Based on Disability	Gender Bias
			**Mpls.	Midway							
Murder	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	6	0	6	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	2	0	2	0	0	0	0	0	0
Nonforcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0
Arrests (Persons)											
Liquor Law Violations	0	1	2	0	3	0	0	0	0	0	0
Drug Abuse Violations	1	4	0	0	5	0	0	0	0	0	0
Weapons Violations	0	1	0	0	1	0	0	0	0	0	0
Disciplinary Referrals											
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0

Number of Incidents Reported (Calendar Years)

2007 Crime Statistics					Hate Crimes by Prejudices						
Incidents	Saint Paul Campus ¹	*Public Prop ³	Noncampus Property ²		Grand Total	Racial Bias	Ethnic Bias	Religious Bias	Sexual Orientation Bias	Bias Based on Disability	Gender Bias
			**Mpls.	Midway							
Murder	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	2	0	0	2	0	0	0	0	0	0
Aggravated Assault	0	1	0	0	1	0	0	0	0	0	0
Burglary	3	0	7	0	3	0	0	0	0	0	0
Motor Vehicle Theft	0	1	0	0	1	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0
Nonforcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0
Arrests (Persons)											
Liquor Law Violations	0	1	0	0	1	0	0	0	0	0	0
Drug Abuse Violations	0	8	0	0	8	0	0	0	0	0	0
Weapons Violations	0	1	0	0	1	0	0	0	0	0	0
Disciplinary Referrals											
Liquor Law Violations	0	0	2	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	1	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0

Crime Definitions

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which 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.

An incident must meet three conditions to be classified as a Burglary:

1. There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry—no force are counted.
2. The unlawful entry must occur within a structure, which is defined as having four walls, a roof and a door.
3. The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.

Criminal Homicide—Manslaughter by Negligence: The killing of another person through gross negligence.

Criminal Homicide—Murder and Nonnegligent Manslaughter: The willful (nonnegligent) killing of one human being by another.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous nonnarcotic drugs (barbituates, benzedrine).

Hate Crimes: Please add in the description section above if any of the above crimes or any other crimes involving bodily injury that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. Include the category of prejudice above.

Liquor Law Violations: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing or possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

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.)

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Above crime definitions from the *Uniform Crime Reporting Handbook*.

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