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Emergency Phone Numbers for Safety Officers

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|--------------------|--------------|--------------|-----------------------------------|--------------|
| Saint Paul | Cell | 651-775-0444 | Brooklyn Park | 763-354-4168 |
| | 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 University’s websites. Metropolitan State will provide a copy of the report, upon written request, to prospective students and employees.

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.

II. Crime Reporting Policies

A. Reporting Policies

1. The university Safety and Security Office, located on 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 15.

- a. Criminal Homicide—Manslaughter
- b. Criminal Homicide—Murder
- c. 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.
- d. Robbery
- e. Aggravated assault
- f. Burglary
- g. Motor vehicle theft
- h. Murders evidencing hate crime
- i. Forcible rape evidencing hate crime
- j. 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, crisis team members or other safety staff 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. All criminal activity will be shared with the following university campus crime authorities, who have significant responsibility for student and campus activities by calling the university Gateway number at 651-793-1300: Dean of students, Judicial Affairs office, 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, human resources director, international student advisor, student affairs directors, as well as any assistants and associates. Any interest pertaining to title IX concerns can be directed the Dean of Students at 651-793-1508. These individuals should not attempt to investigate, but should instead report and allow the university safety director 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

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.

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 safety 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. 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 outside at designated bike racks. 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: see phone numbers on page 1.

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 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.
- d. Metropolitan State does not have any residence halls or living facilities on campus.

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. Courtesy 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 staff does not have a contractual memorandum of understanding with the St. Paul police, however they work closely with the local police, state and federal law enforcement agencies to track and respond to campus criminal activity.

V. Crime Prevention and Safety Programs

- A. **Educational Programming on Campus**
 - 1. Metropolitan State encourages students and employees to be responsible for their own safety and the safety and security of others and attend the below presentations offered during multiple times throughout the year and upon request.
 - 2. University safety and security office develops and presents educational programs in the area of crime prevention, sexual assault awareness, personal safety, fire prevention, and so on upon request or during orientations throughout the year. University safety and security office will work

with the local police department and/or crisis centers in presenting needed programs.

- 3. University safety and security office 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 and security office 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 location crime statistics in its annual reports as part of the crime statistics and monitors/records and distributes statistics from police organizations of all crime definitions within this crime report.

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.
- D. 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.

- E. 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.
- F. 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.
- G. 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.
- H. Metropolitan State enforces both Minnesota and federal drug laws regarding the use, possession, and sale of illegal drugs.

VIII. Policy Regarding Sexual Violence Procedure

A. Policy

1. Metropolitan State University follows the Minnesota State Colleges and Universities Board Policy 1B.3 Sexual Violence and System Procedure Sexual violence, domestic and dating violence, and stalking are an intolerable intrusion into the most personal and private rights of an individual, and are prohibited at Metropolitan State. The university is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other Metropolitan State policies that may require separate proceedings. To further its commitment against sexual violence, Metropolitan State provides reporting options, an investigative and disciplinary process and prevention training as appropriate.
2. This policy applies to Metropolitan State students, employees and others, where incidents of sexual

violence on Metropolitan State property have been reported. Reports of sexual violence committed by a student or employee at a location other than on Metropolitan State property are also covered by this policy. Reports of sexual violence committed on Metropolitan State property by individuals who are not students or employees are subject to appropriate actions by Metropolitan State, including, but not limited to, pursuing criminal or civil action against them. Allegations of discrimination or harassment are governed by Minnesota State Colleges and Universities Board Policy 1B.1.

B. Definitions

Subpart A: Sexual violence includes a continuum of conduct that includes sexual assault, nonforcible sex acts, dating and relationship violence, stalking, as well as aiding acts of sexual violence.

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

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

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

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

Subpart E: Consent is informed, freely given and mutually understood. If coercion, intimidation, threats and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Silence does not necessarily constitute consent and past consent of sexual activities does not imply ongoing future consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

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

Subpart G: Metropolitan State University property means the facilities and land owned, leased, or under the primary control of Metropolitan State University.

Subpart H: Employee means any individual employed by Metropolitan State, including student workers.

Subpart I: The term “student” includes all persons who:

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

C. Education and Resources

Metropolitan State University educates the campus community about sexual assaults, relationship and dating violence, and stalking through various college-wide presentations given through the course of the academic year. Investigators and Decision-Makers who investigate and adjudicate complaints of sexual violence receive annual training. Informational brochures regarding sexual violence are available through the Metropolitan State University Safety and Security Office and the Student Counseling escorts.

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/Pag e-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>.

D. If You Are the Victim of a Sexual Assault:

1. Go to a safe place.
2. To make a report: If you are on campus contact and you wish to make a report. Contact the Safety and Security Office at 651-793-1725 or call 911 to contact the local police. Timely and prompt reporting of a sexual assault within 72 hours is critical in preserving evidence important in proving a criminal case against the assailant. Do not bathe, douche, use the toilet or change clothing.
3. For support and information about options: For 24/7 confidential help, contact Sexual Offense Services (SOS, a community agency in Saint Paul) at 888-747-7070. SOS has counselors who can support you and explain your options to you. For confidential help on campus, contact the Student Counseling Office at 651-793-1528.
4. If you have been the victim of a sexual assault, you should seek medical attention immediately regardless of whether you report the matter to the police.
5. You may file a police report with the appropriate law enforcement agency. For on campus incidents contact the Safety and Security at 651-793-1725 (8 a.m. to 5 p.m.).
6. If you would like assistance in filing a police report, contact the Safety and Security Office (651-793-1725, on campus) or Sexual Offense Services (888-747-7070, off campus).
7. Metropolitan State University has counselors for students available in its Student Counseling Office 651-793-1528 and counselors available for faculty and staff at the State Employee Assistance Program 651-296-0765. These counseling offices as well as safety and security have information on additional resources available to victims of sexual violence both on campus and in the community.
8. In order to reduce contact between the victim and the alleged assailant, Metropolitan State will, at the request of the survivor, attempt to provide a change in classes, academic schedules, transportation or working arrangements as applicable and take other appropriate remedial measures. Metropolitan State University will provide written notice to victims of these options. These options are available to victims regardless of whether the victim chooses to report the crime to law enforcement or campus authorities.
9. You have the right to petition for an Order for Protection (OFP) or a harassment Restraining Order (HRO), [safety and security] has information available on how to file for and request an OFP or HRO. Metropolitan State may take actions it deems necessary or appropriate in response to all protection, restraining or no contact orders.

10. You may contact the Minnesota Crime Victims Reparations Board at 651-201-7300. The Crime Victims Reparations Board provides financial help to victims and their families for losses incurred as a result of a violence crime. You may also visit <https://dps.mn.gov> for additional information.
11. Metropolitan State will provide written notification to the victim of physical health, mental health, victim advocacy, legal assistance and other support services available on campus and in the community as noted above as well as written explanation of his or her rights and options under Metropolitan State Sexual Violence policy.

E. Procedures for Campus Disciplinary Action for Sex Offenses:

Victims of sexual assault or those witnessing any type of sexual violence or relationship violence are strongly encouraged to report the incident to University Safety; the campus Title IX coordinator; or the student conduct office. The Safety and Security Office is the office of official record for reports of sexual assault, as it is in all reported law violations. A report with Safety and Security Office can ensure that proper steps are taken to ensure the safety of the victim as well as the safety of the campus community as a whole. Filing a report with Safety and Security Office can also initiate the Metropolitan State disciplinary process, and is an option for any person wishing to report a case of misconduct.

Metropolitan State will normally not take any disciplinary action against a member of the campus community without a complaint and the assistance of the complainant in the disciplinary process, unless Metropolitan State determines there is a danger to the victim or the Metropolitan State community.

Because of laws concerning government data contained in the Minnesota Government Data Practices Act, Metropolitan State cannot guarantee confidentiality to those who report incidents of sexual violence except where those reports are privileged or confidential communications with licensed health care professionals or similar professionals. Off campus help is available at Sexual Offense Services of Ramsey County and the Domestic Abuse Project of Saint Paul.

If the safety and security director determines that continued threat exists, information about the reported sexual assault will be released to the campus community. Taking care to protect the identity of the survivor, the Safety and Security Office will release information regarding the location, date and time of the assault, and any information that might help identify the assailant. The Safety and Security Office will inform the campus community of the reported sexual assault and may use such resources as flyers, email notices and social media to communicate this information.

In order for Metropolitan State to proceed with an investigation, a complaint [whether by the victim or a third party] must be filed with the campus Title IX officer/Equal

Opportunity Office. Reports made through the Safety and Security Office will be forwarded to the campus Title IX officer/Equal Opportunity Office. After receiving a report/complaint, the campus Title IX officer, who must receive annual investigatory training, shall take the steps listed below to insure a prompt, fair, and impartial process following Minnesota State Colleges and Universities Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1 Sexual Violence Procedure:

1. Conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings. Both the complainant and respondent are allowed to have an advisor accompany them through the process. The advisor, however, will not normally be allowed to participate in questioning involving a student;
2. Investigate the complaint without identifying the complainant if, in the judgment of the designated officer, this would increase the likelihood of satisfactory resolution of the complaint;
3. The past sexual history of the complainant and respondent shall be deemed irrelevant except as that history may directly relate to the incident being considered;
4. Inform the complainant, respondent, witnesses and other involved individuals of the prohibition against retaliation and reprisal;
5. Create, gather and maintain investigative documentation as appropriate;
6. Disclose appropriate information to others only on a need to know basis consistent with state and federal law; and provide a data privacy notice (Tennessee warning) in accordance with state law;
7. Inform the complainant and respondent of the status of the investigation at reasonable times until final disposition of the complaint;
8. Conduct further investigation as deemed appropriate by the designated officer; prepare an investigation report for review by the decision-maker;
9. Take additional investigative measures as requested by the decision-maker;
10. Provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;
11. Notify both the victim and the accused party in writing of the outcome of the investigation;
12. Provide the investigation report to the complainant or respondent upon written request unless the information is protected under state or federal law.

Metropolitan State will complete an investigation and issue a written response within 60 days after a complaint is made, unless reasonable cause for delay exists. Metropolitan State will notify the complainant and respondent if the written response is not expected to be issued within the 60 day period.

The complainant and the respondent may appeal the decision of the decision-maker. An appeal must be filed in writing with the president or designee within 10 business days after notification of the decision. During the pendency of the

appeal disciplinary or corrective action taken as a result of the decision shall be enforced. In addition, in cases involving sanctions of suspension for 10 days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes, Chapter § 14.

Metropolitan State uses a preponderance of the evidence standard of evidence in determining violations of its Sexual Violence policy.

Students who are found to have violated the Sexual Violence policy could face sanctions up to and including suspension or expulsion from Metropolitan State. Employees found to violate the policy may be disciplined up to and including termination.

During and upon completion of the complaint process, the complaint file shall be positioned in a secure location in the campus Title IX office/Equal Opportunity Office. Access to the data shall be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act or other applicable law.”

IX. 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 if on the Saint Paul Campus, 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 personnel coming up stairwells to handle the emergency.
- Go to a designated gathering area 100 feet away from the building and wait for instructions.
- Listen for announcements over building emergency system or directions from safety staff.

X. Emergency Notification, Evacuation and Response Tests

The safety and security director and/or members of the emergency 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 by members of the emergency crisis team and, as scheduled, with members of city, state or federal agencies and may include the police, fire or other medical emergency professionals. 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.

XI. 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 university will issue a Timely Warning without delay 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.

The university will issue an Emergency Notification without delay that includes the date, time, location, nature and other relevant information upon confirmation of significant emergencies or dangerous situations involving immediate threats to the health or safety of students or employees on the campus on the above crimes.

Warning notifications will be issued through e-mails, safety web site and posted notices or public address system.

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 Safety and Security Office will also issue an 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 the RUREADY? webpage and on the university portal. 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 specific building bulletin boards around campus, or in segments of the campus as needed, 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) On-Campus Location

| 2014 Crime Statistics | | | | Hate Crimes by Prejudices | | | | | | | | |
|--|--------------------------------|--------------------------|-------------|---------------------------|-------------|----------------|-------------------------|-----------------|-------------|-----------------|-------------|-------|
| Incidents | Saint Paul Campus ¹ | Public Prop ⁴ | Grand Total | Racial Bias | Ethnic Bias | Religious Bias | Sexual Orientation Bias | Disability Bias | Gender Bias | National Origin | Gender Bias | Total |
| Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Murder | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Aggravated Assault | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Burglary | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 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 | 0 |
| Forcible Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Forcible Sodomy | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Assault with an Object | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Forcible Fondling | 0 | 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 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrests (Persons) | | | | | | | | | | | | |
| 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 |
| 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 |
| Hate Crimes Group B ² | | | | | | | | | | | | |
| Larceny/theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Destruction/damage/vandalism of property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| 2014 Crime Statistics | | | | Hate Crimes by Prejudices | | | | | | | | Total |
|-----------------------|---|---|---|---------------------------|---|---|---|---|---|---|---|-------|
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Number of Incidents Reported (Calendar Years) Non-Campus Locations

| 2014 Crime Statistics | | | | | | | | | | | | | |
|--|-----------------|-----------------|----------------|----------------|-------------------|---------------|---------------------|-------------------------|------------------------------|-------------------------------------|--------------------------------------|--------------------|--------------|
| Incidents | Anoka Ramsey CC | Century College | Inver Hills CC | Norman Dale CC | North Hennepin CC | Dental Clinic | MN Workforce Center | MN Center for Book Arts | Diamondhead Education Center | South of the River Workforce Center | Dakota County Law Enforcement Center | Saint Paul College | Grand Totals |
| Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Murder | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Motor Vehicle Theft | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 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 | 1 | 2 |
| Forcible Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Forcible Sodomy | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Assault with an Object | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Forcible Fondling | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Nonforcible Sex Offenses | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrests (Persons) | | | | | | | | | | | | | |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Drug Abuse Violations | 0 | 1 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Weapons Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals | | | | | | | | | | | | | |
| Liquor Law Violations | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 3 |
| Drug Abuse Violations | 0 | 0 | 0 | 0 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 11 | 19 |
| Weapons Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Hate Crimes | | | | | | | | | | | | | |
| Racial Bias | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ethnic Bias | 0 | 0 | 0 | 0 | *1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Religious Bias | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Orientation Bias | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disability Bias | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Gender Bias | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| National Origin Bias | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Gender Identity Bias | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Hate Crimes Group B² | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Larceny/theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Destruction/damage/vandalism of property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| 2014 Crime Statistics | Hate Crimes by Prejudices | | | | | | | | | | | Total | |
|------------------------------|----------------------------------|---|---|---|---|---|---|---|---|---|---|--------------|---|
| Domestic Violence | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 7 |
| Dating Violence | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Stalking | 3 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 9 |

* North Hennepin Community College: 1 Intimidation under the Ethnic Bias category.

**Number of Incidents Reported (Calendar Years)
Separate-Campus³ Locations**

| Separate Campus Midway 2014 | |
|--|--------|
| Incidents | Midway |
| Manslaughter | 0 |
| Murder | 0 |
| Robbery | 0 |
| Aggravated Assault | 0 |
| Burglary | 0 |
| Motor Vehicle Theft | 2 |
| Arson | 0 |
| Forcible Sex Offenses | 0 |
| Forcible Rape | 0 |
| Forcible Sodomy | 0 |
| Sexual Assault with an Object | 0 |
| Forcible Fondling | 0 |
| Nonforcible Sex Offenses | 0 |
| Incest | 0 |
| Statutory Rape | 0 |
| Arrests (Persons) | |
| Liquor Law Violations | 0 |
| Drug Abuse Violations | 0 |
| Weapons Violations | 0 |
| Disciplinary Referrals | |
| Liquor Law Violations | 0 |
| Drug Abuse Violations | 0 |
| Weapons Violations | 0 |
| Hate Crimes | |
| Racial Bias | 0 |
| Ethnic Bias | 0 |
| Religious Bias | 0 |
| Sexual Orientation Bias | 0 |
| Disability Bias | 0 |
| Gender Bias | 0 |
| National Origin Bias | 0 |
| Gender Identity Bias | 0 |
| Hate Crimes Group B² | |
| Larceny/theft | 0 |
| Simple Assault | 0 |
| Intimidation | 0 |
| Destruction/damage/ vandalism of property | 0 |

| | |
|--------------------------|---|
| Domestic Violence | 0 |
| Dating Violence | 0 |
| Stalking | 0 |

| Separate Campus Minneapolis 2014 | |
|--|-------------|
| Incidents | Minneapolis |
| Manslaughter | 0 |
| Murder | 0 |
| Robbery | 1 |
| Aggravated Assault | 2 |
| Burglary | 6 |
| Motor Vehicle Theft | 0 |
| Arson | 0 |
| Forcible Sex Offenses | 0 |
| Forcible Rape | 0 |
| Forcible Sodomy | 0 |
| Sexual Assault with an Object | 0 |
| Forcible Fondling | 1 |
| Nonforcible Sex Offenses | 0 |
| Incest | 0 |
| Statutory Rape | 0 |
| Arrests (Persons) | |
| Liquor Law Violations | 0 |
| Drug Abuse Violations | 1 |
| Weapons Violations | 2 |
| Disciplinary Referrals | |
| Liquor Law Violations | 3 |
| Drug Abuse Violations | 4 |
| Weapons Violations | 2 |
| Hate Crimes | |
| Racial Bias | 0 |
| Ethnic Bias | 0 |
| Religious Bias | 0 |
| Sexual Orientation Bias | 0 |
| Disability Bias | 0 |
| Gender Bias | 0 |
| National Origin Bias | 0 |
| Gender Identity Bias | 0 |
| Hate Crimes Group B² | |
| Larceny/theft | 0 |
| Simple Assault | 0 |
| Intimidation | 1 |
| Destruction/damage/ vandalism of property | 0 |

| | |
|--------------------------|---|
| Domestic Violence | 1 |
| Dating Violence | 0 |
| Stalking | 5 |

| Separate Campus Law Enforcement Criminal Justice Center 2014 | |
|---|--------|
| Incidents | LECJEC |
| Manslaughter | 0 |
| Murder | 0 |
| Robbery | 0 |
| Aggravated Assault | 0 |
| Burglary | 1 |
| Motor Vehicle Theft | 0 |
| Arson | 0 |
| Forcible Sex Offenses | 0 |
| Forcible Rape | 0 |
| Forcible Sodomy | 0 |
| Sexual Assault with an Object | 0 |
| Forcible Fondling | 0 |
| Nonforcible Sex Offenses | 0 |
| Incest | 0 |
| Statutory Rape | 0 |
| Arrests (Persons) | 0 |
| Liquor Law Violations | 0 |
| Drug Abuse Violations | 0 |
| Weapons Violations | 0 |
| Disciplinary Referrals | |
| Liquor Law Violations | 0 |
| Drug Abuse Violations | 0 |
| Weapons Violations | 0 |
| Hate Crimes | |
| Racial Bias | 0 |
| Ethnic Bias | 0 |
| Religious Bias | 0 |
| Sexual Orientation Bias | 0 |
| Disability Bias | 0 |
| Gender Bias | 0 |
| National Origin Bias | 0 |
| Gender Identity Bias | 0 |
| Hate Crimes Group B² | |
| Larceny/theft | 0 |
| Simple Assault | 0 |
| Intimidation | 0 |
| Destruction/damage/ vandalism of property | 0 |

| | |
|--------------------------|---|
| Domestic Violence | 0 |
| Dating Violence | 0 |
| Stalking | 0 |

Number of Incidents Reported (Calendar Years)

| 2013 Crime Statistics | | | | | | Hate Crimes by Prejudices | | | | | | |
|---------------------------------|--------------------------------|--------------------------|---------------------------------|-------|--------|---------------------------|-------------|-------------|----------------|-------------------------|-----------------|-------------|
| Incidents | Saint Paul Campus ¹ | Public Prop ⁴ | Noncampus Property ² | | | Grand Total | Racial Bias | Ethnic Bias | Religious Bias | Sexual Orientation Bias | Disability Bias | Gender Bias |
| | | | Mpls. | Mdwy. | LECJEC | | | | | | | |
| Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Murder | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 1 | 1 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 3 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 1 | 0 | 14 | 0 | 0 | 15 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 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 | 0 |
| Forcible Rape | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Forcible Sodomy | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Assault; Object | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Forcible Fondling | 0 | 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 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrests (Persons) | | | | | | | | | | | | |
| Liquor Law Violations | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 0 | 6 | 1 | 0 | 0 | 7 | 0 | 0 | 0 | 0 | 0 | 0 |
| Weapons Violations | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals | | | | | | | | | | | | |
| Liquor Law Violations | 0 | 0 | 5 | 0 | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 0 | 0 | 5 | 0 | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 0 |
| Weapons Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Hate Crime Group B2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All Categories | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Number of Incidents Reported (Calendar Years)

| 2012 Crime Statistics | | | | | | Hate Crimes by Prejudices | | | | | | |
|---------------------------------|--------------------------------|--------------------------|---------------------------------|-------|--------|---------------------------|-------------|-------------|----------------|-------------------------|-----------------|-------------|
| Incidents | Saint Paul Campus ¹ | Public Prop ⁴ | Noncampus Property ² | | | Grand Total | Racial Bias | Ethnic Bias | Religious Bias | Sexual Orientation Bias | Disability Bias | Gender Bias |
| | | | Mpls. | Mdwy. | LECJEC | | | | | | | |
| Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Murder | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 2 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 1 | 0 | 2 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 3 | 0 | 1 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 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 | 0 |
| Forcible Rape | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Forcible Sodomy | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Assault; Object | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Forcible Fondling | 0 | 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 | 0 |
| Incent | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrests (Persons) | | | | | | | | | | | | |
| Liquor Law Violations | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Weapons Violations | 0 | 1 | 0 | 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 | 0 |
| Drug Abuse Violations | 0 | 0 | 7 | 0 | 0 | 7 | 0 | 0 | 0 | 0 | 0 | 0 |
| Weapons Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Hate Crime Group B2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All Categories | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

NOTES:

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.

Noncampus Geography Under Clery Act, the noncampus category encompasses the following:

Controlled by means that your institution rents, leases or has some other type of written agreement (including an informal one, such as a letter or an e-mail) for a building or property, or a portion of a building or property. Even if there is no payment involved in the transaction, under Clery, a written agreement for use of space gives your institution control of that space for the time period specified in the agreement. For example, if your campus consists of leased space comprising the entire third floor of an office building, you are in control of the third floor. A reported crime that occurs on the third floor (rooms, hallway, restrooms), or in the lobby, stairwell or elevator that students must use to access the third floor, is considered to have occurred "on campus." If the agreement gives your institution use of the parking lot or specific spaces in the lot, the parking lot or the specified section of the lot is also part of your on-campus geography.

³ **Separate Campus:**

If it meets all of the following criteria:-Your institution owns or controls the site;

- It is not reasonably geographically contiguous with the main campus;
- It has an organized program of study; and
- There is at least one person on site acting in an administrative capacity.

Metropolitan State University has written lease agreements with the following institutions at these locations. All locations have reported zero (0) Clery incident crimes during the period of time associated with this report based on their search of internal safety statistics, campus crime authorities and local police departments with the exception of the information below.

* 2012 Anoka Ramsey Community College, Ford Plant, Inver Hills Community College, Minnesota Center for Book Arts, Normandale Community College, North Hennepin Community College and Saint Paul College. Century College: Motor Vehicle Theft = 2; Statutory Rape = 1, Liquor Law = 3 and Drug Abuse = 1.

⁴ **Public property:**

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

Group B² of hate crimes:

Destruction/damage/vandalism of property;

All policies and procedures in this respect will be valid for all other non-campus and separate campus locations unless otherwise noted.

Crime Definitions

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.

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

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.

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.

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.

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.)

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, methadone); and dangerous nonnarcotic drugs (barbituates, Benzedrine).

Liquor Law Violations: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, 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.)

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

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.

Domestic violence: includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction." 42 U.S.C. § 13925(a) (8).

Dating violence: Means violence committed by a person – (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; (iii) The frequency of interaction between the persons involved in the relationship." 42 U.S.C. § 13925(a)(10).

Stalking: Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress." 42 U.S.C. § 13925(a)(30).

Sex Offenses-Forcible

A. Forcible Rape: The carnal knowledge of a person, forcibly and/or against the 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).

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

C. 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 his/her temporary or permanent mental or physical incapacity.

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

Sex Offenses-Non-forcible

Unlawful, non-forcible sexual intercourse.

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

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

Above crime definitions from the *Uniform Crime Reporting Handbook*

SAINT PAUL CAMPUS



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