



Metropolitan State University
Safety & Security Plan
FY 2021-2026

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About Metropolitan State University

Our Mission

Metropolitan State University is a comprehensive urban university committed to meeting the higher education needs of the Twin Cities and greater metropolitan population.

The university will provide accessible, high-quality liberal arts, professional, and graduate education to the citizens and communities of the metropolitan area, with continued emphasis on underserved groups, including adults and communities of color.

Within the context of lifelong learning, the university will build on its national reputation for innovative student-centered programs that enable students from diverse backgrounds to achieve their educational goals.

The university is committed to academic excellence and community partnerships through curriculum, teaching, scholarship, and services designed to support an urban mission.

Our Vision

Metropolitan State University, a member of the Minnesota State College and University System, will be the premier urban, public, comprehensive system university in the Twin Cities metropolitan area and will provide high-quality, affordable educational programs and services in a student-centered environment.

The faculty, staff, and students of Metropolitan State will reflect the area's rich diversity, build a culturally competent and anti-racist learning community, and demonstrate an unwavering commitment to civic engagement.

Our 2020-2024 Strategic Plan: Building A Resilient, Student Ready University

Strategic Commitment #1: Set standards for student-centered support that meets the particular needs of subgroups of students based on identified demographic student profiles as a means to increase degree completion for all students.

Strategic Commitment #2: Provide distinctive, high quality, accessible, and affordable educational opportunities for post-traditional learners.

Strategic Commitment #3: Create a culture that supports and celebrates dynamic, innovative teaching that results in learning environments that effectively engage post-traditional learners in transformative and relevant learning and distinguishes Metropolitan State University graduates.

Strategic Commitment #4: Strategically develop and maintain relationships and partnerships with urban and metropolitan area communities, businesses, non-profits, donors and alumni

based on mutual benefit that clearly enriches the student learning experience, provide enhanced opportunities for students to meet their employment goals, influence the understanding of and value that local employers and the community afford to a baccalaureate level education, and/or advance the financial interests of the University.

Strategic Commitment #5: Model a culture of respect, equity, and inclusion for students, faculty, staff, and partners.

Strategic Commitment #6: Build structural and foundational systems and processes that align physical, financial, and human resources to increase institutional efficiency, effectiveness, and sustainability.

The Current Safety, Security, and Emergency Management Program

The Safety and Security Office is a part of the Campus Operations Department in the Finance and Operations Division of the university.

Staffing

For at least the past 10-years, the program consisted of less than one full FTE employee. The position was just one of the duties of the then-director of security and auxiliary services position. This position was also responsible for oversight of several other operational areas within the university, such as parking, ergonomics, and the university bookstore. This arrangement resulted in too many competing demands for the director's time and focus. Therefore, during the summer of 2019, the Campus Operations Department was reorganized to create a full-time FTE security director position, which now focuses exclusively on security and emergency management tasks.

Other Recent Security Improvements (Calendar Years 2018 – 2019)

Metropolitan State University is dedicated to the safety and security of everyone on our campus – students, employees, and visitors – and recognizes the importance of continuous evaluation and improvements to the safety, security and emergency management program. Listed below are some of the changes/improvements made since January of 2018:

Account Manager - In the fall of 2018, Metropolitan State University added the account manager position as a new layer of supervision to our contracted security. The account manager oversees the contractor's day-to-day operations and staffing. Some of the enhancements were made immediately: increased patrolling, cross training among the various posts at the university, and additional training regarding customer service, incident response, and a new concierge-type focus.

Incident Reporting – Security implemented a new online incident reporting system called Report Exec on November 1, 2019. This system allows security to report incidents within minutes and distribute reports and information to those who need to know or act. Along with a more robust program of documenting incidents, it will create real-time metrics that can be provided to stakeholders regarding the security of our university. The system also integrates with Maxient. This will also allow a reduction in paper waste along with improved response times for our security teams. The system has been fine-tuned to fit our mission, policies, and practices to ensure a safer tomorrow.

Code Blue Phones – In the past, these phones were answered and operable only during university open hours and were only connected to security officer cell phones. We have improved the system so that these calls are answered 24/7 by our alarm monitoring service which can contact the appropriate law enforcement agency, university security, or facilities staff.

Security Assessment – The university contracted with a third-party vendor to complete a full security assessment of our physical and electronic security measures and key aspects of the findings are included in this plan. Recommendations from the assessment address our security force, CCTV system, and physical accessibility vulnerabilities.

Radio Communications – The security department collaborated with the facilities and IT departments to order an integrated system of radios. These radios will facilitate faster communication and response times among and between these departments at the university and allow more seamless communications during incidents on campus.

Campus Security Authority (CSA) Training – The university has defined its designated Campus Security Authorities (CSAs), in accordance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The university hired D. Stafford and Associates to come on campus in September to conduct training for CSAs.

Clery Compliance Workgroup – In 2019, the university convened a Clery Compliance Workgroup. Establishment of such a workgroup is considered a best practice for ensuring compliance with and adequate review of the university's compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Clery Act Training – The university hired D. Stafford and Associates to train members of the Clery Compliance Workgroup and several other key stakeholders in September 2019.

Connections to Saint Paul Police Department – The university has developed a close relationship with the local SPPD commanders and several patrol officers. The SPPD now also has copies of the floor plans for the university and the plans are loaded into the SPPD system so in the event of an on-campus emergency, SPPD officers will be directed to the correct location. The university also held two open forums with our local SPPD district Senior Commanders, one forum at the Saint Paul location and one at the Midway location.

Connections with Community – The Security Director has made connections with security personnel for the First Lutheran Church and local shelter. The Director plans to develop additional connections with other community groups.

Phone system upgrade – Project includes updating all campus desk/room phones with Cisco phones. These phones also are connected to the 911 location service among other capabilities yet to be implemented regarding safety. Current status is on hold due to the migration to O365 and multiple other projects. Will resume shortly.

Cellular Enhancement for Midway – This project was to increase the cell reception in the lower portions of the Midway Campus as the coverage was weak. Metropolitan State University partnered with Wellington Management to complete the project. Reception has improved drastically at the campus. The biggest hurdle was getting 4 major carriers (AT&T, T-Mobile, Sprint and Verizon) to buy into the project

Fine Arts Studio – A security assessment was completed on the Fine Arts Building. Additional infrastructure was installed, including panic alarms and phone system. Operational protocols have been implemented, including frequent patrols. Card readers have been ordered and will be installed as well as additional security sensors, a push bar for egress, and a peephole in the accessibility access door in 2020.

Security Department Oversight

Contracted Security – The largest aspect of the security department is the oversight of the day-to-day operations of the contracted security vendor and their security officers deployed at the university. This includes the day-to-day operations of the team, ensuring compliance with contractual obligations, reviewing and management of key performance indicators, such as staffing hours, invoice accuracy, training records, and compliance with university policies. Coordination with contractor’s leadership is also necessary for special coverage, additional resources, and training.

Clery Compliance – The security department is the central coordination point to ensure compliance with the Clery Act. The university security director is the designated Clery Compliance Officer and is tasked with convening the Clery Compliance Workgroup, training the Campus Security Authorities (CSAs), maintaining an accurate Daily Crime Log, statistical recordkeeping and report for any Clery reportable security incident, and publishing the Annual Security Report, among other tasks.

Emergency Management Coordination – The department is tasked with developing and maintaining the disaster and evacuation planning, continuity of operations plan (COOP) and training for staff regarding the plans, and building and maintaining the communication and planning with local law enforcement, emergency managers, and first responders.

Surveillance and Life Safety Equipment – Along with monitoring the CCTV, the security department works closely with campus operations, facilities, IT, and maintenance staff to ensure the life safety systems, such as CCTV, building alarms, AED and Narcan deployment, are fully operational.

Student Safety – Metropolitan State University security officers are present at two locations, Dayton’s Bluff and Midway. We also have students attending classes at over 20 different locations with their own security practices. Security must ensure the safety of students and staff at all of these locations. Security also monitors all overnight sponsored travel throughout the world.

2020 Planned Security Enhancements

Training – We are currently working to create and deploy specific training programs tailored to our needs at Metropolitan State University. The training will focus on trauma informed care, de-escalation techniques, crisis intervention, and community outreach.

Radio Communications – The radios ordered in 2019 have arrived and will be deployed in early calendar year 2020.

Policies & Procedures – We are planning a comprehensive review and update of all safety, security, or emergency-management policies.

University Travel – Protocol and forms have been updated to include the addition of CSA information on student travel approval forms and the requirement to notify the security director of all student travel and employee international travel.

Clery Compliance – We have created the Clery Compliance Workgroup to address the broad governance needs associated with Clery Act compliance. This group assists with training, improving the Annual Security Report, policy review and updating, data collection process improvements, and increasing awareness across divisions regarding the Clery Act.

Optimizing Report Exec – The security department is responsible for implementation and operational oversight of the Report Exec incident and records management system. This web-based software allows for more accurate incident reports, analytics associated with each location, and improved responses from security officers.

Overnight Security Presence – With the transition to the new security vendor, Allied Security, the university finally achieved a comprehensive security presence, spanning 24 hours per day, seven days per week. Campuses having a continuous security presence is a post 9/11 security best practice. Overnight coverage allows us to more quickly thwart illegal activity on campus, identify suspects, monitor intrusions, or alert the Saint Paul Police Department of active criminal activity on campus.

COVID-19 (SARS-CoV-2)

COVID-19 is a severe acute respiratory syndrome, also known as the Coronavirus. In 2020, the World Health Organization declared COVID-19 a pandemic. In response to guidance from the U.S. Centers for Disease Control and the Minnesota Department of Health, and in response to the directives of Governor Walz, the university temporarily suspended in-person classes and events on campus. Classes were temporarily moved to alternate instruction methods beginning after Spring Break 2020.

For the duration of the COVID-19 outbreak, the Security Director and the Safety Committee will work to optimize safety for students, faculty, staff, visitors, and community members at every University site. The Security Director will serve, as needed, on and with the University's COVID-19 Response Team to align security directives and this Safety & Security Plan with best practices as guided by the University President, the System Chancellor, the Governor of the State of Minnesota, the federal Centers for Disease Control, and other relevant governmental and medical leaders and decision-makers. Substantial changes to this plan necessitated during the COVID-19 pandemic will be promptly disseminated to all University stakeholders. The result of this pandemic will be improved response, a revised Pandemic Plan, action items to ensure the university is better positioned for a future pandemic, and understanding of how we can be more flexible in nearly every aspect of delivering upon higher learning outcomes.

Security Connections within the University

This section identifies the key groups on campus which play an integral role in the overall Campus Safety, Security, and Emergency Management program.

Safety Committee

Purpose

Metropolitan State University is required to have a committee per Minnesota Administrative Rule 5208 and Minnesota Statutes section 182.676. The Committee provides labor and the university provides a cooperative opportunity to promote a safe and secure workplace to which both are committed. This committee reports up to the Resource Planning and Alignment Council in the university's governance structure.

Membership

- Director of Operations, Chair
- Director of Safety and Security
- Human Resources
- IFO Representative
- Student Senate Representative
- MSUAASF Representative
- MMA Representative

- MAPE Representative
- AFSCME Representative
- Vice President for Finance and Operations (Executive Sponsor)

Role and Engagement

Decision-making will follow the University's Council framework:

- Provide ideas for improving the public safety or security of the University.
- Assist in the creation and/or review of University public safety or security programs, processes, policies, and/or procedures and provide advice on the same.
- Assist in modifying and updating the Emergency Management Plan.
- Review and recommend actions on all public safety or security appeals to the VP/CFO for final decision.
- Provide advice and counsel to the President and the President's Executive Council through the Resource Planning and Alignment Council via the VP/CFO on the University's current and proposed public safety and security objectives.

Care Team

Purpose

The team is to respond to student referrals, act as a network to assist the student of concern, work to provide advocacy, work with the Behavioral Intervention Team, and continue to provide referrals as appropriate.

Membership

- Dean of Students, Chair
- Center for Accessibility Resources designee
- Financial Aid office designee
- Gateway Director and Ombudsperson
- Registrar's office designee
- Counseling Services Staff Counselor/Case Manager (Staff Psychologist alternate)
- Student Parent and Resource Coordinator
- Student Live and Leadership Development designee
- TRIO designee
- Academic advisor (plus one alternate)
- T3 IFO FA members (plus one alternate)

The Dean of Students and Counseling Services' Counselor/Case Manager belong to both the CARE and BIT. This allows for transparency and communication between CARE and BIT.

Role and Engagement

The CARE team works collaboratively with students of concern and the staff and faculty supporting them to help address barriers to retention and holistic wellbeing. This might include team members providing their knowledge, expertise, and resources to engage in trauma-informed and culturally responsive CARE plans that will empower the student to self-determine the best pathways to success. Larger procedural and policy recommendations will be made to the Team members for consideration or recommendation/review to PEC and President.

Operational considerations:

- Attendance is important to maintain caseloads and to develop as a team. If a team member is not able to attend regularly, the chair will reach out to them to determine their continued availability.
- If a team member is to be absent, they should report their absence as soon as possible in advance to the Dean of Students.
- A minimum of three (3) team members must be present to conduct business.
- Counseling Center staff will be present for consultations but cannot share specific information about any individual student without an appropriate release of information on file from that student, unless there is indication of imminent danger.
- The Associate Provost will provide a yearly operating budget for needed resources.

The CARE Team will create additional policies, procedures, and protocols that define the remainder of pertinent team operations, which will be available on the shared drive and encompass best practices.

Behavioral Intervention Team

Purpose

This group serves to gather information, assess, use reasoned analysis, and provide supportive intervention services to our students, especially during an emerging or perceived threat of harm to self or others.

Membership

- Dean of Students (Chair)
- Security Director
- Director of Counseling services
- Mental Health Counselor
- Associate Provost (alternate to Dean of Students)
- Vice President for Finance and Operations (alternative to Security Director)
- Staff Psychologist (alternate to Director of Counseling or Mental Health Counselor)
- Other Subject matter experts as needed

Role and Engagement

- Provide early support for and intervention to students exhibiting behaviors of concern in order to best serve them and enhance their opportunities for success as well as to protect the university community, including but not limited to referral to CARE team for ongoing support resources;
- Receive reports from members of the campus community about concerning or disruptive student behaviors;
- Address these reports through an established threat assessment and management process;
- Develop and select potential interventions and responses that are informed by the assessment process;
- Assign and communicate roles and responsibilities for implementation of interventions and responses to appropriate individuals, including the student of concern, BIT members, faculty, staff, and community resources;
- Follow up on interventions to address their effectiveness, and adjust as needed;
- Inform the university community of the BIT, and educate and empower university community members regarding the need, purpose, and mechanisms for reporting and intervention; and
- Provide education and consultation to the University community regarding responding to students of concern.

Counseling Services Office

The Counseling Services Office seeks to help students live their best lives by providing personal counseling, case management, and prevention-focused outreach services. Counseling Services offers both personal counseling and academic skills coaching to assist students with concerns that might interfere with their educational success.

Personal counseling includes interpersonal relationships, emotional issues, grief and loss, trauma, stress, and more.

Individual consultation in study skills, time management, concentration, and test taking is also available.

Student Counseling Services staff are also available to provide case management appointments, which seeks to connect students to resources that can help with basic needs concerns, such as food insecurity, housing, financial difficulty, health issues, and more.

Clery Compliance Workgroup

Purpose

This group's main goal is to ensure the university's compliance with Clery Act requirements, including oversight of the Annual Security Report, Campus Security Authority training program, policy development, and reviewing Clery reportable crimes.

Membership

- Security Director, Clery Compliance Officer
- Dean of Students
- Security Captain (contractor)
- Environmental Health and Safety Officer
- Director of Operations
- Chief Human Resources Officer
- Women's and LGBTQ Student Service Coordinator
- Campus Diversity Officer
- Associate Provost (alternate to Dean of Students)
- Vice President for Finance and Operations
- Assistant Human Resources Director for Talent Management (alternate to Chief Human Resource Officer, and resource to the workgroup)

Role and Engagement

- Charged with the primary function of identifying and evaluating processes, procedures and practices to manage compliance with the Clery Act.
- Responsibility to develop, or assign, each Clery Act policy statement requirement to the appropriate person/area to review for accuracy prior to publication of the Annual Security Report.
- Reviews all Timely Warning Notices, the Daily Crime Log, and Emergency Notification Requirements.
- Reviews handling of major incidents to determine Clery reportability
- Reviewing all Clery Act Updates
- Reviews other institutions' Annual Security Reports.

Safety & Security Communications

Star Alert System

The Star Alert System will be used to provide university-wide notifications to all Metropolitan State University email addresses. Star Alerts will also be sent via voice, text, or additional email addresses for those who have opted in to the system. Star Alerts will be issued for the following types of notices:

- Emergency Security Notifications

- Timely Warning Security Notifications
- Initiation of lockdown procedures
- Unexpected closure of a facility due to a mechanical or environment incident (e.g. gas leak, chemical spill, impeding weather)

Emergency Security Notifications

Emergency Security Notifications are required by the Clery Act when an institution determines that a crime for which it must report statistics — such as a homicide, sex offense or robbery — presents a serious or continuing threat to students and employees. A Star Alert will be issued for these incidents. These alerts will inform high level information regarding what is occurring and what you need to do immediately.

Clery Timely Warning Notice or Security Alerts

In the event of a substantiated serious security or safety concern, either on University property or in the near vicinity of the campus, numerous and diligent efforts are made to advise members of the campus community. The University takes its duty seriously to inform students, employees, and visitors of threatening situations and how they can best protect themselves from harm. Information related to crime and other potentially threatening situations is provided in an accurate and timely fashion for use by students and other University community members to reduce their chances of becoming victims. These notices are issued in compliance with the requirements of the Clery Act and will be issued as **“Clery Timely Warning Notice” (CTWN)** or as a **“Security Alert” (SA)** sent via email. In certain cases, information may also be physically posted at building entrances.

Security Warning Notices on Doors

Notices posted on doors will only be used in case of ongoing advisories. Examples would be for reoccurring theft, criminal activities, and advisories for students. In rare cases, we will use a version of this to notify those who are not signed up for Star Alert and our campus visitors or community members.

Preventative Security/Safety Alerts

As stated, these will be preventative security and safety alerts sent out by the Security Director or Environmental Health and Safety Officer via email. Some examples include everyday safety and security tips, information being shared by local Law Enforcement and other agencies. Recent history has included slips and falls, cold weather gear, and warnings regarding fraudulent calls and emails. These are set to be sent out monthly or when received further information to be shared.

Metropolitan State University Security Directory

Security Director-----651.793.1725

St. Paul Campus-----651.793.1717 (Directory for each building)

Email (Security inquiry)-----SafetyOfficer.stpaul@metrostate.edu

Midway Campus ----- 651.775.6122

Minneapolis College-----612.659.6910

LECJEC-----763.657.3749

Campus Feedback

In an effort to hear from stakeholders, the university held five campus safety listening sessions in late spring 2019 as well as forums in the summer of 2019 following an assault against an employee and then another between community members in the Dayton's Bluff library. The following are major themes that came out of those stakeholder engagement sessions.

- Need faster communication between the incident, security, and those affected by the incidents (i.e., Star Alerts, timely warnings, communication between each department)
- Follow-up regarding incidents that have been reported or viewed by students, faculty, and community members
 - Circling back once the incident has been closed/handled
 - Notifying our community, not just students and faculty
 - Better language in the alerts on all levels
- More campus training
 - Historically lacked training through table top exercises, drills, and scenarios
 - Need more presentations/events to teach and inform for different situations
 - Outreach to local First Responders, Law Enforcement, and Emergency Management
 - Need training on topics of mental health, trauma informed care, and crisis intervention
- Departments are too siloed, need better communication between different committees and teams (BIT/CARE) and hold meetings to enhance relationships with security
- Incident Response
 - Cameras are configured poorly
 - No training for how people should respond
 - The policies and procedures are out of date
 - Need situational training and drills
- More intentional connections with our community as a whole, such as:
 - Getting out and meeting people

- Not walking with our heads down
- Learn other cultures
- Close technology gaps for those who are outside of the loop
- Involvement in security training
- Enact a floor warden model
- Walking like you drive, without distractions such as cell phone use

These are a few items that we have learned with the small gatherings we have held.

The next section defines some actions that Metropolitan State University's Security Director, after consulting with the Safety Committee, and other staff and administration is proposing to ensure that we continue to move toward our main goal of creating a safer tomorrow for students, employees, visitors, and the community.

Security Assessment/Risk Mitigation

This section explains some of the recommendations resulting from the external security assessment, listening sessions (see section above), and other feedback received. Please note that any cost estimates indicated are approximate and would need actual quotes to proceed.

The following recommendations/items are broken into two primary categories:

- Security Action Recommendation – These items are strong recommendations that have been vetted by the Security Director and shared with other stakeholders seeking feedback. They represent critical next steps in the university's security and emergency preparedness program. These recommendations are not necessarily included in the current security budget.
- Items for Further Evaluation and Consideration – Items in this category are potential future recommendations, pending further evaluation and discussion by the university community.

The status of each item as of the date this Report was released is indicated for each item.

Security Action Recommendations

Recommendation 1: Electronically Locked Access Control System/Shrouded Locks

With any security measures, it all begins with the access. At Metropolitan State University, we aim to maintain an open campus that is safe and welcoming to the surrounding community and visitors. In order to adequately secure campus in the event of a significant security threat or a physical plan situation (such as a gas leak), the ability to lockdown building or the entire campus within minutes is mandatory. All exterior doors should be equipped with access card readers, electronic securing mechanical components, and shrouded locks to prevent intrusion. Due to

COVID-19, we have already added access readers to Founders Hall, St. Johns Hall lower level near the mailroom, and will begin work on New Main North door.

Cost: approximately \$300,000 for exterior doors only

Timeframe: 1 - 5 years, depending on budget, internal staffing, and contractor availability

Status – Submitted for approval and funding

Recommendation 2: Exterior Door Markings

When responding to an incident, it is paramount that location of the on-going/occurred incident is accurate. Either security for Metropolitan State or local Law Enforcement is responding, time is critical. It is a best practice for NIMS/ICS to have all exterior doors marked for many different reasons such as guiding students, responding to incidents, and generally speaking about a certain area. Working with Facilities, we will be able to label and educate those on campus of the meaning and usage. This is deemed a cost-effective way to further enhance our ability to respond.

Cost: \$10,000

Status – Submitted for approval and funding

Recommendation 3: Closed-Circuit Television System (CCTV/Video Surveillance)

The CCTV system is our eyes when physical security is not present. This system captures and records critical imagery for security officers and facilities staff. The CCTV system needs a complete review and restructure of the entire system. The system is operated in close coordination with information technology. The university needs a full evaluation of the current CCTV system, including mapping of the current system. Additional cameras may need to be purchased and installed. New servers may also be needed to maintain more, better-quality images for a longer period of time.

Cost: TBD

Timeframe: TBD, in coordination with IT

Status – Submitted for approval and funding

Recommendation 4: Intrusion Detection System (IDS) Upgrade

Our intrusion detection system, including glass break and motion sensors, is critical to securing our facilities and ensuring a prompt response from campus security and police. These alarms

must be maintained in excellent operational condition, tested routinely, and required close coordination with the hardware provider. The system needs a complete reboot and sensors need to be repaired or replaced. The ongoing maintenance of this system and the other low-voltage systems requires a dedicated person who is assigned to CCTV, Alarm Monitoring, and card reader/access points. This person would work directly with Security, IT, and Facilities to upgrade the security systems.

Cost: \$75,000 for annual salary and fringe plus approximately \$25,000 to upgrade/fix current issues

Timeframe: Project could be complete in approximately 6 months

Status – Submitted for approval and funding

Recommendation 5: Security Operations Center

Early detection and communication are the most critical criteria for protecting people and property. Creating a 24/7 Security Operations Center will allow for greater chances for early detection and notification, decreased incident response time, better communication, and the ability to enhance our proactive security measures. In order to create a Security Operations Center, we would need to have a secure space with two work stations, each with 4 monitors, a large monitor to display CCTV, and phone lines. This could potentially be achieved using the office located directly behind the information/security desk in the Student Center or placing a dedicated officer in the security office in Founders Hall. Optimally, the Security Operations Center would be staffed with university employees in the AFSCME Campus Security Officer classification.

Cost: approximately \$150,000 (\$50k renovation, \$50K Equipment/electronics, \$50K for furniture and design)

Implementation timeframe: 12 – 18 months

Status Submitted for approval and funding

Recommendation 6: Campus Lighting

Proper lighting is the strongest security preventative measure and can deter potential crimes from happening. This would include theft, vandalism, property damage, drug use and paraphernalia disposal, and other risks to our community. With the added third shift security, we would be able to observe any issues with the current lighting on campus. This would become an ongoing practice with a strong relationship between security and facilities.

Cost: \$15,000 yearly budgeted

Timeframe: 2 - 5 years (though continuous improvements and maintenance)

Status – Submitted for approval and funding

Recommendation 7: Training on Emergency Response Plans

Emergency response plans have two steps. The first step is to create the plans. The second is to train on the plans. Emergency response plans gives the responders the simple steps to take during incidents. These plans also play a critical role in the university's emergency preparedness and continuity of operations plans. Security is currently working on updating or creating our emergency response plans. Security is working on incorporating the National Incident Management System (NIMS) structure and the Incident Command System (ICS). The initial plan is to create and train on emergency response protocols and floor plans attached to clipboards/binders placed in select locations. Then training will be provided for Emergency Response Teams. Master binders with all of the location security plans will be provided to the Operations Team, PEC, Security Contractor, and local public safety agencies. As with any business, protection and readiness is key to business continuity. Metropolitan State University must partner with local and federal law enforcement agencies to ensure that training, response, and knowledge is shared. The university will be assured that first responders are familiar with the property and the law enforcement officers will have known campus connections. As we continue to enhance the relationship, we will be inviting these branches out to our campus for various reasons. From table top exercises to scenario-based drills. We will be conducting active shooter, lockdown, lockout, and fire walks with the appropriate parties. The goal is to have the departments understand our footprint and access points. This is also a great reason to institute the Security Department's plan for initiating NIMS and ICS coordination with multiple stakeholders within the University.

Cost: \$5,000

Timeframe: 3 - 6 months (Bi-annually updated)

Status – Submitted for approval and funding

Recommendation 8: SafeTea Talks

Similar to "Coffee with Cops", the idea is to open up the floor for those who have concerns to come forward and discuss with security leadership. These monthly discussions will create a stronger relationship between security and student/employee working life. Also similar to the listening sessions held over the summer, these would be structured the same. Changes and implementations to security would also be discussed. Security department would submit monthly topics to discuss during the first portion of the forum. A set plan for a location and those who might want to be included in these monthly forums would need to be addressed.

Status – Submitted for approval and funding

Items for Further Evaluation and Consideration

The considerations listed below are potential recommendations but need more evaluation. The evaluation includes more data review and discussions with campus community, bargaining units, and stakeholders. Depending on the outcome of the evaluation and discussions with the key stakeholders, each item will either be held for further evaluation or move above as a recommendation.

Consideration 1: Proprietary Security (In-house Security)

Proprietary security means that Metropolitan State University will have full responsibility and control of the security staff on site. Ranging from stronger candidates, more robust training applications, scope of work regarding safety of our community, and increased relationships. This falls in line with the majority of the other State Universities. The university would be able to create a security officer program with surrounding colleges and universities within our system for training, resources, and planning. The starting point would be creating the first two Campus Security Officers. One would be during the day and the second would be evenings creating our presence and guidance for contracted security. From there, we would add the third shift and continue adding to each shift until fully staffed. For that, it would be comprised of roughly 15 potential new positions for AFSCME.

Process – The Security Director will initiate a comparison between proprietary, contracted, and hybrid security. The analysis will include cost of each model as well as pros and cons. The analysis will then be shared with the following groups for review, edits, and feedback (in no specific order):

- Resource Planning and Alignment Council
- Safety Committee
- Bargaining Units
- Library Safety Task Force
- Cabinet
- Leadership Assembly

Final analysis and recommendation will be presented to the President's Executive Cabinet for deliberation and decision.

Consideration 2: Reposition of Security Desk in Library

To better serve the students, faculty, staff, and community, the security desk should be located in a position that best suites the needs of the location. Moving the security desk to the other

side of the common area will increase security's ability to monitor situations occurring in Dayton's Bluff library, common areas, and St. Paul Public Library. This will also reduce the confusion when people approach the desk. Build a new security desk across from the current desk located in the common area. We would begin working with facilities and IT to ensure that the plans are acceptable and the technology is accessible from that location.

Process – Discussion will begin within the Library Safety Task Force to understand if there is a need, want, or objections to the reposition and if there are other opportunities. The analysis will then be shared with the following groups for review, edits, and feedback (in no specific order):

- Resource Planning and Alignment Council
- Safety Committee
- Bargaining Units
- Cabinet
- Leadership Assembly

Final analysis and recommendation will be presented to the President's Executive Cabinet for deliberation and decision.

Consideration 3: [Creation of Security Office in Library](#)

Due to the increase incidents, having a stronger presence in the Dayton's Bluff library will reduce response time, incident occurrence, and increase overall safety for our students, faculty, staff, and community members. It also will allow the security department to be more visible and readily available for walk-ins and reporting situations. Discussions will be necessary with all Stakeholders associated with this decision. The office would be within the Metropolitan State University library.

Process – This consideration to be discussed in the Library Security Task Force during calendar year 2020. The analysis will then be shared with the following groups for review, edits, and feedback (in no specific order):

- Resource Planning and Alignment Council
- Safety Committee
- Bargaining Units
- Library Safety Task Force
- Cabinet
- Leadership Assembly

Final analysis and recommendation will be presented to the President's Executive Cabinet for deliberation and decision.

Consideration 4: Act of Violence Platform

This Act of Violence Platform consist the emergency planning, table top exercises, drills, walk-throughs and scenario-based training for staff. Planning and exercises will increase the execution of the university's emergency plans. Drills will increase the knowledge and muscle memory for our students, faculty, staff, and community when faced with any acts of violence. Updating and creating of the emergency plans, table tops, and drills. Once those are completed, we will begin to institute a training program for these emergency plans. As we move forward with the training, we can then institute the drills and walkthroughs.

Process – Begin to create the emergency planning, table top exercises, drills, and training for all staff. Due to the enormous amount of information, stakeholders associated, and time to complete, it will take some time to put together. The analysis will then be shared with the following groups for review, edits, and feedback (in no specific order):

- Resource Planning and Alignment Council
- Safety Committee
- Bargaining Units
- Library Safety Task Force
- Cabinet
- Leadership Assembly

Final analysis and recommendation will be presented to the President's Executive Cabinet for deliberation and decision.

Consideration 5: Door Barricades

It has been seen in many cases, barricading doors during an act of violence saves lives. In some or our rooms; tables, chairs, and podiums are not heavy enough to fully barricade a door. In other rooms, it might take too much time to attempt to barricade. The solution would be simple door barricades that are roughly \$75 per barricade. These are small and attached to the door itself. In the situation that would need this, it would be a simple kick of the object to initiate the barricade. Simple, cost effective, saves lives. Work with the stakeholders regarding the barricades. Discuss how this looks, costs, and overall reaching this may cause.

Process – While the idea is good, there needs to be more information regarding the pros and cons of this move. Further data is needed to move forward at all. Once that has been completed, the process of presenting to different councils and groups will begin.

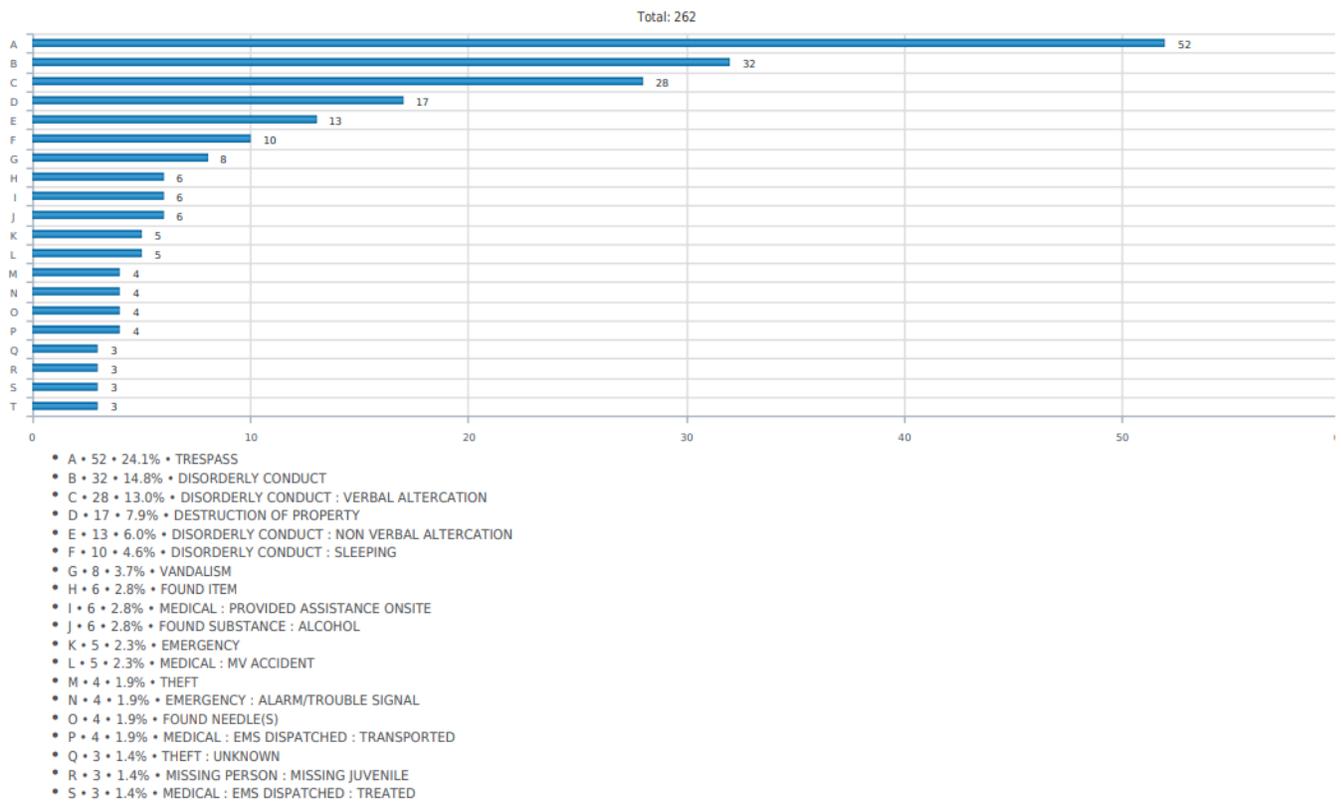
Final analysis and recommendation will be presented to the President's Executive Cabinet for final deliberation.

Environmental Assessment

As we continue to implement and improve Report Exec (RSM platform for security reports), the security department will be able to provide reports to interested stakeholders. These graphs are examples which represent the number of incident reports in the area and the type of report.

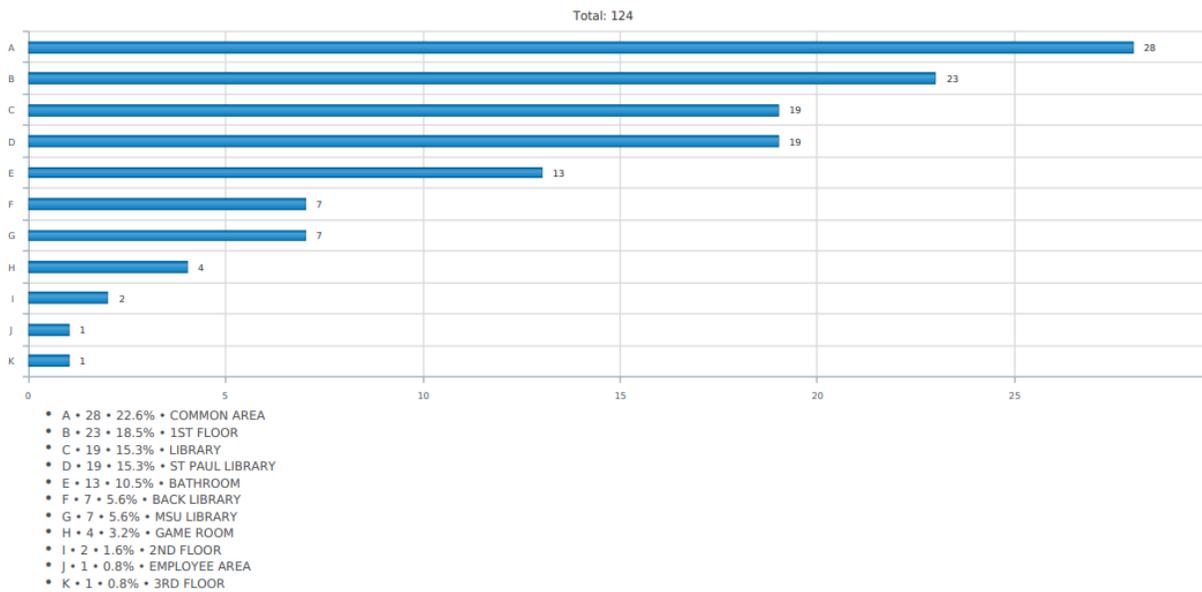
2019 Total Incident Reports by "Category". The below chart depicts the total incidents for the Saint Paul campus only.

Metropolitan State University - Saint Paul



Below is a bar graph that represents all reported incidents in the Library on the Saint Paul Campus for 2019. We continue to update and improve the settings, descriptions, and locations to better capture information.

Metropolitan State University - Saint Paul



The following graphs illustrate the main Saint Paul campus' area crime statistics and crime index relative to the national average.

3-Mile Methodology: Summary
G4S Secure Solutions (USA), Inc.

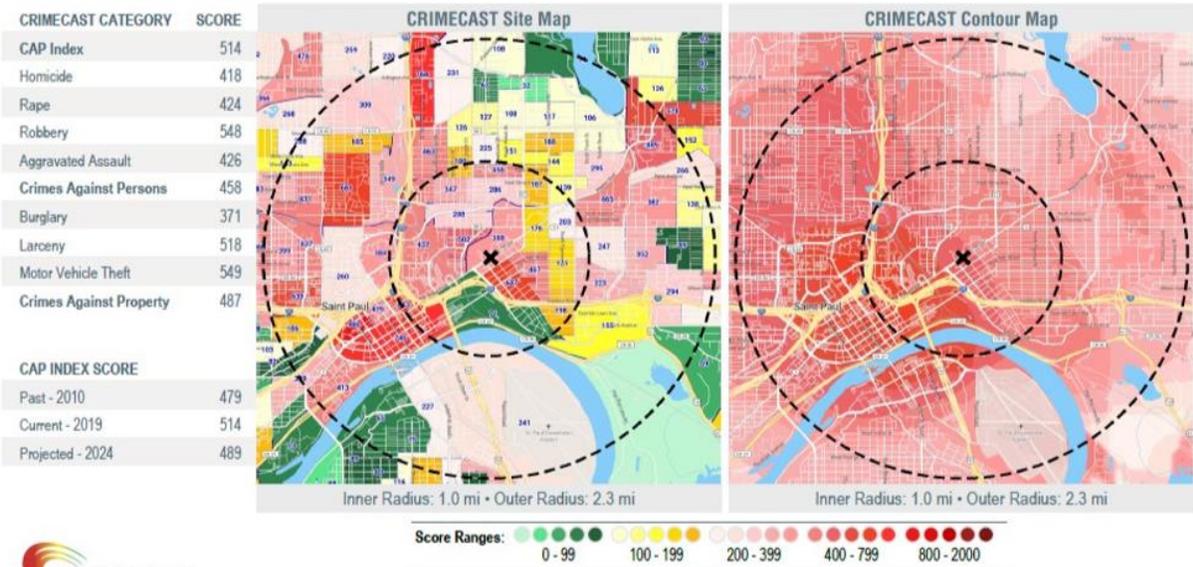


This Site's 2019 National CAP Index Score:

514

Metropolitan State University
700 East Seventh Street, St. Paul, MN 55106
Latitude: 44.95848, Longitude: -93.07286

CRIMECAST Scores are based on a scale of 0 to 2000, with 0 representing the lowest risk and 2000 the highest - 100 is average. A score of 514 is 5.14 times higher than average.



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The above index map shows the 3 mile crimecast area. Simply put, the area above is 5.14 times more likely to experience crime.

- Robbery – 5.48% higher than national average
- Motor vehicle theft – 5.49% higher
- Aggravated Assault – 4.26% higher than national average
- Homicide – 4.18% higher than national average

3-Mile Methodology: Site Map

G4S Secure Solutions (USA), Inc.



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514

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Within this map, individual block groups are color-coded to depict the level of risk within the block group and identify the potential origin of crime or criminal behavior.

CRIMECAST CATEGORY	SCORE
CAP Index	514
Homicide	418
Rape	424
Robbery	548
Aggravated Assault	426
Crimes Against Persons	458
Burglary	371
Larceny	518
Motor Vehicle Theft	549
Crimes Against Property	487

CAP INDEX SCORE	
Past - 2010	479
Current - 2019	514
Projected - 2024	489



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This map represents the individual locations and their corresponding Crimecast score.

3-Mile Methodology: Contour Map

G4S Secure Solutions (USA), Inc.



This Site's 2019 National CAP Index Score:
514

Metropolitan State

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St. Paul, MN 55106

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Within this map, rather than showing the underlying block group layer, every point on the map is scored using our radius/threshold methodology. Points are then joined together to create contours.

CRIMECAST CATEGORY	SCORE
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Robbery	548
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This is representation of the average with the individuals and the probability of crime.

3-Mile Methodology: Scores

G4S Secure Solutions (USA), Inc.



This Site's 2019 National CAP Index Score:

514

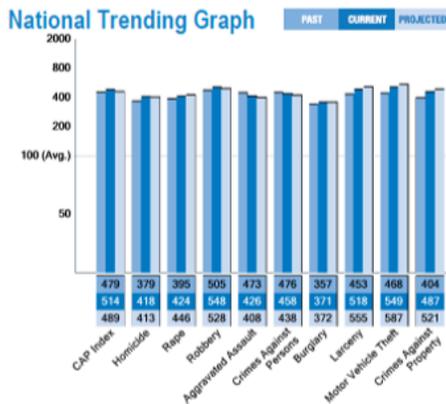
Metropolitan State
700 East Seventh Street
St. Paul, MN 55106

Latitude: 44.95848
Longitude: -93.07286

CRIMECAST CATEGORY	THIS SITE'S SCORES		
	PAST 2010	CURRENT 2019	PROJECTED 2024
CAP Index	479	514	489
Homicide	379	418	413
Rape	395	424	446
Robbery	505	548	528
Aggravated Assault	473	426	408
Crimes Against Persons	476	458	438
Burglary	357	371	372
Larceny	453	518	555
Motor Vehicle Theft	468	549	587
Crimes Against Property	404	487	521

CRIMECAST CATEGORY	THIS SITE'S SCORES		
	PAST 2010	CURRENT 2019	PROJECTED 2024
CAP Index	710	757	725
Homicide	660	786	780
Rape	542	656	700
Robbery	759	791	766
Aggravated Assault	815	762	739
Crimes Against Persons	773	758	732
Burglary	507	489	490
Larceny	555	618	657
Motor Vehicle Theft	674	810	886
Crimes Against Property	519	607	647

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CRIMECAST CATEGORY	THIS SITE'S SCORES		
	PAST 2010	CURRENT 2019	PROJECTED 2024
CAP Index	341	354	352
Homicide	319	373	387
Rape	311	331	378
Robbery	350	365	363
Aggravated Assault	385	347	347
Crimes Against Persons	368	349	349
Burglary	277	253	254
Larceny	363	391	420
Motor Vehicle Theft	376	381	437
Crimes Against Property	322	356	385

*Ramsay County, MN



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6-Mile Methodology: Site Map

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This Site's 2019 National CAP Index Score:

501

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St. Paul, MN 55106

Latitude: 44.95848
Longitude: -93.07286

CRIMECAST Scores are based on a scale of 0 to 2000, with 0 representing the lowest risk and 2000 the highest - 100 is average. A score of 501 is 5.01 times higher than average.

Within this map, individual block groups are color-coded to depict the level of risk within the block group and identify the potential origin of crime or criminal behavior.

CRIMECAST CATEGORY	SCORE
CAP Index	501
Homicide	370
Rape	414
Robbery	536
Aggravated Assault	395
Crimes Against Persons	434
Burglary	362
Larceny	524
Motor Vehicle Theft	539
Crimes Against Property	488
CAP INDEX SCORE	
Past - 2010	457
Current - 2019	501
Projected - 2024	474



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With the 6-mile view, we can see that Metropolitan State University in the center of a high crime area.

6-Mile Methodology: Contour Map
G4S Secure Solutions (USA), Inc.



This Site's 2019 National CAP Index Score:
501

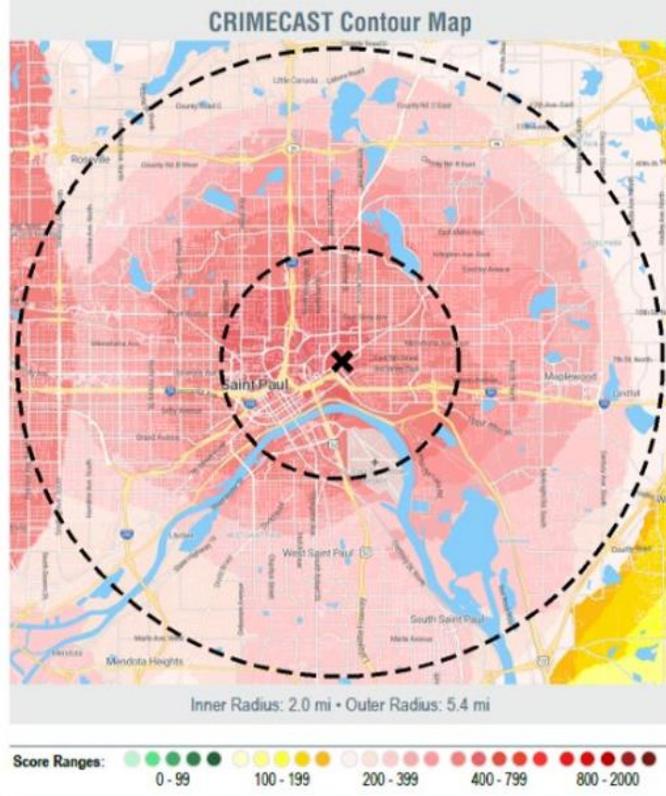
Metropolitan State
700 East Seventh Street
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Within this map, rather than showing the underlying block group layer, every point on the map is scored using our radius/threshold methodology. Points are then joined together to create contours.

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6-Mile Methodology: Scores

G4S Secure Solutions (USA), Inc.



This Site's 2019 National CAP Index Score:

501

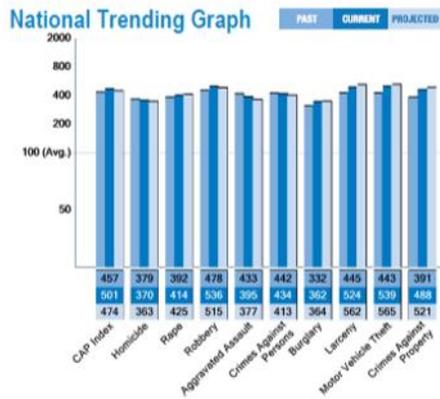
Metropolitan State
 700 East Seventh Street
 St. Paul, MN 55106

Latitude: 44.95848
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CRIMECAST CATEGORY	THIS SITE'S SCORES		
	PAST 2010	CURRENT 2019	PROJECTED 2024
CAP Index	457	501	474
Homicide	379	370	363
Rape	392	414	425
Robbery	478	536	515
Aggravated Assault	433	395	377
Crimes Against Persons	442	434	413
Burglary	332	362	364
Larceny	445	524	562
Motor Vehicle Theft	443	539	565
Crimes Against Property	391	488	521

CRIMECAST CATEGORY	THIS SITE'S SCORES		
	PAST 2010	CURRENT 2019	PROJECTED 2024
CAP Index	678	738	702
Homicide	660	696	685
Rape	538	640	667
Robbery	718	774	747
Aggravated Assault	746	707	683
Crimes Against Persons	718	719	690
Burglary	471	477	480
Larceny	545	625	665
Motor Vehicle Theft	638	795	852
Crimes Against Property	502	608	647

CRIMECAST Scores are based on a scale of 0 to 2000, with 0 representing the lowest risk and 2000 the highest - 100 is average. A score of 501 is 5.01 times higher than average.



CRIMECAST CATEGORY	THIS SITE'S SCORES		
	PAST 2010	CURRENT 2019	PROJECTED 2024
CAP Index	326	346	341
Homicide	319	330	340
Rape	309	324	360
Robbery	331	357	355
Aggravated Assault	352	322	321
Crimes Against Persons	341	331	329
Burglary	257	247	248
Larceny	357	396	425
Motor Vehicle Theft	356	374	420
Crimes Against Property	311	357	385

*Ramsay County, MN



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Conclusion

This plan is a starting point to how we are going to create a safer tomorrow. As we continue down this path, we will begin to make upgrades, updates, and improvements for our University. The beginning stage is submitting these recommendations and considerations. The next will be moving to implementation for any recommendations approved or further evaluation for items still under consideration. The implementation planning will provide more specificity regarding the benefits, cost, timeline, and stakeholder engagement.

This plan will be published online each fall term or when significant status updates occur. More information may be added for other recommendations, evaluations, and changes.

A complete review and re-write is scheduled to begin in 2025 for the next 5-year plan.