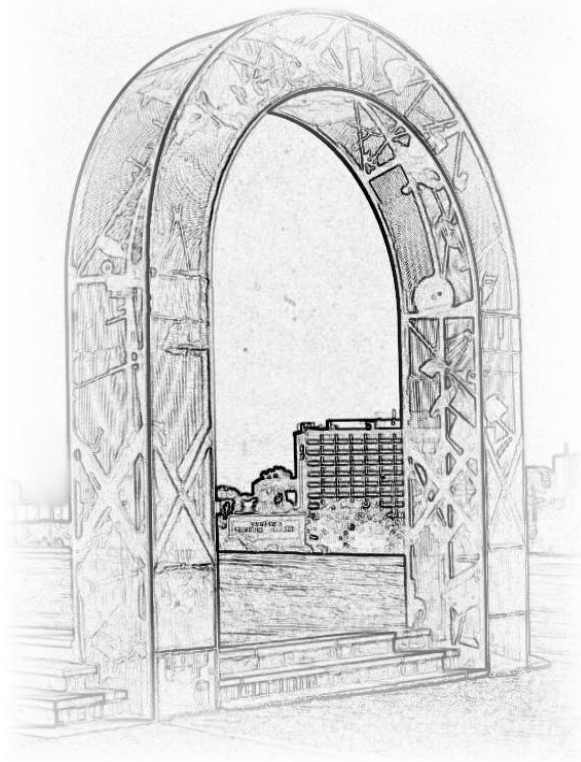


CAMPUS SECURITY REPORT 2004



*"Real Tools" Arch Sculpture,
Barbara Grygutis © 1991*

Saint Paul College is committed to a policy of nondiscrimination. No person shall be discriminated against with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, and all other federal and state laws regarding equal opportunity. Inquiries regarding compliance may be addressed to Thomas Matos, Dean, Student Development and Services, 651.846.1362, 235 Marshall Avenue, Saint Paul, Minnesota 55102.



Saint Paul College
A Community & Technical College

SAINT PAUL COLLEGE CAMPUS SECURITY REPORT 2004

Campus Security

Saint Paul College encourages all students and college community members to be fully aware of the safety issues on campus. The College encourages all students and staff 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, Saint Paul College monitors criminal activity and publishes this report, maintaining a three-year statistical history on the campus, on the adjunct campus, and at off-campus facilities used by Saint Paul College. Saint Paul College distributes information about this report to students and employees. A copy of this report is also available to prospective students and employees upon request.

Saint Paul College has various policies and procedures relating to campus security, and it expressly reserves the right to modify them or adopt additional policies or procedures at any time without notice. Such changes may appear in successive issues of this report.

Crime Reporting Policies

The Office of Security and Maintenance, located on the ground floor, (phone numbers 651.846.1322 or 612.839.0018) is the office to which all criminal reports should be made. Everyone on campus is encouraged to report immediately any and all potentially criminal activity to the Office of Security and Maintenance and/or the City of Saint Paul Police Department 651.291.1111. Individuals reporting to the College, who also wish to file a complaint with the City of Saint Paul Police Department, will be provided with assistance from Saint Paul College upon request.

Saint Paul College normally requires a written complaint from someone to begin the investigation process. Saint Paul College usually needs the assistance of the complainant in any disciplinary process against the accused. Saint Paul College will make exceptions when necessary, including cases presenting clear danger to the victim and/or the college community.

Saint Paul College will issue an annual report of criminal reports made to Campus Security and other law enforcement agencies for crimes occurring on College property or adjunct facilities. The annual report includes reported crimes alleged to have occurred on the campus and facilities owned or rented by Saint Paul College and/or recognized student organizations.

It includes the following **reports** of crime:

- | | | |
|-----------------------|--|--|
| • Murder | • Murders evidencing hate crime | This report also includes arrests for the following: <ul style="list-style-type: none">• Liquor law violations• Drug abuse violations• Weapons possession |
| • Sex Offenses | | |
| • Robbery | • Forcible rape evidencing hate crime | |
| • Aggravated Assault | • Aggravated assault evidencing hate crime | |
| • Burglary | | |
| • Motor Vehicle Theft | | |

The Security Officer serves as the primary liaison for Campus Security with all law enforcement agencies. When reports are made to the Security Officer, or other security personnel, Campus Security 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.

Reporting Procedures

All criminal activity occurring on campus should be reported **immediately** to Campus Security [Office of Security and Maintenance at 651.846.1322 or 612.839.0018] and/or City of Saint Paul Police Department 651.291.1111. Campus Security will assist the complainant in completing criminal reports. These reports will also be forwarded to the City of Saint Paul Police Department. In appropriate cases, Campus Security will assist the City of Saint Paul Police Department with investigations.

Every effort should be made to ensure that physical evidence is maintained and protected. Immediate reports will assist in preserving evidence.

If You Are A Victim of A Crime or Witness A Crime:

1. Call Campus Security at 651.846.1322 or 612.839.0018 or the Saint Paul Police Department at 651.291.1111 for any emergency including medical assistance, fires, suspicious people or activities, crime reports, traffic accidents, or other illegal activities.
2. Submit a description of the offender(s), including sex, age, race, hair, clothing, and other distinguishable features. Attempt to provide a description and license number of any vehicle involved. Note the direction taken by offender(s) or vehicles and report those to Campus Security or the City of Saint Paul Police.
3. 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 Campus Security and/or City of Saint Paul Police Department arrive.
4. Campus Security will accept third-party reports in cases of sexual assault in order to protect the victim's identity.
5. Persons filing a complaint with Campus Security will be provided a copy of the College Incident Report.

All employees, faculty, or staff who become aware of an allegation of violation of Saint Paul College policy, student code of conduct, civil or criminal law should report the allegation to their supervisor and Campus Security. The following people with significant responsibility for student and campus activities (not including counselors) must report potential criminal activity of which they are aware to campus security:

President, Vice Presidents, Deans, Business Manager, Bookstore Manager, Department Chairs, Child Care Center Manager, Financial Aid Supervisor, Human Resources Director, Affirmative Action Officer, Admissions Specialist, Registrar, Equity Facilitator as well as any supervisors and assistants for the College.

These individuals should not attempt to investigate but should instead report and allow Campus Security to investigate.

All persons in the college community are encouraged to assist anyone in reporting alleged criminal activity by contacting Campus Security and/or the City of Saint Paul Police Department, as well as providing assistance in making the report.

Student Organizations with control of any facility are encouraged to report safety and security concerns to Campus Security.

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

College Response to Reports:

All allegations will be investigated. These investigations may be made in conjunction with the City of Saint Paul Police Department.

Reports will be classified by the Director of Security in conjunction with the appropriate police agency according to the FBI Uniform Crime Reporting Definitions.

When alleged perpetrators are identified as students, the case will be forwarded to Thomas Matos, Dean, Student Development & Services, 651.846.1362, for investigation and appropriate action. Criminal investigation, arrest, and prosecution can occur independently, before, during, or after the campus judicial process.

The College will issue a timely warning to members of the campus community in cases of reported murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and any hate crimes (manifesting evidence of prejudice based on race, religion, sexual orientation, or ethnicity) of murder, forcible rape or aggravated assault, in cases where the Security Officer (or designee) determines there is a continuing threat. In such cases, warnings will be published through campus bulletins.

Policies Concerning Safety of and Access to Campus Facilities:

Personal Security Recommendations

Campus security staff are available to assist you in protecting yourself by providing regular foot and/or vehicle 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.

Call for an Escort! The Security Office is open from 7:00 a.m. to 10:30 p.m. Monday through Thursday and from 7:00 a.m. to 4:30 p.m. on Friday, as well as 7:30 a.m. to 12:30 p.m. on Saturday. Call 612.839.0018 or stop by the College Information Center to arrange an escort.

Be aware of when patrol is on duty. Security staff normally patrol the campus between the hours of 7:00 a.m. and 10:30 p.m. The Campus Security phone number is 612.839.0018.

Protect your property

- Personal property (purses, briefcases, calculators, etc.) should never be left unattended. Take such items with you if you are leaving the office or classroom.
- Lock your door whenever you leave your room or office. Always lock your car doors.
- Always escort your guests to and from the main entrance doors.
- Protect all valuables in your room or office. Do not leave valuables in plain view. Take valuables home with you.
- Always lock your bike. There are several good anti-theft devices available. Case-hardened heavy locks and chains afford the best protection.

Protect your automobile

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

Protect yourself at night

- Avoid walking alone at night.
- Refrain from taking shortcuts; walk where there is plenty of light and traffic.

Protect yourself walking and jogging

- Avoid walking and jogging alone after dark. •

Walk along well-lit routes.

- 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.
- Have your keys ready when returning to your residence and keep your personal or valuable items concealed and close to your body.

Help us protect you: Watch for suspicious persons in and around College buildings and in parking lots. Do not pursue them. Call Campus Security immediately at 612.839.0018.

Campus Security will provide safety seminars each semester. These seminars include discussing maintaining personal security and reporting any alleged crimes. All students, faculty, and staff are encouraged to participate.

Suspicious activity. If you see suspicious activity or people on or near campus, call Campus Security at 612.839.0018. Do not assume the person is a visitor or College staff member that you have not seen before. Suspicious people may be:

- Loitering about at unusual hours and locations; running, especially if something of value is being carried.
- Exhibiting unusual mental or physical symptoms. Person(s) could be under the influence of drugs or otherwise needing medical or psychiatric assistance.
- Carrying property that might be suspicious, depending on the circumstances, going from room to room trying door handles.
- Report all thefts and property loss immediately to Campus Security. • Be security conscious at all times.

Security Considerations of Campus Facilities:

Building access and maintenance

- The campus is for the use of students, faculty, staff and their escorted guests, and those on official business with Saint Paul College. All others are subject to being charged with trespassing.
- Access to campus buildings is limited to normal business hours.
- Students, faculty, staff, and visitors are encouraged to report needed repairs to the Maintenance Department at 651.846.1394.

Policies and procedures for safe access to buildings

- Keys are issued to authorized administration, faculty, and staff only.
- Exterior building doors should not be blocked open when the doors are locked. • Building evacuation is mandatory for all fire alarms.
- Saint Paul College is normally open from 7:00 a.m. until after evening classes and for scheduled weekend classes and special events.
- Employees and students in buildings after normal working hours should have a Saint Paul College identification card to present when requested.
- Faculty or staff who appear to be the last persons in a building should ask unauthorized people to leave the premises or contact Campus Security. The building will be secured when the last employee leaves.
- On-campus telephones are located in most classrooms, hallways, and offices for emergency calls to Campus Security. These telephones are also capable of reaching Emergency 911 by dialing **9** (*To Access Outside Line*) and then **9-1-1**.
- Problems related to people in buildings after hours should be reported to Campus Security at 612.839.0018 immediately.

Policies Concerning Law Enforcement:

Campus Security staff are employees of Saint Paul College; they are not certified or sworn peace officers. Security Staff are authorized, when appropriate, to make a citizen's arrest. Typically, such arrests are made only in the presence of a City of Saint Paul Police Department.

Campus Security works closely with the City of Saint Paul Police Department to track and respond to campus criminal activity.

Report all crime immediately:

All criminal activity on campus should be reported immediately to Campus Security at 612.839.0018 and/or the City of Saint Paul Police Department at 651.291.1111. Saint Paul College will assist the complainant in completing criminal reports.

Saint Paul College will accept third-party reports in certain cases, like sex offenses. Saint Paul College prefers to receive reports from the victim as the detail is often more accurate when received directly from the victim.

Maintain all physical evidence. Do not wash off or destroy what may be critical evidence.

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
- Description of face
- Glasses
- Approximate age
- including eye color,
- Height
- hair color & style, jaw,
- Weight/build
- nose
- Distinguishing marks,
- Dress/clothing
- Distinguishing gait
- Facial hair
- Voice

Educating the Campus:

Educational Programming on Campus

Saint Paul College encourages students and employees to be responsible for their own security and that of others.

Campus Security provides assistance in presenting programs on security and safety. Campus Security develops and presents educational programs in the areas of crime prevention, sexual assault awareness, personal safety, and fire prevention. Campus Security works with the City of Saint Paul Police Department and Rape Abuse Crisis Center in presenting needed programs.

Campus Security has available, at no cost, brochures, flyers, pamphlets, movies, videos, and posters concerning various safety and security issues.

Crime Prevention Programs:

Campus Security will present safety seminars each semester. Campus Security will invite various speakers, including members of city and county law enforcement, to discuss the prevention of crime. As crime may occur both to you and your property, various prevention strategies will be discussed.

Crime Statistics

	2001	2002	2003
		SPC/AC/PP	
Reports* of:			
Domestic assault	0/0/0	0/0/0	1/0/0
Burglary	1/0/0	2/0/0	0/0/0
Hate Crimes	0/0/0	0/0/0	0/0/0
Murder	0/0/0	0/0/0	0/0/0
Forcible Rape	0/0/0	0/0/0	0/0/0
Theft from vehicle / Break-in	0/0/0	0/0/0	7/0/0
Motor Vehicle Theft	3/1/0	6/0/0	3/0/0
Vehicle accident / Hit & Run	0/0/0	0/0/0	9/0/0
Property theft	0/0/0	0/0/0	17/0/0
Prevented property theft	0/0/0	0/0/0	3/0/0
Informational /suspicious/ report	0/0/0	0/0/0	4/0/0
Fight / thread / harassment	0/0/0	0/0/0	1/0/0
Vandalism	0/0/0	0/0/0	0/0/0
Forcible Rape	0/0/0	0/0/0	0/0/0
Forcible Sodomy	0/0/0	0/0/0	0/0/0
Sexual Assault with object	0/0/0	0/0/0	0/0/0
Assault-physical	0/0/0	0/0/0	1/0/0
Forcible Fondling	0/0/0	0/0/0	0/0/0
Non-forcible Sex Offenses	0/0/0	0/0/0	0/0/0
Incest	0/0/0	0/0/0	0/0/0
Statutory Rape	0/0/0	0/0/0	0/0/0
Robbery	0/0/0	0/0/0	0/0/0

Arrests for :	2001	2002	2003
		SPC/AC/PP	
Alcohol violations	0/0/0	0/0/0	0/0/0
Drug violations	0/0/0	0/0/0	0/0/0
Weapons violations	0/0/0	0/0/0	0/0/0

Disciplinary Referrals:	2001	2002	2003
		SPC/AC/PP	
Alcohol	0/0/0	0/0/0	0/0/0
Drug	0/0/0	0/0/0	0/0/0
Weapons	0/0/0	0/0/0	0/0/0
Other statistics:	2001	2002	2003
Confrontation (disturbance)	0/0/0	0/0/0	3/0/0
Recovery of stolen property	0/0/0	0/0/0	0/0/0

*The above are reports of alleged criminal activity and do not necessarily constitute an arrest or conviction.

The College collects information on the above crimes to determine if the victim is intentionally selected because of actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability (hate crimes). None of the reported violations in 2001, 2002 or in 2003 have been identified as hate crimes.

Key to Hate Crimes Notations (Type of Bias or Prejudice):

Race=**ra**; Gender=**g**; Religion=**re**; Sexual Orientation=**s**; Ethnicity=**e**; Disability=**d**

Key to Location of Occurrence Notations: **SPC**=Saint Paul College Campus; **AC**=Adjunct Campus (off-campus classes and activities); **PP**=Public Property Adjacent to Campus

Monitoring and Recording Activity at Off-Campus Locations

The City of Saint Paul Police Department collects crime statistics for organizations that are recognized as part of Saint Paul College. These statistics are included in this report. The same procedure is followed for any college-approved, off-campus student organization activity.

Policy Regarding the Illegality of Alcoholic Beverages on Campus and Enforcement of Under-Age Drinking Laws

The College forbids the use, possession, manufacture, sale, transportation, or furnishing of alcohol beverages on campus. Saint Paul College 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, non-student functions; only the President may authorize such programming use.

Saint Paul College enforces the Minnesota drinking laws, including the prohibition of use by persons under 21 years of age. Possession or consumption of alcohol on campus is prohibited by Saint Paul College and may result in student disciplinary complaint.

If the accused is not cooperative or is under age, the City of Saint Paul Police Department may be called to assist.

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

Saint Paul College 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.

Saint Paul College enforces both Minnesota and federal drug laws regarding the use, possession, and sale of illegal drugs.

Drug and Alcohol Abuse Education Programs

The purpose of this policy is to set forth the College'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 available in the Student Services Center.

Saint Paul College recognizes the reality of chemical dependency and is aware of its occasional presence in the College community. As a safeguard against dependency, numerous campus organizations provide prevention programs to the Saint Paul College community.

The College encourages and provides reasonable assistance to any student, faculty, or staff member who seeks information on chemical dependency or treatment for chemical dependency. Counselors or Sarah Carrico, Acting Director of Disability Services, 651.846.1547, provide information about prevention programs for those seeking help with substance abuse.

Policy Regarding Sexual Assault Programs and Procedures:

Saint Paul College’s policy on sexual abuse and harassment is governed by the Minnesota State Colleges and Universities System’s policy. In support of the System policy, Saint Paul College reaffirms the policy that sexual abuse and harassment will not be tolerated. Every effort will be made to assure that all members of the Saint Paul College community are provided an atmosphere free from sexual abuse and harassment. To prevent sexual abuse and harassment, educational efforts will be undertaken to inform employees and students of their responsibilities regarding such behavior, how to identify and eliminate potential sexual abuse and harassment, and what steps can be taken if instances of sexual abuse and harassment are experienced.

Saint Paul College conducts a number of programs aimed at preventing sexual offenses and making the community aware of the potential of such crimes. These programs include nightly security patrols of the campus, providing escorts, inspecting the campus for potentially dangerous areas, and implementing programs to inspect campus lighting and shrubbery. In addition, Campus Security provides educational programs concerning sexual assault awareness.

A guiding principle in the reporting of sexual assault is to avoid re-victimizing the sexual assault survivor by forcing the person into any plan of action. Sexual assault survivors may contact any one of several College departments or community services for assistance. The following resources provide immediate aid or on-going consultation for survivors of sexual assault.

Emergency Numbers:

- Campus Security651.846.1322
or 612.839.0018
- City of Saint Paul Police Department651.291.1111
- Saint Paul College Affirmative Action Officer651.846.1348
- Saint Paul College Counseling Office651.846.1555
- Crisis Intervention Center (Saint Paul)651.221.8922
- Crisis Support Hotline1.800.642.1525
- Support Group -1st Call for Help651.224.1133

Procedure

1. **Contact Campus Security at 612.839.0018 as soon as possible after the offense. Please remember it is most important to preserve evidence.** Do not bathe, douche, use the toilet, or change clothing. Note everything about the location. If you have been raped, you should seek medical attention immediately regardless of whether you report the matter to the police.

2. Every attempt is made to maintain the anonymity of the sexual assault survivor. Every attempt will be made not to release names to the media. Unless privacy is requested by the sexual assault survivor, names and addresses of survivors are released to the City of Saint Paul Police Department. Campus Security will attempt to provide support and advice for sexual assault survivors. Each report of sexual assault will be investigated in order to provide better protection to the survivor of a sexual assault and all members of the College community. Sexual assault survivors should be aware of the need of the College to release information regarding the fact that an assault has occurred for the protection and safety of others.
3. The Security Office will be the office of official record for reports of sexual assault, as it is in all reported law violations. Students, faculty, and staff are encouraged to contact the Security Office to report any information regarding assaults.
4. Sexual assault survivors have the right to have reports made anonymously (third party) to the City of Saint Paul Police Department. Campus Security will assist the survivor in making this report if the survivor so wishes. In these situations, the name of the complainant will not be forwarded. Third-party reports may prevent the College and the City of Saint Paul Police Department from actively investigating the criminal activity.
5. Counseling and emergency medical services are available both on and off campus. If you are the victim of a sexual assault, Saint Paul College encourages you to contact one or more of the following:

- Crisis Intervention Center.....651.221.8922
- Saint Paul College Counseling Center651.846.1555
- Saint Paul College Affirmative Action Office651.846.1348

If the Security Officer (or designee) determines that a threat continues to exist for the community, information about the reported sexual assault will be reported to the campus community whether reported by a sexual assault survivor or through a third-party report. As much detail as possible regarding location, date and time of the assault, and any information which might help identify the assailant will be reported. The Security Office will inform the campus community of the reported sexual assaults by poster, appropriate notices, or campus newspaper.

Each report will be taken as presented by the complainant. Appropriate criminal classifications will be determined after a review of all facts by the City of Saint Paul Police Department personnel.

The College will take appropriate action to safeguard the alleged survivor and, at the same time, protect the rights of the alleged perpetrator. If the survivor of a sexual assault requests, the College will attempt to provide, if reasonably available, a change in classes.

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

Procedures for Campus Disciplinary Action for Sex Offenses:

The College disciplinary process is an option for any person wishing to report a case of student misconduct. In order for Saint Paul College to proceed, a written complaint (whether by the victim or a third party) must be filed with Thomas Matos, Dean, Student Development and Services, 651.846.1362. If the complaint is criminal in nature, it will also be forwarded to Campus Security and law enforcement.

There are different standards of proof in the College conduct proceeding than in the possible criminal action. The College conduct proceeding determines whether the accused's status as a student will be altered, whereas the criminal process determines if there will be limitations on the accused's liberty. As there are different standards, and the purpose of each proceeding is different, Saint Paul College encourages students who are the victims of sexual assault to go forward with the College process.

Both the accuser and the accused are entitled to have others present (an advocate or advisor) during the disciplinary proceeding. This person may not, however, speak in your place or ask questions of witnesses.

Both the accuser and the accused have the right to call a reasonable number of witnesses during the hearings to testify on their behalf. The other party may ask the witnesses questions.

Both the accuser and the accused have the right to request in advance the names of witnesses and shall have the right to question witnesses during the hearing.

Both the accuser and the accused shall be informed of the outcome of the College disciplinary proceeding concerning the complaint of sexual offense. This information should not be disclosed to the public generally.

Sanctions following a College disciplinary proceeding include but are not limited to: expulsion, suspension, and to question witnesses during the hearing.

This document is available in alternative formats to individuals with disabilities by calling 1.800.227.6029, 651.846.1547(V) / 651.846.1548(TTY) or email DisabilityServices@saintpaul.edu.

Saint Paul College is an Equal Opportunity employer and educator.



A MEMBER OF THE MINNESOTA STATE COLLEGES
AND UNIVERSITIES SYSTEM



Saint Paul College

A Community & Technical College

235 Marshall Avenue
Saint Paul, MN 55102

www.saintpaul.edu