

Safety and Security on Campus

2013 Annual Security and Fire Safety Report for the Minneapolis and St. Paul Campuses



UNIVERSITY OF MINNESOTA

Driven to DiscoverSM



Message from the president

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

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

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

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

Thank you for keeping the University safe.



Eric W. Kaler, President

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About This Report

This report is part of the University of Minnesota Twin Cities' compliance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (informally known as the "Clery Act"). This report includes information for the Minneapolis campus and St. Paul campus.

The Department of Public Safety

The Department of Public Safety provides the University of Minnesota community with the highest possible level of safety and security. With professionals in law enforcement, emergency preparedness, and security, the Department of Public Safety works in partnership with University students, staff, and faculty to create a culture of safety on campus. Four key areas make up the Department of Public Safety: Central Security, Emergency Management, the Public Safety Emergency Communications Center, and the University of Minnesota Police Department.

The University of Minnesota Police Department

The University of Minnesota Police Department (UMPD) has served the Twin Cities campus since 1947 and is responsible for all property owned by the University in the Twin Cities area. UMPD seeks to maintain a staff of 51 full-time officers who provide services in directed proactive patrol, crime prevention and investigation, law enforcement, and emergency response. UMPD patrols the University community by squad car and on motorcycle, bike, and foot.

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

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

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

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

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

Student Security Monitors

UMPD employs students as uniformed security monitors. Student security monitors provide escorts, routinely inspect exterior lighting and campus telephones, and provide building security. Security

monitors act as the “eyes and ears” of the police department. They have no arrest powers, but are trained to determine when police should be called. Security monitors are employees of the police department and are subject to a criminal background check before hiring and undergo 30–40 hours of training.

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

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

Other Security

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

The Department of Central Security

The Department of Central Security is responsible for physical and electronic security installations throughout the University. They drive our Crime Prevention Through Environmental Design (CPTED) practices. Central Security evaluates needs, as well as designs, installs, tests, maintains, manages, and replaces the security infrastructure of the University. They facilitate the annual ranking and delivery of security projects across the University. The “target hardening” Central Security has done at the University has contributed to a remarkable decline in property offenses.

The Public Safety Emergency Communications Center (911)

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

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

The Department of Emergency Management

The Department of Emergency Management (DEM) is dedicated to helping the University prepare for, respond to, recover from, and reduce the effects of potential, intentional, accidental, or natural disasters system-wide.

DEM maintains and operates the University’s Emergency Operations Center (EOC). The EOC is activated in certain emergencies, and serves as a resource to on-scene emergency personnel. In an emergency, DEM manages the EOC and has staff at the scene of the incident to assist responders.

DEM coordinates the development of emergency plans on campus, including Operational Continuity Plans, Building Emergency Plans and the Twin Cities Emergency Operations Plan.

DEM oversees the implementation and maintenance of emergency preparedness initiatives on campus. The department maintains the Campus-Wide Emergency Alert System, an array of outdoor, voice-based

warning speakers to be used in emergency situations. TXT-U, the University system's emergency text alert system, is operated by DEM.

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

DEM also coordinates the University's volunteer emergency medical services (EMS) team, UMEMS. UMEMS provides basic life support coverage at University-sponsored events, continuing education, EMS courses, and emergency management assistance. About 80 volunteers, mostly students from colleges and universities in the Twin Cities metropolitan area, serve on the UMEMS team. Volunteers are certified Emergency Medical Technicians (EMTs). They serve under a medical director from the University of Minnesota Fairview Hospital.

Reporting an Emergency or Crime

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

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

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

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

Online Police Reports (Minneapolis campus only)

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

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

Police reports that can be submitted online are the following:

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

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

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

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

To submit an online police report, go to <http://www.minneapolismn.gov/police/report/eReport>

Ureport (confidential reporting for non-criminal violations)

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

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

Information you provide will be used to help determine whether there has been a violation of law or policy. Information may be shared with persons within the University if they have a need to know. Other persons, organizations, or agencies may obtain access to this information if they have statutory or judicial authority to gain access.

For more information or to file a report, go to www.ureport.umn.edu

Warnings/Crime Alerts

The UMPD issues timely warnings (crime alerts) to the campus community for crimes that occur on University property or in areas adjacent to campus that are frequented by members of the University community, and are determined to represent a serious or ongoing threat. The alerts are timely and designed to aid in the prevention of similar occurrences.

With approval from the chief of police or his designee, alerts are forwarded to the Office of the Vice President of University Services for review and distribution. Alerts are electronically distributed to all Twin Cities campus students, staff, and faculty via University of Minnesota email. In certain cases (most often burglary), the alerts may be distributed to a localized area of the University if it is determined that the threat is specific to a particular area.

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

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

- Date and time the campus crime alert was released
- Pertinent crime prevention tips

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

Emergency Notification and Response

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

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

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

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

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

TXT-U Emergency Notification

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

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

Campus Wide Emergency Alert System (CWEAS)

CWEAS is the University of Minnesota's outdoor emergency notification system. The University has 13 speaker locations located throughout the Minneapolis and Saint Paul campuses. CWEAS is not a tornado

siren; it is an outdoor warning system that can convey both an alert tone and voice messages. If you hear the outdoor warning system, it means go inside and seek more information.

Tone Alert Radio

A tone alert radio is a radio that is programmed to receive emergency broadcasts directly from PSECC. Information sent to tone alert radios includes severe weather warnings, chemical spills, bomb threats, civil disturbances, or any other immediate threat on campus. Many departments, offices, reception desks, etc., have a tone alert radio and pass information on to others in their area when they receive a message.

Emergency Response and Testing

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

The Department of Emergency Management and the Department of Environmental Health and Safety task each area of the University to develop and maintain emergency procedures and guidelines for their buildings and employees. The Department of Housing and Residential Life (HRL) is responsible for developing and maintaining emergency evacuation procedures for all University Residence Halls. HRL is required by state law to conduct a specific number of evacuation drills per year.

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

The University uses the National Incident Management System (NIMS) as its standard for responding to incidents (<http://policy.umn.edu/Policies/Operations/Safety/NIMS.html>). UMPD police officers and supervisors, along with University administrators who have responsibility during an incident, have been trained in NIMS. When an incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually from the UMPD. The Minneapolis Police Department, St. Paul Police Department, Minneapolis Fire Department, St. Paul Fire Department, Hennepin County Sheriff, Ramsey County Sheriff, and HCMC EMS assist the UMPD as needed. Depending on the incident, other University departments or other local or federal agencies could be involved in responding.

Safety and Security on Campus

Crime Prevention and Safety Awareness

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

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

- Be mindful of your surroundings.
- Report lost access cards immediately.

Creating a Safe U

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

Safety Websites

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

Crime Prevention and Safety Programming

The UMPD's Investigations and Outreach Division gave over 60 presentations during the 2012-13 academic year. These presentations were to residence halls, student groups, faculty/staff, and incoming students and their parents on personal safety and on crime prevention. The UMPD is also invited to information fairs around campus throughout the academic year.

Interested groups can call 612-624-COPS (2677) and request a presentation. You can make an online request at www.umn.edu/police/events2.html.

Predatory/Sexual Offenders

Certain felony level sex and other predatory offenders are required by law to keep law enforcement agencies apprised of their current residence, employment, and school address, as well as any changes to that information. Some of these offenders have demonstrated by their past behavior that they are part of a group who pose the greatest risk to the public when released. This does not mean that they will commit a new crime, just that they are part of a group of persons who might.

State and federal law requires the UMPD to advise the University community of the release or residence of such predatory offenders in our community. Such predatory/sexual offenders that are attending classes or are employed at the University of Minnesota Twin Cities can be found on the department's website at www.umn.edu/police/offenders.html. These individuals are not wanted by law enforcement at this time and have served the sentence imposed upon them by the court. The use of this information to threaten, harass, or intimidate such individuals may be a crime and will not be tolerated.

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

Sexual Assault

Sexual Assault, Stalking and Relationship Violence

Administrative Policy Statement

As a university and as a community we strive to ensure the safety and to respect the dignity of each student, staff, and faculty member. Sexual assault, relationship violence, and stalking are prohibited at the University. Sexual assault and relationship violence, including threats of sexual assault and related relationship violence, are attacks not only on a person's body, but also on the person's dignity, and are not tolerated. To foster a community free from sexual assault and relationship violence, the University provides reporting options for responding, including the police department; victim/survivor assistance; internal mechanisms for discipline and dispute resolution; prevention training; and other related services. For the full policy see <http://policy.umn.edu/Policies/Operations/Safety/SEXUALASSAULT.html>

Aurora Center for Advocacy and Education

The Aurora Center helps people who have experienced sexual assault, relationship violence, or stalking. Legal advocacy, counseling referrals, academic intervention, and a support group are free and confidential. The center also offers help in filing police reports, getting medical attention, and filing petitions for restraining orders. Advocacy services are available 24 hours a day, seven days a week.

Educational programs are offered on sexual assault, relationship violence, stalking, date rape, and drugs. The Aurora Center provided education and training through 100 presentations made to 5,956 students, faculty, and staff, from July 2012 through June 2013. Participants included members of fraternities, sororities, ROTC, athletic teams, and students of other universities, including Concordia College and Augsburg College.

The Aurora Center has educated/trained students in classes, both at the University of Minnesota and other universities in the area, ranging from physical therapy, to sociology, to public health. The center has educated/trained staff members such as community advisers, HRL directors, academic advisers, and human resources personnel.

For information on sexual assault, relationship violence, or stalking, call 612-626-2929 or see www.umn.edu/aurora. The 24-hour Helpline number is 612-626-9111.

Responding to Incidents of Sexual Assault, Stalking, and Relationship Violence

Any University of Minnesota student or employee who has been sexually assaulted or physically harmed is strongly encouraged to contact the police department for the location where the assault occurred. (The UMPD can assist in making the contact.)

Timely reporting and a medical examination within 120 hours are critical in preserving evidence of sexual assault, and in ensuring the ability to respond effectively, but a victim/survivor can report an incident at any time. Victims are encouraged not to shower or wash the clothing worn during the assault until an examination can be performed. Sexual assault evidence collection exams (SARS) are done free of charge.

Victims/survivors are also encouraged to contact the local victim/survivor service office and/or counseling and health care services. All contacts with victim/survivor service offices such as the Twin Cities Aurora Center are strictly confidential. These services can aid victims/survivors in filling a police report, seeking counseling, and obtaining a change in academic program or housing, if needed. Other departments and agencies that are available for victims/survivors are the University Counseling Center and Boynton. The Aurora Center is available 24 hours at 612-626-9111. Crisis Connection is a 24 hour phone counseling hotline. The phone number is 612-379-6363.

Housing and Residential Life offices will assist victim/survivors with changing their living situations, if requested and if it is reasonably available.

The complete administrative procedure for responding to incidents of sexual assault, stalking, and relationship violence can be found at:

http://policy.umn.edu/Policies/Operations/Safety/SEXUALASSAULT_PROCOI.html

Student Hearings

If the accused individual is a student, the victim/survivor may choose to report the incident to the Office for Student Conduct and Academic Integrity. In these situations, the incident may be resolved informally or through a hearing process. If a disciplinary hearing is conducted, both the reporting party and the accused student will be given the opportunity to have a support person during proceedings. If either party does not have a support person and wishes to have one, OSCAI will provide the party with options to accommodate their needs.

Once the hearing is concluded and a determination made, the reporting party and the accused student will be informed of the outcome in writing. A range of sanctions may be imposed if a student is found responsible. The hearings are closed and the committee's actions are not made public.

Please see www.oscai.umn.edu for more information about disciplinary procedures.

Drugs and Alcohol

Policy Statement

The University is committed to providing a healthy learning and working environment for all students and employees and strives to meet this commitment through prevention and awareness programs. Alcohol abuse and illegal drug use endangers the health and safety of all students and employees. As stated in the University's Drug-Free Policy (<http://policy.umn.edu/Policies/Operations/Safety/DRUGFREE.html>),

Students, faculty, and staff are prohibited from engaging in:

- the illegal possession, use, or distribution of alcohol, drugs, and drug paraphernalia on all University premises, in University-supplied vehicles, and as part of University activities and business; and
- the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on all University premises, in University-supplied vehicles, and as part of University activities and business.

University students, employees, and others who conduct research and teaching activities with controlled substances must comply with Administrative Policy: Using Controlled Substances for Research in order to ensure that they follow all applicable regulations and safely handle and prevent diversion of controlled substances.

University community members are expected to refer suspected illegal situations to University police or local law enforcement agencies for criminal investigation leading to possible prosecution.

Education and Treatment Programs

The University demonstrates its commitment to maintaining appropriate campus environments by offering a variety of drug and alcohol abuse prevention and education services for students and employees, including confidential diagnosis and assessment, short-term counseling, referral, and support groups.

Supervisors who are concerned that employees may have alcohol or drug-related problems should consult with the Employee Assistance Programs. Disciplinary sanctions will not be taken against students for seeking assistance from student health services or against employees for seeking assistance from the Employee Assistance Programs.

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

Risks and Sanctions

To make informed choices about drug and alcohol use, students and employees should educate themselves about the serious health consequences of the use, misuse, and abuse of alcohol and other drugs as described in the Drug and Alcohol Health Risks Chart (http://policy.umn.edu/Policies/Operations/Safety/DRUGFREE_APPA.html).

Students and employees also should be aware that they may be subject to criminal prosecution under federal, state, and local laws that specify fines or imprisonment or loss of federal financial student aid for conviction of alcohol and drug-related offenses as described in the Drug and Alcohol Legal Sanctions Chart (http://policy.umn.edu/Policies/Operations/Safety/DRUGFREE_APPB.htm). These legal sanctions are in addition to disciplinary sanctions by the University.

Students—Disciplinary Sanctions

Students who violate the prohibitions of the Drug Free policy are subject to progressive disciplinary procedures as described in the Student Conduct Code: warning; probation; required compliance; confiscation of goods; restitution; restriction of privileges; University housing suspension or expulsion; suspension or expulsion; withholding of diploma or degree; and revocation of admission or degree.

Employees—Disciplinary Sanctions

Employees who violate the prohibitions of the Drug Free policy are subject to discipline ranging from an oral warning, written warning, or unpaid suspension up to termination consistent with policies, rules, and contracts governing the terms and conditions of their employment. Supervisors also may require an employee to provide documentation of satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.

Employees who are convicted of any criminal drug statute violation in the workplace must report it to a supervisor within five days of the conviction. Supervisors, department heads, and principal investigators who are aware of any drug crime convictions of individuals (students or employees) who work on sponsored projects for violations that occurred in the workplace must report them to the Office of the Associate Vice President for Sponsored Projects Administration (SPA) within three calendar days of their notice of the conviction.

Housing & Residential Life Missing Person Policy

The Housing & Residential Life Missing Person Policy establishes procedures for the University of Minnesota-Twin Cities' response to reports of missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in University owned housing facilities.

Under the policy, a student may be considered a “missing person” if the person’s absence is suspiciously different from his/her usual pattern of behavior and/or unusual circumstances may have caused the absence. Such circumstances may include, but are not limited to:

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

Procedures for Student Designation of Emergency Contact Information

- **Students age 18 and above and emancipated minors**— Students will be given the opportunity online through the Housing & Residential Life (HRL) Resident Information Collection process to designate an individual or individuals to be contacted by the University no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. The designation will remain in effect until changed or revoked by the student or at the time the student is no longer a resident of University housing.
- **Students under the age of 18**— Students under the age of 18 who are not emancipated are required to provide contact information for a custodial parent or guardian online through the HRL Resident Information Collection process. The University is required to notify a custodial parent or guardian no more than 24 hours after a student is determined to be missing in accordance with the procedures set forth below. The custodial parent or guardian contact information will remain in effect until the student is no longer a resident of University housing.

Official notification procedures for missing persons

- Any individual on campus who has information that a University housing student may be a missing person must notify the University of Minnesota Police Department, which is a branch of the Department of Public Safety, as soon as possible.
- If a report of a possible missing person is made to a Housing & Residential Life staff member, the staff member will:
 - Conduct a life safety/wellness check on the resident,
 - Attempt to make contact via cellular phone, email, or other means,
 - Contact other students who may be aware of the missing person's whereabouts (e.g., roommate, friends, classmates).

If the missing person cannot be found within 24 hours, HRL staff will contact the UMPD to report a possible missing person. The director of HRL or designee will also notify the following University offices: vice president for University Services; associate vice president for Auxiliary Services; and vice provost for Student Affairs.

- The UMPD will gather all essential information about the University housing student from the reporting person(s) and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical/mental well-being of the student, an up-to-date photograph, class schedule, card access logs, dining records, video surveillance, etc.). Appropriate campus staff, such as HRL staff, may be notified to aid in the search for the student.
- No later than 24 hours after determining that a University housing student is missing, the Director of HRL or designee will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

Campus communications about missing students

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

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

University Services and Resources

Escort Service

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

Campus Shuttle Service

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

Student Mental Health

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

Employee Assistance Program

The Employee Assistance Program (EAP) provides free professional consultation and referral services for University employees and faculty who are experiencing work or personal-related difficulties. Spouses, partners, and immediate family members are also eligible for EAP services. The services include confidential consultation in the following areas:

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

For more information, go to www.umn.edu/ohr/wellness/eap

Dealing with Threats

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

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

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

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

If the threat involves a faculty or staff member: Faculty, staff and students should contact the Employee Threat Assessment Team (ETAT) by calling Jim Meland, Ph.D. at 612-625-4073 or Dave Fuecker at 612-626-7925 if they believe there is an emerging or potential threat to someone's safety. Call 911 if you feel the violence or threat is imminent.

Disciplinary Procedures for Student Code of Conduct Violations

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

Sanctions that may occur as a result of a determination of a violation range from a warning to the revocation of admission or degree. Please see www.oscai.umn.edu for more information.

University Access and Maintenance

Keys and Access Cards

Most campus facilities are accessible during the normal business hours on weekdays and for limited hours on weekends and holidays. The University controls access to its space by using traditional key systems, electronic card reader systems, and alarms. Outside doors of newer University buildings are equipped with electronic card access control systems. Most older buildings have been retrofitted with such systems. Buildings with manual key systems are locked and unlocked by Facilities Management. Key systems are used predominantly for practical and financial reasons. Individual responsibility and accountability is the primary method used to ensure that authorized people request, receive, and return control keys or cards as their duties dictate.

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

Not all areas of the campus are open to the public. To address security issues in these areas, the University has a Security ID badge program. The “Security ID Badges” policy outlines the use, issuing, and tracking of the required ID badges. The use of a Security ID badge provides visual identification of persons entering restricted University spaces, increasing accountability of visitors to the University and providing a method to call attention to suspicious persons.

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

Parking Facilities

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

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

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

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

Residence Halls

The University of Minnesota has 9 traditional halls and 3 apartment-style living facilities. There are 11 halls on the Minneapolis campus and one hall on the St. Paul campus. All residence halls have card access 24/7. Centennial, Comstock, Pioneer, 17th Ave Hall, and Sanford’s lobby doors are open from 7 a.m. to 7 p.m. to

allow students to access to dining facilities. Living areas in all halls remain locked 24 hours a day. Guests and visitors may access residence hall living areas only when escorted by a resident of that hall.

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

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

Fraternity and Sorority Houses

Fraternities and sororities with houses that are recognized by the University are considered to be “noncampus” buildings according to the Clery Act geographical definitions. These locations are reported in our annual statistics. Many fraternities and sororities hold annual training on safety, alcohol and drug abuse awareness, and sexual assault prevention. Fraternities and sororities that partner with the Office of Fraternity and Sorority Life reported that training on these topics took place several times during the 2012-13 academic year, notably during new member orientation held in the fall and spring.

Crime Statistics

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

Campus Security Authorities

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

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

Campus pastoral counselors and professional campus counselors, when acting in their professional capacity, are not considered to be campus security authorities and are not required to report crimes for inclusion into the annual disclosure of crime statistics. The Clery Act defines a Pastoral Counselor as an employee of an institution, who is associated with a religious order or denomination, recognized by that denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor. A Professional Counselor is defined as an employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

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

Summaries of Statistics for Minneapolis and St. Paul

Summary of statistics	2010	2011	2012
Murder/nonnegligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses	25	18	22
Nonforcible sex offenses	0	0	0
Robbery	8	15	10
Aggravated assault	6	3	12
Burglary	61	61	46
Motor vehicle theft	26	19	22
Arson	2	1	2

Summary of statistics (liquor, drug, and weapons violations)	2010	2011	2011
Liquor law violations			
Arrest	420*	266*	221
Referral	824	776	882
Drug law violations			
Arrest	54	54	50
Referral	153	214	245
Illegal weapons possession			
Arrest	5	2	4
Referral	0	0	0

Hate Crimes

2012

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

2011

- No hate crimes reported for the calendar year 2011 on the Minneapolis or St. Paul Campus.

2010

- One on campus case of Intimidation characterized by sexual orientation bias.
(*Minneapolis Campus*)
- One on campus case of Intimidation characterized by sexual orientation and racial bias.
(*Minneapolis Campus*)
- On one on campus case of Simple Assault characterized by racial bias (*Minneapolis Campus*)
- There were no hate crimes to report for the calendar year 2010 on the St. Paul Campus.

Statistical Breakdowns, Minneapolis

2012 Minneapolis	On campus	On campus residential only	Non-campus	Public	Total
Murder/nonnegligent manslaughter	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Forcible sex offenses	13	12	5	3	21
Nonforcible sex offenses	0	0	0	0	0
Robbery	2	0	1	7	10
Aggravated assault	1	0	0	11	12
Burglary	28	9	12	0	40
Motor vehicle theft	7	0	9	4	20
Arson	0	0	1	1	2

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

2010 Minneapolis	On campus	On campus residential only	Non-campus	Public	Total
Murder/nonnegligent manslaughter	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Forcible sex offenses	12	7	11	1	24
Nonforcible sex offenses	0	0	0	0	0
Robbery	2	0	1	5	8
Aggravated assault	0	0	1	5	6
Burglary	38	7	11	0	49
Motor vehicle theft	8	0	9	5	22
Arson	2	0	0	0	2

Statistical Breakdowns, St. Paul

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

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

2010 St. Paul	On campus	On campus residential only	Non-campus	Public	Total
Murder/nonnegligent manslaughter	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Forcible sex offenses	1	0	0	0	1
Nonforcible sex offenses	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated assault	0	0	0	0	0
Burglary	12	9	0	0	12
Motor vehicle theft	3	0	0	1	4
Arson	0	0	0	0	0

Liquor, Drug, and Weapons Violations breakdowns, Minneapolis

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

2011 Minneapolis	On campus	On campus residential only	Non-campus	Public	Total
Liquor law violations					
Arrest	112*	46	4	137*	253*
Referral	734	730	0	0	734
Drug law violations					
Arrest	20	15	0	31	51
Referral	156	156	0	0	156
Illegal weapons possession					
Arrest	0	0	0	2	2
Referral	0	0	0	0	0

2010 Minneapolis	On campus	On campus residential only	Non-campus	Public	Total
Liquor law violations					
Arrest	218	106	7	180*	405*
Referral	761	759	0	0	761
Drug law violations					
Arrest	25	17	2	26	53
Referral	116	116	0	0	116
Illegal weapons possession					
Arrest	0	0	1	4	5
Referral	0	0	0	0	0

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

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

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

2010 St. Paul	On campus	On campus residential only	Non-campus	Public	Total
Liquor law violations					
Arrest	1	1	0	1	2
Referral	63	63	0	0	63
Drug law violations					
Arrest	1	1	0	0	1
Referral	37	37	0	0	37
Illegal weapons possession					
Arrest	0	0	0	0	0
Referral	0	0	0	0	0

***Caveat:**

*Liquor Law Arrests: 2011 On Campus statistic changed from 112 to 113. Public statistic changed from 137 to 142

*Liquor Law Arrests: 2010 Public statistic changed from 180 to 193.

Definitions for Statistics

Criminal Offenses

The majority of the definitions are from the FBI's Uniform Crime Reporting Handbook. Sex offense definitions are from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program.

Aggravated Assault: The unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another, etc.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

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

Sex Offenses

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

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

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

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

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

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

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

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

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

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

Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: constructive possession is defined by Black's Law Dictionary, sixth ed. as "where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.")

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property (Except "Arson"): To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Illegal Weapons Possession

The violation of laws or ordinances 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.

Drug Law Violations

Violations of state and local laws relating to the unlawful possession, sale, use, growing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroine, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations

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

Geography

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

On Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls. Also, any building or property that is within or reasonably contiguous to the area identified in the first part of this definition that is owned by

the institution but controlled by another person, is frequently used by student, and supports institutional purposes (such as a food or other retail vendor).

Non-Campus Property: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

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

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

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

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

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

Full Sprinkler System is defined as having sprinklers in both the common areas and individual rooms.

Evacuation Plan indicates if a location has evacuation plans for fire evacuation.

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

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

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

Electrical/Appliances

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

Cooking

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

Smoking

Smoking any substance or creating smoke is not permitted in the residence halls/apartment complexes. This includes all public areas and all resident rooms and apartments. Smoking is not allowed within 25 feet of any University building/facility. Designated smoking areas are located outside of the hall/apartments. Chewing tobacco is also not permitted inside the public areas within the residence hall/apartment complexes.

Fire Hazard

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

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

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

CTC: www.umnctc.org/residents.html

West Bank Townhouses: www.housing.umn.edu/halls/townhomes/handbook

Student Housing Evacuation

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

Education

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

Evacuation Procedure

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

Fire Reporting

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

Fire Statistics

(2010–2011–2012 calendar years)

Housing Facility	2010	2011	2012
Como Student Housing	0	0	0
Commonwealth Terrace Cooperative	0	0	0
17th Ave Hall*	NA	NA	NA
Bailey	0	0	0
Centennial	0	0	0
Comstock	0	0	0
Frontier	0	0	0
Middlebrook	0	0	0
Pioneer	0	0	0
Sanford	0	0	0
Territorial	0	0	0
University Village	0	0	0
West Bank Townhouses	0	0	0
Wilkins	1	0	0
Yudof	0	0	0

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

Fire Details

On 2/21/2010 in Wilkins Hall, there was a small accidental fire in a bathroom trashcan. The fire occurred in a resident's personal bathroom. There were no injuries or deaths. There was damage to the bathroom. The value of the property damaged by the fire was \$1,833. The police report number is UM 10-049005, and HRL report number 10HRL0159.

Fire Log

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

Steps to Be Taken in Case of Fire

If you discover a fire:

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

If you are trapped during a fire:

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

If caught in smoke:

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

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

For More Information

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

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