



Annual Security Report

Fire Safety Report

October 2013

**A Message from the
Office of Safety and Security Services
And
The Dean of Students**

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OFFICE OF SAFETY AND SECURITY SERVICES

The Office of Safety and Security Services is staffed with a director, an assistant director, an office manager, three supervisors, ten officers, two staff dispatchers, seven to ten student security officers, and 15-20 part time student dispatchers. The security office is responsible for the general safety and security of the Hamline campus and is the first response to emergencies. Hamline University Security officers are non-sworn, and they do not carry firearms. Security officers have the powers afforded to citizens, which includes the authority of citizen's arrest. Security officers have may ask people for identification and question whether individuals have lawful business at Hamline University. They also have authority to issue parking tickets. The Office of Safety and Security Services maintains a close working relationship with all appropriate law enforcement agencies, including the Saint Paul Police Department.

Security Officer's Authority

Members of the Office of Safety and Security have authority, including but not limited to: the authorized use of force (as described below), the ability to act as an agent of the University in security situations, and the authority to make decisions for the University related to general security matters.

Use of Force

Members of the Office of Safety and Security may only use that force that is permitted by state law and University policy. Any use of unauthorized force, or force more than permitted by state law, is not allowed. Any such act of force will be considered a violation of university policy.

FROM THE OFFICE OF STUDENT AFFAIRS:

On behalf of President Linda Hanson and the Hamline University staff, I am pleased to submit this 2012 Annual Security and Fire Safety Report and 2010 – 2012 Statistics to the Hamline's students, faculty, and staff. The safety and security of our community is of primary concern. The

policies and statistics reported here help us educate the community about fire safety, to prevent security issues from arising and to address such issues when they do occur. Our ability to promote a safe environment is directly related to your understanding and use of these safety procedures. Do not hesitate to contact me if you have any questions or concerns.

James Schumann
Director of Safety & Security

In Case of Emergency – To Report a Crime

Students, faculty, staff, and guests of the university are encouraged to immediately report emergencies and criminal activities to the safety and security.

The office (Drew Hall, room 128) is staffed 24 hours a day by security officers.

In case of a life-threatening emergency or occurrence of a crime, dial 911 for ambulance, police, or fire department response, and then notify the Office of Safety and Security Services at x2100.

Please call 911, then x2100 for the following reasons:

- Crime in progress
- Emergency Medical Assistance
- Fire

The security dispatcher will send a security officer to assist emergency personnel and document incidents. The officer will file incident reports for follow-up by appropriate departments and will encourage the victim(s) to report the crime to the Saint Paul Police Department.

Please call x2100 for all other assistance, including but not limited to:

- Escort Service
- Crime Report
- Suspicious Activity
- Unlock/lock Schedule
- General Service Assistance

Emergency phones are located at the main entries of each residence hall. Emergency call boxes are located on the mall between Bush Center and Drew Fine Arts Center, at the west end of parking lot B, between Sorin Hall and Manor Residence Hall on the south side of the sidewalk, at the sidewalks between the Heights Residence Halls and Manor Hall, the Apartments on the corner of Simpson and Lot G, Walker Field House running track and Drew Hall east entrance loading dock. A security officer will respond to your call immediately, and the security dispatcher will send any additional emergency help needed.

If you are the victim of a crime, Hamline University strongly encourages you to contact law enforcement authorities. Safety and Security Services can assist you in working with those authorities.

You May Also Report Crimes To:

1. Dean of Students 651-523-2421
2. Counseling and Health Services Center 651-523-2204
3. School of Law 651-523-2941
4. Chaplain 651-523-2878
5. Residential Life 651-523-2061

Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the university system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the director of Safety and Security Services, or a designee can file a report on the details of the incident without revealing your

identity. The matter will be kept confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime, method or assailant and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the university's annual crime statistics.

Crime Reports to Pastoral or Professional Counselors

Campus pastoral counselors and campus professional counselors are not required to report crimes for inclusion into the annual disclosure of crime statistics. They are encouraged, if and when they deem it appropriate, to inform students of the procedures to report crimes for inclusion into the annual crime statistics. A pastoral counselor is defined as someone who is associated with a religious order or denomination who provides confidential counseling. A professional counselor is defined as someone who provides psychological counseling to students.

Emergency Response and Evacuation

The university will immediately notify the Hamline community of a significant emergency or dangerous situation on campus. The university will determine the content of the notification and initiate it without delay unless it may compromise efforts to assist victims or otherwise mitigate the emergency.

University officials will rely on information received from emergency services or other reliable sources. After an immediate investigation to confirm the threat, Hamline alert administrators will determine appropriate message content and initiate the notification system. Follow-up information will be provided to the community as needed. The primary Hamline alert administrators are the Director of Safety and Security Services.

The following personnel are back up alert administrators: vice president of human resources, vice president of finance, provost, dean of students, associate vice president of facilities services, chief information officer, office manager/risk management specialist, and assistant director of security services.

The Hamline Alert system includes but is not limited to: text messaging, social networking sites, Hamline University website, and email. The Hamline Alert system is tested at least once each year using one or more of the available messaging systems.

All Hamline University faculty and staff members are issued an emergency response and evacuation guide. These guidelines are also published on the university website. At least one evacuation test is conducted in academic buildings each calendar year. These tests are conducting as fire drills.

Fire drills were conducted in residential and academic buildings in the month of October 2012. These include: An unannounced drill in Old Main. Unannounced drills in Drew Fine Arts, Robbins Science and Drew Science Halls. Unannounced drills in Bush Library and Giddens Learning Center. Unannounced drills in East Hall and School of Law building.

Note: See "Fire Safety Systems Chart" at the end of this report for student residence hall fire drill information.

Missing Student Notification

According to university policy, each student living in an on-campus student housing facility may register a confidential contact who will be notified if the student goes missing. In the event that a student is less than 18 years of age and not emancipated, their parent or guardian must be notified. Only authorized campus officials and law enforcement officers in furtherance of a missing

person investigation may have access to this information.

Any individual who has information that a student has been missing for 24 hours must notify the Office of Safety and Security Services as soon as possible. The Office of Safety and Security Services will work with campus offices, the reporting person(s) and the student's acquaintances to gather all essential information about the student, to aid in his/her search.

If the above actions are unsuccessful in locating the student within 24 hours or it is immediately apparent that the student may be endangered, the Office of Safety and Security Services will contact the appropriate local law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation.

Security of Campus Residences

Residence halls are secured 24 hours a day. Resident Assistants and Professional Residential Life staff assists in maintaining a safe environment in the residence halls. Professional Residential Life staff is on call 24 hours, 7 days a week. Every night from 7 p.m. to 7 a.m. a student staff member is on-duty. Being on duty involves making periodic rounds through the building to check fire safety equipment, locked doors, laundry and cooking facilities for appliances left on, and proper lighting. All activities are documented, maintenance requests completed, and individuals confronted as needed. Residential Life staff members confront individuals who are engaged in situations involving abuse of controlled substances, propping doors, providing building access to non-residents, and other policy violations. Through floor meetings each semester, residents are apprised of policies and procedures regarding how to be safe. The ongoing presence of Residential Life staff and their interaction with residents provides the residential community with greater awareness of safety and security issues.

All campus residents receive a handbook at the beginning of the academic year, which contains detailed information on procedures for building evacuation in case of fire, and policies that pertain to safety and security regarding issues such as keys, guests, and weapons. This information is reviewed at resident meetings held each semester by the Residential Life Staff. Violation of any safety-related policy, including failure to evacuate the building when an alarm is sounded, will result in disciplinary action.

Three apartment coordinators and an apartment manager staff the apartment building. They assist residents with concerns regarding safety and respond during emergencies. Staff members perform weekly rounds of the building and collaborate with the Office of Safety and Security Services to monitor building activities.

House residents receive information specific to the house at a meeting held by Residential Life staff at the beginning of each academic year. Through a student house coordinator, Residential Life staff communicates with residents about any safety and security related concerns, and inspections of the houses are included on campus rounds done by staff of the Office of Safety and Security Services. House residents are encouraged to call the Office of Safety and Security Services to report any security or safety issues that arise.

In addition to staff activities, living areas of all residence halls and the apartment building are locked twenty-four hours a day and all entrances are monitored by security cameras. Staff performs health and safety inspections at least once per academic year, and all smoke detector batteries are replaced annually.

Despite all safety features and services, the best contributors to a safe campus are personal and community responsibility combined with student awareness of possible threats to safety.

The Office of Security and Residential Life advise each student to:

- Lock your room/apartment door and all first floor windows, even if you are only leaving for a short time.
- Only facilitate access to the building for people who are your personal guests. If someone is authorized to access a building, he or she will have been issued a card or key. Never allow a person who is not a known guest of yours into a residential building, onto a residence hall floor, or into your room.
- Report any suspicious activity immediately to the Office of Safety and Security Services by calling 651-523-2100 or by using a call box.
- Walk with a friend at night, or use the security escort service by calling 651-523-2100 or using a call box.
- Report lost keys immediately to Residential Life staff. Report lost access cards to the Office of Safety and Security Services.
- Refrain from tampering with any safety equipment, including disabling smoke detectors and propping locked doors.
- Report any broken safety/security equipment immediately to Residential Life staff or to the Office of Safety and Security Services. This includes but is not limited to door locks, window latches, smoke detectors, and fire extinguishers.

Security Policies for Rental Property and Student Organizations

All rental property owned by Hamline and used by students, and all student organizations which are recognized by Hamline, whether housed in Hamline-owned property or not, are subject to the same policies and procedures concerning safety and security as the residence halls. For instance, the alcohol policy for a recognized fraternity is the same as it is for a residence hall, even if the fraternity house is not owned by Hamline. Furthermore, any criminal activity in which students may engage is monitored through local

law enforcement with the use of reports and liaison officers.

Building Security and Access

Each building on campus is locked whenever there is no scheduled use of the building.

The Director of Safety and Security Services and the faculty or staff member responsible for the building and specific area(s) to which access is desired must approve after-hours access for students. Hamline security officers are directed to question persons found in Hamline buildings after normal hours. Upon request Hamline faculty, staff, and students must show a Hamline ID card, or other identification to verify after-hours permission. The security officers are instructed to escort persons without valid Hamline IDs and/or after-hours permission from the building.

Parking Security

Most parking lots are equipped with camera surveillance linked into the Office of Safety and Security Services. Emergency call boxes can be used to report any emergency and to request escort service from the parking lot. All faculty, staff, students, and visitors are advised to lock their cars and remove any valuable belongings.

Grounds Security

Hamline security officers patrol campus grounds watching for safety and security hazards. On-duty patrol officers may be reached by dialing x2100 on any campus phone. Security escorts are available twenty-four hours a day, seven days a week. Emergency call boxes are also installed throughout campus in the event of an emergency. Hamline Facilities Services staff continuously trims and maintain campus greenery so that it does not cause dark or hidden areas. Lighted call boxes, CCTV cameras, card access and key control also add to the security of the campus.

Safety Escort Service

The use of the Safety Escort Service is strongly encouraged. Dial x2100 from any campus phone, and a uniformed security officer will come to your location and escort you to your destination.

Escorts are provided to, from, or within campus only. They are provided to or from a person's home, vehicle, or other mode of transportation within the geographic area of campus. Escorts are also provided from one place to another within campus.

The escort policy and an escort area map can be found on the Hamline University website under Security Services at www.hamline.edu/security.

Security Alerts

When the Office of Safety and Security Services becomes aware of a crime which threatens the safety or security of the community, notices are posted in a public area of each building on campus, as well as a campus-wide e-mail advising the nature of the threat and any suggested precautions. These notices are posted as soon as possible after receiving and verifying the information.

Security Awareness and Crime Prevention Programs

- Safety Escort Program
- Crime Prevention Materials
- Security Call Box
- Security Alerts
- Personal Safety Presentations

DRUGS AND ALCOHOL

Drugs

State and federal laws forbid the sale and use of drugs that are not prescribed to you by a physician. Any employee or student possessing, using, or distributing illegal drugs are subject to disciplinary action, which may include dismissal from the residence hall, house/apartment, and/or the university. Residence hall/house/apartment residents who violate the drug policy will have an incident report filed on the violation. Area coordinators/apartment manager will take appropriate disciplinary action and meet with the student and/or pass the incident on to the campus judiciary committee and/or the Director of Residential Life.

Alcohol

The use of alcoholic beverages shall not interfere with the educational environment on campus in accordance with University Alcohol policies. Consumption or display of alcoholic beverages is prohibited from the public areas of the university including residence hall/house/apartment public areas. Students twenty-one years of age and over may use alcohol in the privacy of their room with the door closed. Minnesota laws that prohibit the serving of alcohol to or buying alcohol for under-age individuals are in effect in the residence halls/houses/apartments. Alcohol/drug use assessment is available upon request for use on an individual basis, and alcohol education is utilized in judicial matters. To ensure the continued privilege of alcohol use, be sure you have read and understand the Hamline Alcohol Policy in the Student Handbook, available online at <http://www.hamline.edu/esource/>.

SEXUAL MISCONDUCT POLICY

Introductory Statement

Hamline University collects its policies that address sexual misconduct by and towards students into one policy. These include the policy against Sexual Assault of Students, the Policy against Sexual Harassment Amongst Students, the Policy Against

Sexually Inappropriate Conduct and Prohibition Against Reprisal (collectively "Sexual Misconduct Policies"). These Sexual Misconduct Policies contain procedures for handling complaints of sexual assault, sexual harassment or sexually inappropriate conduct. These Sexual Misconduct Policies provide guidance for individuals involved in incidents or allegations of sexual misconduct involving students, but do not apply to sexual harassment of students who are acting at the time as an employee of Hamline University. Students who believe that they have been sexually harassed as part of their employment at Hamline University are provided protection under the Hamline University Discrimination and Harassment Policy, which can be found at our policy website.

Definitions:

Coercion: Exerting an unreasonable degree of pressure, duress, or cajoling when reasonably aware that physical sexual conduct is unwelcome.

Complainant: A student who notifies the University that they have been sexually harassed, assaulted or subjected to or observed sexually inappropriate misconduct.

Consent: Words or specific actions by a person that are intended to communicate a current, freely made agreement to perform or experience a sexual act with a particular person.

Force: Use of physical force, threats, intimidation or coercion to commit sexual assault

Incapacitated: Unable to consent to sexual activities due to use of alcohol or drugs impairing judgment, developmental disabilities, lack of consciousness, or similar temporary conditions.

Intimidation: The use of power or authority to compel the recipient to acquiesce or cooperate.

Investigation: A process of neutrally examining facts to determine what has transpired. It minimally includes interviewing the complainant, the respondent, and witnesses where appropriate,

gathering evidence and determining the credibility of the parties prior to making findings. Information about the allegations will be shared with those who need to respond to them, corroborate them, or may be able to provide relevant information about the matter.

Ombudsman: The ombudsman is a confidential, neutral, and informal resource to whom students, faculty, and staff can bring any University-related problem, concern, or complaint. The ombudsman is an informal supplement to existing University problem-solving services and can help to surface concerns, resolve disputes, manage conflict, and educate individuals in more productive ways of communicating. The ombudsman will listen to the issue and help to identify steps that Hamline offers to reach a fair resolution. Communications with the ombudsman are entirely confidential, except in the rare case of imminent risk of serious harm. The ombudsman is not an office of notice for the University, meaning by talking to the ombudsman, a complaint is not filed.

Person in a position of authority: Any University administrator, dean, director, assistant director or officer of the University, specifically including the Dean of Students, Assistant Dean of the Law School, Residential Life professional staff, and Safety and Security staff. RAs are required to report incidents to their area director.

Physical force: Intentional physical impact upon another, use of physical restraint or use of a weapon.

Respondent: An individual who has been alleged to be in violation of this policy.

Sexual assault: Intentional sexual conduct with another person occurring without that person's consent.

Sexual Contact includes but is not limited to sexual touching including kissing, intentional touching of the breasts, buttocks, vagina, penis or intrafemoral area in a sexual manner, and/or penetration of the anus, mouth or vagina with the penis, finger or

other object in a sexual manner, or coercion to force someone else to touch one's genitals, buttocks, breast, or intrafemoral area. These definitions apply whether the person being touched is fully clothed, partially clothed or unclothed.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition either implicitly or explicitly, of obtaining their education
2. Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
3. That conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or of creating an intimidating, hostile or offensive educational environment.

Sexually Inappropriate Conduct: Unwelcome conduct of a sexual nature, or directed at a person because of their gender, which does not rise to the level of harassment or assault but which is disruptive or offensive to a reasonable person of a background similar to the recipient. This conduct may include crude, obscene or threatening gestures, unwelcome sexual comments, and seeking invasive proximity to an individual (stalking).

Threats: the use of statements, directly or by implication, that are intended to compel the recipient to do something they would not do by suggesting, promising or stating that negative consequences would result from the recipient failing to acquiesce or cooperate.

Policy against Sexual Assault of Students

Policy Statement

Hamline University will not tolerate any form of sexual assault or violence, whether committed by a stranger or an acquaintance. Such behavior is a violation of the standards of the community and may be a criminal act under Minnesota Law. This policy is intended to promote a community free of sexual assault, and to offer a process for reporting and addressing violations of the policy.

While recognizing the wide diversity of backgrounds, cultures, religious beliefs, and experiences of the University community, the University holds community members (students, faculty, employees, and staff) responsible for their actions and uses this policy to do so. When an incident of sexual violence occurs, Hamline University will take appropriate action, which may include discipline. This policy applies to violations occurring between Hamline University students on property owned by the University and off-campus, in connection with any University program (whether on or off campus), and applies to academic, extracurricular, athletic, residential and other University programs and activities.

Most incidents of sexual assault reported on college and university campuses involve individuals who are familiar with one another. Prior relationships between individuals involved in claims of sexual assault do not mitigate current complaints. Further, it should be understood that apparently consensual sexual relationships, particularly those between individuals of unequal status, may be or become a violation of this policy. Anyone who engages in a sexual relationship with a person over whom he or she has a degree of power or authority must understand that the validity of the consent involved may be questioned.

Sexual Assault Prohibited

Hamline University prohibits sexual assault as defined in this policy.

In order to determine whether sexual contact constitutes sexual assault, the following criterion should apply:

- Sexual contact is sexual assault if it involved any kind of force, as described in this policy.
- Sexual contact is sexual assault if both parties have not consented to the conduct, as consent is defined in this policy
- Sexual contact is sexual assault if one party was incapacitated at the time of the sexual contact.

Sexual assault can be committed by persons of any gender against individuals of the same or another gender. Sexual assault can occur between individuals who are or who have been involved in an intimate relationship, a friendship, a prior acquaintanceship or who are strangers. Alcohol and drugs are often a factor in campus sexual assaults. The use of alcohol or drugs can incapacitate an individual and create risk. While the use of drugs or alcohol will be considered possibly incapacitating for the person who is the alleged target of a sexual assault, it will not be considered adequate defense or mitigate responsibility for a person who is judged to have committed an act of sexual assault.

If You Believe You Have Been Sexually Assaulted

Hospital:

It is recommended that the person assaulted receive medical care as soon as possible. Hamline University refers sexual assault victims to Regions Hospital in Saint Paul at 640 Jackson Street. Sexual Assault Nurse Examiners (SANEs) are trained as a part of the Sexual Assault Protocol Team Member Agency. You are not required to report through this process; however if you wish to report, the staff will assist in reporting to the police.

Reporting Sexual Assault

If you believe that you or someone you know has experienced a sexual assault, you may do any of the following:

- Report the matter to the Saint Paul Police Department to commence a criminal

investigation (if you wish assistance from the University to make this report, the University will provide support and assistance)

- Report the matter to Hamline University Office of Safety and Security, Area Coordinator on-duty, or to any person in a position of responsibility whom you trust to commence a campus investigation
- Report the matter to both organizations to commence both a campus and criminal investigation.

What Will Happen When a Report is Received

If You Report to Police

If sexual assault is reported to the police, criminal charges may be filed against the alleged assailant following an investigation. The complainant will be interviewed by the police, and may be accompanied by an advocate at that time. Criminal charges of sexual assault may result in jail or prison time, parole, restitution, or treatment for those found or pleading guilty through the criminal justice process. Both the complainant and respondent have rights in the criminal process, and complainants should understand that they may be expected to testify and be cross-examined in a trial.

If criminal charges are filed in an alleged sexual assault, the University may take immediate action, which may include suspension of the person charged.

If You Report to Hamline University

Reporting Only:

If sexual assault amongst Hamline University students is reported to Hamline University, the University will make every effort take action that balances between the wishes of the complainant and the safety and other interests of the community. The complainant may report the sexual assault to a person in authority at the University and state that they do not wish to have the incident investigated. In this case, the report

will not be acted upon unless or until the complainant changes their mind about pressing charges, or unless Hamline University decides that it must act upon the incident in order to protect the safety of the community at which time an investigation will occur through Safety and Security.

Mediation:

The complainant can report the sexual assault to a person in authority at the University and request mediation. A mediator will be assigned to the report and meet with involved students to assess the willingness to mediate the situation and to ensure that each student agrees to this process. The mediator may refuse to mediate any incident they deem inappropriate for mediation, including those involving force.

Pressing Charges:

The complainant can report the sexual assault to a person in a position in authority for Judicial Action, which will include an investigation and report produced through Safety and Security. If the investigation finds that there was probable cause for the complaint, a complaint would begin being filed through the Hamline Student Judicial System, and the matter taken to a hearing. Students are urged to contact Campus Safety and Security even if an assault does not involve another student in order to receive advocacy and support in the criminal process.

What Can You Expect?

The intent of this policy is to create a campus free of sexual violence. The University is also committed to fairness for those involved in these matters.

Both the complainant and the respondent should expect to be informed of their options and choices. To ensure that this occurs, the University will offer both complainant and any respondents an advocate to assist through the process. Individuals who report sexual assault to campus authorities will be provided with written information detailing those options at the time that they make the

report, including counseling resources available to them. Reports to police will afford individuals notice of their rights under the Minnesota Crime Victim's Bill of Rights.

Respondents to a complaint or those subject of an investigation should expect to be fully informed of the violation that they have been accused of, have the opportunity to respond fully to the allegation, have the opportunity to identify a reasonable number of witnesses or to produce evidence, and to receive appropriate support and assistance through on campus or off campus resources.

When notified that they are the subject of an investigation into sexual assault, all individuals will be provided with printed expectations. Both complainants and respondents may request special accommodations during the investigation and complaint process. Students should make those requests to the Dean of Students Office. When it appears that the safety or security of any member of the University community may be jeopardized, the president or his or her designees will take such action as is necessary to assure safety.

Policy against Sexual Harassment Amongst Students

Policy Statement

Hamline University prohibits sexual harassment in any form. Sexual harassment of or by employees or faculty members are prohibited under Hamline University Discrimination and Harassment Policy.

Under federal law and the policies of this University, students are also protected from sexual harassment interfering with their education. This policy prohibits sexual harassment amongst students.

Seemingly consensual sexual relationships, particularly those between individuals of unequal status, may be or become a violation of this policy. Anyone who engages in a sexual relationship with a

person over whom he or she has any degree of power or authority must understand that the validity of the consent involved can and may be questioned.

Student-to-Student Sexual Harassment

Student-to-student behavior can rise to a level of sexual harassment when an individual is subjected to severe or pervasive unwelcome words, actions, displays, humor or electronic material collective "activity", this activity is sexual in nature or directed at this individual because of that individual's gender, and this activity is offensive to the individual. While a complainant is not obligated to confront the person whose activity is a problem, if the respondent continues the activity in the face of an explicit objection the credibility of the complaint will be strengthened.

Offensiveness alone does not constitute sexual harassment; rather, sexual harassment involves a level of offensiveness and intrusion that substantially interferes with the education of the complainant or creates an environment so hostile that it creates a fundamental disadvantage to the complainant.

The University makes a distinction between sexual harassment and the free expression of ideas and artistic tastes. The essential importance of free exchange and expression are of essential importance to the University, and a standard of reasonableness will guide the University when evaluating claims involving images, displays, or statements.

Reporting Student to Student Sexual Harassment

If you or someone you know is experiencing conduct that you believe to be student-to-student sexual harassment, you should consider taking direct action by telling the person to stop from the conduct, and by making a statement that the conduct is offensive or unwelcome to you. If you feel unable to do this, or you have tried unsuccessfully to address the conduct, you can report the conduct to any person in a position of

authority at the University.

Please be aware that when you report alleged sexual harassment, the University is obligated to investigate the complaint and to take prompt and appropriate action to stop any improper or illegal conduct.

What Can You Expect?

Individuals reporting sexual harassment should expect the University to first determine whether the alleged conduct falls within the scope of this policy or the University Discrimination and Harassment Policy. If it falls under the University Discrimination and Harassment Policy, the complainant will be referred to the proper resources, and provided support for making a complaint under that policy. If the conduct is student-to-student conduct covered under this policy, the complainant should expect that an investigation will be conducted and that if the investigation finds that the conduct violated University policy that action will be taken to stop the conduct and address the individual responsible for the harassment. This could include removing offensive materials, educating the parties responsible, or disciplinary action up to and including expulsion from the University.

If an individual is accused of harassment under this policy, they should expect to have the opportunity to fully respond to the complaint, to identify a reasonable number of witnesses, to have evidence considered, and to be told the outcome of the investigation. While it is reasonable for a respondent to expect to have the opportunity to know the complaint against them and to respond to each allegation, the respondent should understand that he or she does not have the right to directly confront the individual making the complaint, and that attempting to do so could be viewed as retaliation or reprisal and in violation of University policies.

The University must investigate these matters regardless of the wishes of the complainant, as the University is responsible to halt unlawful conduct

once it becomes aware that such conduct might be occurring.

Policy Against Sexually Inappropriate Conduct

Policy Statement

Participation in the Hamline University carries responsibilities and privileges. Amongst the responsibilities of our community members is the specific responsibility to refrain from interfering with the educational opportunity of others. Sexually inappropriate conduct may not rise to the level of a violation of law, but nevertheless degrades the academic and social environment of a university and can interfere with the learning opportunities of others.

Reporting Sexually Inappropriate Conduct

If you or someone you know is experiencing or observing conduct that you believe to be Sexually Inappropriate Conduct, you should consider taking direct action by telling the person to stop the conduct, and by making a statement that the conduct is offensive or unwelcome to you. If you do not feel that you can do this, or you have attempted unsuccessfully to do this, you can report the conduct to any person in a position of authority at the University.

Complainants have three options when making a report to the university

1. Reporting only:

The complainant may report the sexually inappropriate behavior and state that they do not wish to have the incident investigated. In this case, the specific report will not be acted upon unless or until the complainant changes their mind about pressing charges or unless Hamline University decides that it must act upon the incident in order to protect the safety of the community at which time an investigation will occur through Safety and Security. The University may also take remedial steps such as education, training, distributing University policies to a targeted group, or other steps which will not identify that there has been a

specific complaint nor identify the source of the complaint.

2. Mediation:

The complainant can report the sexually inappropriate conduct to a person in authority and request mediation. A mediator will be assigned to the report and meet with involved students to assess the willingness to mediate the situation and to ensure that each student agrees to this process. The mediator may refuse to mediate incidents at his or her discretion.

3. Pressing Charges:

The complainant can report the sexually inappropriate conduct to any of the above for Judicial Action, which will include an investigation and report produced through Safety and Security. If the investigation finds that there was probable cause for the complaint, you can begin a process through the Hamline University Judicial System that would allow you to file a complaint, and take the matter to a hearing.

What Can You Expect

In some cases, sexually inappropriate conduct is targeted towards an individual. If this is the case, the matter will be treated similarly to a sexual assault matter without the associated criminal investigation. In this case, an investigation may be conducted. The complainant and the respondent will be informed of their options and choices. Both individuals will be provided with information which explains their rights and responsibilities, as well as counseling and advocacy resources available to them.

In other cases, sexually inappropriate conduct is generalized or non-targeted, such as the display of pornographic images or the use of inappropriate language that is not directed at an individual. In this case, the University will examine the appropriate educational/remedial approach prior to considering sanctions against the individual or individuals involved. This approach may be used following or without an investigation.

Prohibition Against Reprisal Policy Statement

Hamline University encourages members of the community who feel that they have been subject to sexual misconduct to seek support and assistance from the University and to make use of this policy. As such, any complainant under this policy is protected from reprisal or retaliation for making such a complaint.

Reprisal can include but is not limited to institutional acts which harm the complainant, badgering or intimidation of a complainant, subjecting the complainant to terms of conditions of their education which are harmful as a result of their having made a complaint, or allowing defamatory statements about the complainant. Any complainant who believes that they are being subjected to negative consequences for making a complaint should notify a person in a position of authority at the University immediately. Those found to engage in reprisal towards someone because they have made a good faith complaint of sexual misconduct will be disciplined, up to and including expulsion from the University.

Confidential Resources to Assist You or a Friend

You may use on or off campus resources to help you decide on the best course of action. Only these resources can preserve confidentiality. Use of any other resources, such as an RA, a member of the faculty, or a staff member will constitute a report to the University.

On Campus:

Counseling and Health Services Center: 651-523-2204

Religious and Spiritual Life Office: 651-523-2315

Off Campus:

Sexual Offense Services of Ramsey County: 651-643-3006 (24 hour hotline)

Sexual Offense Services of Ramsey County: 651-

643-3022 (business line)
OutFront: 612-822-0127

Resources

1. Hamline Safety and Security 651-523-2100
2. Dean of Students 651-523-2421
3. Counseling and Health Services Center 651-523-2204
4. School of Law 651-523-2941
5. Chaplain 651-523-2878
6. Residential Life 651-523-2061
7. Safety Escort Service 651-523-2100
8. Ramsey County Sexual Offense Services 651-643-3006
9. Saint Paul Police Department 651-291-1111 (non-emergency line)
10. Regions Hospital Crisis Line 651-254-1000, 640 Jackson, Saint Paul
11. MN Victim Justice Unit 651-291-0211 or 1-800-247-0390
12. Office of Justice Programs 651-201-7300 or 1-888-622-8799

Sex Offender Registration

The Federal Campus Sex Crimes Prevention Act provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus. The law requires institutions of higher education to issue a statement advising the university community where law enforcement agency information provided by the State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, to the appropriate state agency, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

This information is available through the following sources:

The Minnesota Bureau of Criminal Apprehension administers a predatory offender registration and

tracking program. Any questions regarding the program may be directed to the Criminal Assessment Program at 888-234-1248 or 651-603-6748. A link to the Minnesota Predatory Offender BCA Web Site can be found at the Hamline University, Safety and Security website. www.hamline.edu/security

Information regarding registered sex offenders may be obtained through the Saint Paul Police Department (SPPD). The SPPD may be contacted at 651-292-3549.

In addition, information regarding registered sex offenders may be obtained through the Minnesota Department of Corrections at 651-361-7200. An offender locator, for offenders that have the highest risk for re-offense, can be accessed from the Minnesota Department of Corrections Web site.

A link to the Department of Corrections Predatory Offender Information website can be found at the Hamline University, Safety and Security website. www.hamline.edu/security

Education & Training

In an effort to prevent and eliminate sexual violence, Hamline University will distribute this policy and provide education and training to every student, staff member, and faculty member.

STUDENT HOUSING ANNUAL FIRE SAFETY REPORT

Mandatory supervised residence hall fire drills occur at the beginning of each academic year.

Policies on cooking, portable electrical appliances, smoking and open flames

Cooking is allowed only in kitchen areas in each residence hall or in the kitchens of the apartments.

Permitted appliances for use in student rooms: coffee maker, popcorn popper, refrigerators using fewer than 419 kwh/year. Microwave ovens are not permitted in residence hall rooms except for those provided by the University. Microwave ovens and other cooking appliances are permitted in University apartments. Appliances must be Underwriter's Laboratory (UL) approved and in good working order.

Prohibited Appliances and Equipment

The list of equipment not allowed in the residence halls includes, but is not limited to, air conditioners, halogen lamps, water beds, charcoal and gas grills, hot plates, motorbikes, motorcycles, candles, incense, toasters, George Foreman style grills, and microwave ovens which are not the Microfridge unit. Other items which may pose health and safety concerns may be restricted. Holiday decorations must be fire resistant, and no live trees and wreaths or unattended lights are permitted.

Halogen Lamps, Candles, & Incense

Due to a significant fire hazard, any lamp utilizing a halogen bulb is not allowed in the apartment building, nor is the burning of any candles, presence of candles with burned wicks, or presence of incense, unless for spiritual or religious purposes. Prior approval from the Wesley Center and the Office of Residential Life is required for the burning of candles or incense for spiritual or religious purposes. Candles approved under these guidelines must be under constant vigilance.

Smoking

Hamline University acknowledges and supports the findings of the U.S. Surgeon General that the use of tobacco poses a significant health hazard to smokers and non-smokers alike. Hamline University is committed to protecting the health of all who study, work, and live here. It is the university's policy, therefore, to prohibit smoking in any public building and student residences on campus and within 25 feet of any building.

Fire and Building Evacuation

All residents and their guests are expected to respond appropriately and immediately whenever a fire alarm is sounded or whenever severe weather requires residents to relocate to a designated location. Fire alarm procedures are discussed with students at the first residence hall floor meeting.

Procedures for fire evacuation

The following evacuation procedures are posted on each residence hall floor:

- ▶ check door to make sure it is not hot before entering halls and stairwells
- ▶ close doors and windows as you go
- ▶ put on shoes and coats
- ▶ evacuate all floors, knocking on all doors on the way out
- ▶ do not go back to your room if you are not in your room
- ▶ in case of fire, activate nearest fire alarm pull station if it is safe to do so
- ▶ assemble at building meeting location

All residence life staff will proceed to the appropriate building meeting locations and record student names and room numbers to ensure all students have safely evacuated. Each staff member will have a roster of their building and, if it is safe to do so, bring the roster to the meeting location. No one will be allowed to re-enter any building until the all-clear from safety and security or emergency services personnel.

Policies for student fire safety education and training programs

All resident students are provided with a policy brochure that states the above policies. Fire evacuation procedures are discussed at the first floor meetings of each semester.

Fire statistics and descriptions of on-campus student housing fire safety and sprinkler systems are included at the end of this report.

FACULTY / STAFF FIRE SAFETY

Fire safety information is posted on the Hamline University website with annual informational email notices to faculty and staff. Annual fire drills are conducted in academic buildings

Faculty and staff shall take these measures before a drill or emergency:

- Review the evacuation plans.
- Identify the quickest emergency escape route; this will be the primary escape route.
- Identify an alternate route in case the primary route is inaccessible.
- Individuals who are mobility impaired should be especially diligent in pre-planning their escape routes. Disability Services can assist with planning.
- Identify the designated “assembly area(s)” where building evacuees can meet and ensure everyone is accounted for.
- Faculty should review this information with each class.

When the fire alarm sounds:

- Organize the people in your room / area.
- Count the number of people present.
- Carry a roster of persons present, if possible.
- Advise the group to immediately proceed to the designated assembly area for this building.
- Assist mobility impaired persons in accordance with their individual evacuation plan.
- Evacuate using the nearest safe route.
- With evacuation underway, quickly check the area to make certain that no one is left behind.
- If the closest evacuation route should become blocked, carefully reroute evacuees to another available exit.
- Do not use elevators unless specifically instructed to do so.
- When you reach the designated assembly area, get a complete head count of your group.
- If you discover any persons missing, who may still be in the building, immediately notify the nearest security officer or emergency personnel. Do not re-enter the building.

- Report your building and room number and the number of missing persons to emergency response personnel.
- Keep everyone together and remain in the assembly area unless instructed to leave or assemble elsewhere.
- Re-entry into the building is not permitted unless authorized by security or emergency response personnel.

CRIME STATISTICS

Crime Reporting

All faculty, staff, and students should take responsibility and report any criminal activity occurring on campus to the Office of Safety and Security Services. In addition, all university employees should report crimes and encourage victims or witnesses of a crime to voluntarily report these offenses to the police. The reporting person can request to remain confidential with respect to the law and university policies. Employees aware of sexual violence on campus must report this information in a timely manner to the Office of Safety and Security Services. The Office of Safety and Security Services is the authorized recorder of all criminal activity on campus.

Crimes reported in the Hate Crimes section manifest evidence of prejudice based on race, religion, sexual orientation, ethnicity, gender, or disability as prescribed by the Hate Crime Statistics Act (28 U.S.G. 534).

Information concerning certain categories of crimes, and certain types of arrests is obtained on a regular basis from the Saint Paul and Saint Louis Park Police Departments. Hamline is required to gather this information even if the university does not own the property involved. This information is a matter of public record.

Geographic Definitions for Crime Statistics

On-campus

(1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls.

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

Residence Halls

Residence halls, apartments or other student houses on-campus.

Non-campus Buildings or Property

- Any building or property owned or controlled by a student organization **officially** recognized by the institution; and
- Any building or property owned or controlled by an institution of higher education 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, and is within the campus, or immediately adjacent to and accessible from the campus.

Crime Definitions

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

Non-Forcible: Includes only incest and statutory rape.

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

Larceny / Theft The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

Aggravated Assault An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

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.

Burglary The unlawful entry into a structure to commit a felony or theft.

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.

Motor Vehicle Theft The theft or attempted theft of a motor vehicle.

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.

Vandalism To willfully or maliciously destroy, injure, disfigure or deface any public or private property, real or personal, without the consent of the owner or person having custody or control, by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Crime Statistics

01/01/10-12/31/12

The following chart was prepared by including offenses reported to law enforcement agencies, Hamline University Safety and Security Services, and any official of Hamline University who has significant responsibilities for students and university activities. These statistics are completed and published in accordance with Unified Crime Reporting procedures, and the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Higher Education Reauthorization Act.

Student Housing Fire Systems and Fire Statistics

01/01/10-12/31/12

The annual fire safety report on student on-campus housing provides the following information; the number of fires, cause of fires, deaths, injuries, fire-related damage, and the type of fire systems in each building. The following charts were prepared and published in accordance with the Higher Education Reauthorization Act.

Offense	Year	On-Campus	Residential	Non-Campus	Public Property
Criminal/Homicide	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Negligent Manslaughter	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Sex Offense (Forcible)	2010	0	0	0	0
	2011	0	3	1	1
	2012	1	1	0	0
Incest	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Statutory Rape	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Robbery	2010	1	0	0	1
	2011	1	0	2	1
	2012	1	0	0	1
Aggravated Assault	2010	1	0	0	1
	2011	0	0	0	0
	2012	3	3	0	2

Offense	Year	On-Campus	Residential	Non-Campus	Public Property
Burglary	2010	3	1	0	0
	2011	4	4	3	0
	2012	5	3	0	0
Motor Vehicle Theft	2010	2	0	0	2
	2011	1	0	4	1
	2012	1	0	0	2
Arson	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Arrest – Liquor Violation	2010	0	0	0	0
	2011	1	0	0	1
	2012	4	4	0	0
Arrest – Drug Violation	2010	0	0	0	0
	2011	0	0	0	0
	2012	1	1	0	0
Arrest – Weapons	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Referral – Liquor Violation	2010	58	58	0	0
	2011	54	54	0	0
	2012	92	92	0	0
Referral – Drug Violation	2010	9	9	0	0
	2011	14	14	0	0
	2012	15	15	0	0
Referral - Weapon	2010	0	0	0	0
	2011	1	1	0	0
	2012	0	0	0	0

HATE CRIMES

Any of the following criminal offenses committed against a person or property that manifests evidence the victim was intentionally selected because of the offender's bias against a race, gender, religion, ethnicity/national origin, disability, or sexual orientation. Murder/Non-negligent manslaughter / Negligent manslaughter / Sex offenses — Forcible and Non-forcible / Robbery / Larceny or theft / Aggravated assault / Simple assault / Intimidation / Burglary / Motor vehicle theft / Arson / Any other crime involving bodily injury / Property destruction, damage or vandalism.

	Hamline University On-Campus						Non-Campus Building or Property			TOTALS		
	2010		2011		2012		2010	2011	2012	2010	2011	2012
	Res.	Public	Res.	Public	Res.	Public						
Hate Crimes												
Murder/Non-Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Offenses- Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Offenses- Non-forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Larceny / Theft	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	1	1	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Any Other Crime Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0
Property Destruction/Damage/Vandalism	0	1	1	2	0	0	0	0	0	3	3	0

Definitions Res: Residence halls, apartments, other campus houses. Public: All public areas within the campus and public property immediately adjacent to and accessible from the campus. Non-campus Building or Property: Property owned or controlled by a recognized student organization or the University that is not part of the main or branch campus.

Fire Safety Systems

Student Residence Halls	Address	24 hour Fire Alarm Monitori ng On Site	Fire Alert Audible Alarms	Fire Alert Strobe Lights	Sprinkler System	Smoke Detectio n	Fire Doors	Fire Walls	Fire Extinguis her Devices	Evacuati on Plans/PI acards	Number of Fire Drills
Apartment-Style Housing	1470 Englewood	yes	yes	yes	yes	yes	yes	yes	yes	yes	1
Drew Residence Hall	1523 Hewitt	yes	yes	yes	no	yes	yes	yes	yes	yes	1
Manor Residence Hall	1513 Englewood	yes	yes	yes	no	yes	yes	yes	yes	yes	1
Osborn Residence Hall	1481 Englewood	yes	yes	no	no	yes	yes	yes	yes	yes	1
Peterson Residence Hall	1475 Englewood	yes	yes	no	no	yes	yes	yes	yes	yes	1
Schilling Residence Hall	1485 Englewood	yes	yes	no	no	yes	yes	yes	yes	yes	1
Sorin Residence Hall	1535 Englewood	yes	yes	yes	yes	yes	yes	yes	yes	yes	1

Other Student Housing

Residence - house	862 Pascal	no	no	no	no	yes	no	no	yes	yes
Residence - house	1475 Minnehaha	no	no	no	no	yes	no	no	yes	yes
Residence - house	1485 Minnehaha	no	no	no	no	yes	no	no	yes	yes
Residence - Duplex	1515 Minnehaha	no	no	no	no	yes	no	no	yes	yes
Residence - house	1471 Minnehaha	no	no	no	no	yes	no	no	yes	yes
Residence - house	737 Asbury	no	no	no	no	yes	no	no	yes	yes
Residence - 4 Plex	1463 Minnehaha	no	no	no	no	yes	no	no	yes	yes
Residence - house	1561 Minnehaha	no	no	no	no	yes	no	no	yes	yes

FIRE SAFETY SYSTEM: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire

FIRE DRILL: A supervised practice of a mandatory evacuation of a building for a fire.

2012 Annual Fire Report

Student Residence Halls	Address	Total Fires in Building	Fire Number	Date	Time	Cause of Fire	Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to the Fire	Value of Property Damage Caused by the Fire	Hamline Case Number
Apartment-Style Housing	1470 Englewood	0								
Drew Residence Hall	1523 Hewitt	0								
Manor Residence Hall	1513 Englewood	0								
Osborn Residence Hall	1481 Englewood	0								
Peterson Residence Hall	1475 Englewood	0								
Schilling Residence Hall	1485 Englewood	0								
Sorin Residence Hall	1535 Englewood	0								
Other Student Housing										
Residence - house	862 Pascal	0								
Residence - house	1475 Minnehaha	0								
Residence - house	1485 Minnehaha	0								
Residence - Duplex	1515 Minnehaha	0								
Residence - house	1471 Minnehaha	0								
Residence - house	737 Asbury	0								
Residence - 4 Plex	1463 Minnehaha	0								
Residence - house	1561 Minnehaha	0								

Definitions:

FIRE: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner

CAUSE OF FIRE: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure or act of nature.

FIRE RELATED INJURY: Any instance in which any person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire.

FIRE RELATED DEATH: Any instance in which any person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire. Dies within one year of injuries sustained as a result of the fire.

Office of Safety and Security Services

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24 Hour Dispatch
651-523-2100

www.hamline.edu/security

James Schumann, Director
Al Kramer, Assistant Director