

# **Safety and Security Policies and Statistics Report**

for Hamline University, Saint Paul, Minnesota

*October 2006*

## **OFFICE OF SAFETY AND SECURITY SERVICES**

In Case of Emergency • Residence Hall and Campus Apartment Security • Security Policies for Rental Property and Student Organizations • Building Security • Parking Security • Grounds Security  
Security Escort Service • Security Alerts • Security Awareness and Crime Prevention Programs

## **DRUGS AND ALCOHOL POLICY**

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### **From the Office of Student Affairs:**

*On behalf of President Linda Hanson and the Student Affairs staff, I am pleased to submit this 2006 Report of Safety and Security Policies and 2005 Statistics to the students, faculty, and staff of Hamline University. The safety and security of members of our community is of primary concern to us. Both the policies and statistics reported here help us to educate the community about the steps we have taken to prevent security issues from arising and to address such issues when they 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.*

*Alan Sickbert  
Dean of Students*

## **OFFICE OF SAFETY AND SECURITY SERVICES**

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The Office of Safety and Security Services is staffed with a director, assistant director, three supervisors, nine officers, and eighteen part-time student dispatchers. The Office of Safety and Security Services is responsible for the general safety and security of the Hamline campus and first response to emergencies until assistance is available by police, fire, or medical agencies. Security officers have no arrest authority other than citizen's arrest. The Office of Safety and Security Services maintains a close working relationship with all appropriate law enforcement agencies, including the Saint Paul Police Department and Ramsey County Sheriff's Office.

### **In Case of Emergency**

Students, faculty, staff, and guests of the university are encouraged to immediately report emergencies and criminal activities to the Hamline University Office of Safety and Security Services, which is staffed twenty-four hours a day by security officers and located in Drew Hall, Room 128.

In case of a life-threatening emergency or occurrence of a crime, dial 9-911 immediately for ambulance, police, or fire department response, then notify the Office of Safety and Security Services at 651-523-2100.

**Please call 9-911, 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 security officer will file incident reports for follow-up by appropriate departments and will advise the victim(s) of procedures 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. Additionally, emergency call boxes are located on the mall between Bush Student Center and Drew Fine Arts Center, in the grassy area north of Sorin Hall, at the west end of Drew parking lot, at the north end of the Englewood parking lot, and at the sidewalks between the Heights Residence Halls and Manor Hall. 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 strongly encourages you to contact the civil authorities through the security services office. A security officer will explain your options and will assist you in working with those authorities.

### **Security of Campus Residences**

Resident Assistants and Residence Hall Directors play a major role in maintaining a safe environment in the residence halls. Every night from 7 p.m. to 7 a.m. a 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 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.

Two community 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 the Hall Director at the beginning of each academic year. Through a student house coordinator, the Hall Director 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 Residential Life advises 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 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 person or 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**

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 should 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. The Hamline Physical Plant staff continuously trims and maintains campus greenery in such a way that it does not cause dark or hidden areas that students may have to walk through. Lighted call boxes, CCTV cameras, and controlled key inventories also add to the security of the campus.

### **Security Escort Service**

The use of the Security 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, within one mile of campus. A campus security vehicle is available for times of inclement weather or long distances. Please advise the dispatcher at the time of your call if you require a vehicle escort. If you will be arriving on campus after dark and would like an escort, you may drive up to the lighted Security Call Box located at the west end of Drew Parking Lot. Press the button to call the security dispatcher and request an escort from your vehicle to your campus destination.

### **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 the information.

### **Security Awareness and Crime Prevention Programs**

- Escort Program
- Security Bulletin Boards
- Security Call Box
- Security Alert
- Personal Safety Presentations

## **DRUGS AND ALCOHOL**

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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 is 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. Hall directors/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. The use of

alcoholic beverages shall not interfere with the educational environment on campus in accordance with the University Alcohol Policy. Alcoholic beverages are not allowed in any public areas of the campus 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. Kegs of any size, party balls or alcohol served from a common source (not from an individual container) are not allowed in the residence halls/houses/apartments. Hamline University sponsors Responsible Hosting and Positive Social Norming workshops. 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 [www.hamline.edu/esource](http://www.hamline.edu/esource)

## **SEXUAL VIOLENCE POLICY**

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### **Introduction**

Hamline University will not tolerate any form of sexual violence. Such behavior is a violation of the standards of the community and may be a criminal act within the laws of the State of Minnesota. 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 in accordance with this policy. Hamline University will take appropriate remedial action, which may include discipline. This policy applies to criminal incidents occurring on property owned by the university as well as any other incidents, which affect the university community. (Board of Trustees approved May 4, 1993.)

### **Definition of Sexual Violence**

Under this policy, sexual violence is any non-consensual sexual contact or sexual threat. Lack of consent under this policy means sexual contact to which the person complaining has not either initiated or voluntarily agreed. Informed consent may not be given under this policy if the individual complaining was asleep, under the influence of alcohol or drugs, or under duress because of a physical or emotional disorder.

Sexual contact can include, but is not limited to: unwelcome sexual behavior including kissing, and/or intentional touching of another person's intimate parts (breasts, buttocks, genital area, groin or inner thigh, or the clothing covering these areas), and unwelcome sexual penetration. Persons of the same sex as well as the opposite sex can commit sexual assault.

The use of alcohol or drugs will not diminish the accuser's responsibility for sexual violence.

## Victims' Rights

Hamline University encourages individuals who believe they have been the victims of sexual assault to pursue criminal action against the alleged perpetrator of the sexual assault. An individual may pursue criminal action and an internal university complaint concurrently. Retaliation against an individual who brings a complaint or participates in an investigation of sexual assault or pursues legal action is prohibited and will not be tolerated.

Victims of sexual violence have the following rights:

- To file criminal charges with local law enforcement officials;
- To receive prompt assistance of Hamline authorities upon request of the victim in notifying appropriate law enforcement;
- To an investigation and resolution of a sexual violence complaint by Hamline disciplinary or judicial authorities;
- To participate in and to have an attorney or other support person at any Hamline disciplinary proceeding concerning a sexual violence complaint;
- To be promptly notified of the outcome of a Hamline disciplinary proceeding subject to the limitations of state and federal laws relating to data privacy practices;
- To the assistance of Hamline authorities, at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident;
- To the assistance of Hamline authorities in preserving complainant or victim materials relevant to a Hamline disciplinary proceeding;
- To the assistance of Hamline authorities, in cooperating with the appropriate law enforcement authorities and at the victim's request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes or to alternative university-owned housing, if alternative classes or housing are available and feasible;
- To seek assistance from the Minnesota Crime Victims Reparations Board and the Minnesota Crime Victim Ombudsperson.

## What to do if you have been sexually assaulted

An act of sexual violence may be committed by a stranger or an acquaintance. In either case we encourage you to take immediate action. University personnel will assist, or refer you to help you obtain any desired medical or psychological assistance.

1. This was not your fault. Your first thought should be to take care of yourself.
2. Tell someone: your roommate, a friend, your R.A., your supervisor, Counseling and Health Services, Safety and Security.
3. Do not disturb any evidence. Do not bathe, douche, comb your hair, or wash your clothing.
4. Do not disturb other physical evidence. Leave the scene of the incident untouched.
5. Go to Regions Hospital or another medical facility for an exam, sexually transmitted disease check, pregnancy test, and injury check. A medical exam is important for your health and will be very important if you decide to press criminal charges. Having an evidentiary exam does not obligate you to file a criminal report.
6. Because of the traumatic nature of sexual assault, victims are strongly encouraged to seek professional help and support. Both the Counseling and Health Services and the Religious and Spiritual Life Office are available for service or referrals.

## Judicial Options

Violations of the Sexual Violence Policy will be handled under the Hamline University Student Judicial System. To get information about the university judicial procedures contact Alan Sickbert, dean of students, at 651-523-2134.

All victims are also encouraged to report the incident to the Saint Paul Police Department. An individual may pursue criminal action and an internal university complaint concurrently.

## Resources

### On campus

- Dean of Students 651-523-2421
- Counseling and Health Services 651-523-2204
- Safety and Security 651-523-2100
- School of Law 651-523-2966
- Chaplain 651-523-2315
- Residential Life 651-523-2061
- Hall Directors
- RAs
- Escort Service 651-523-2100

### Off campus

- Sexual Offense Services 651-643-3006
- Saint Paul Police Department 651-291-1111
- Regions Hospital Crisis Line 651-254-1000, 640 Jackson at University, Saint Paul
- MN Victim Justice Unit 651-201-7310 or 1-800-247-0390 and/or Office of Justice Programs 651-201-7300 or 1-888-622-8799

## 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.

## 2005 CRIME STATISTICS

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### 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 Office of Safety and Security Services. 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.

There were no reported crimes in this section that 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). If an incident of this nature were to occur, it would have to incorporate at least one of the first nine crimes listed on the Crime Statistics Chart to be categorized as a "hate crime."

Information concerning certain categories of crimes, and certain types of arrests which occur on property occupied by student organizations recognized by the university, is obtained on a regular basis from the Saint Paul Police Department. 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.

Changes in crime incidents from year to year are important to monitor and to address. When making year-to-year comparisons, it is important to note that changes in reporting requirements and procedures, as required by law, can sometimes influence whether a crime statistic in a given category is higher or lower than in previous years. The geographic boundaries in which campus crime statistics are collected and reported are one variable that has changed in the past. The current geographic definitions for crime statistics are described in the next section.

## Crime Statistics

### January, 2003–December 31, 2005

The following chart was prepared by including offenses reported to law enforcement agencies, Hamline University Safety and Security Services Office, 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.

### Definitions

**Burglary** The unlawful entry into a structure to commit a felony or theft. 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, including the use of master keys.

**Hate Crimes** Any of the following criminal offenses committed against a person or property which is motivated, in whole or part, by 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, Aggravated assault, Burglary, Motor vehicle theft, Arson, Any other crime involving bodily injury.

**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.

**Public** All public areas within the campus and public property immediately adjacent to and accessible from the campus.

**Res** Residence halls, apartments, other campus houses.

**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.

**Sexual Offenses—Non-Forcible** Includes only Incest and Statutory Rape.

**Crime Statistics** January, 2003–December 31, 2005

Offense Type	Hamline University On-Campus						Non-Campus Building or Property			Totals		
	2003		2004		2005		2003	2004	2005	2003	2004	2005
	Res.	Public	Res.	Public	Res.	Public						
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	2	0	0	0	0	0	0	0	2	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
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	4	3	3	4	1	2	0	0	3	7	7	6
Motor Vehicle Theft	0	5	0	3	0	10	0	0	1	5	3	11
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations												
Arrests	1	0	0	0	0	0	0	0	0	1	0	0
Referrals	77	0	33	0	63	0	0	0	0	77	33	63
Drug Law Violations												
Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Referrals	20	0	16	0	10	0	0	0	0	20	16	10
Weapons Law Violations												
Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Referrals	0	0	0	0	0	0	0	0	0	0	0	0

Hate Crimes	Hamline University On-Campus						Non-Campus Building or Property			Totals		
	2003		2004		2005		2003	2004	2005	2003	2004	2005
	Res.	Public	Res.	Public	Res.	Public						
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
Aggravated Assault	0	0	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

**Hamline University Office of Safety and Security**

128 Drew Hall, MS-C1905  
1536 Hewitt Avenue, Saint Paul, MN 55104-1284

24-hour dispatch: 651-523-2100

Shirleen Hoffman, Director  
Michele Bateson, Assistant Director