



**St. Cloud State University
Public Safety Department**

October 1, 2011

**The Annual Security and Fire Report to the
St. Cloud State University Community**

Introduction

St. Cloud State University (SCSU) encourages all members (students, employees, and visitors) of our University community to be fully aware of safety and security issues, campus-related departments and services and to take action to prevent and report illegal and other unsafe activities should they occur. Personal awareness, practicing personal safety, and reporting incidents of concern are the foundation of a safe community.

In accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (a/k/a The Clery Act) of 1998 -- previously known as the Crime Awareness and Campus Security Act of 1990 --and the Higher Education Amendments of 1992, St. Cloud State University monitors unsafe, inappropriate and criminal activity for the campus, off-campus sites owned or maintained by SCSU and/or recognized University organizations; and related curtilage. SCSU documents a three-year statistical history of these incidents. St. Cloud State University provides the information and statistics herein to University students and employees and to others upon request. You may view SCSU's statistics by going to the Department of Education's Security Statistics search site at <http://www.ope.ed.gov/security>, as well by checking our University's Public Safety's web site at <http://www.stcloudstate.edu/publicsafety/securityreport>.

SCSU has a variety of policies and procedures relating to campus security and it expressly reserves the right to modify them or adopt additional policies or procedures at any time without notice. Such changes will appear in successive issues of this report.

Crime Reporting Policies

General Information

The Public Safety Department for St. Cloud State University is on-duty 24-hours a day throughout the year. All requests for immediate assistance relating to issues of safety and security on campus should be made by calling (320) 308-**3333**, by emailing pubsafe@stcloudstate.edu or by visiting our Public Safety Department at 526 4th Avenue South, St. Cloud, Minnesota, 56301-4498. Public Safety Officers respond to all requests for service and assistance. These personnel are full-time Campus Security (Public Safety) Officers and/or student employees of the University and are **not** police.

In the event of any life-threatening emergency or occurrence of known or believed criminal activity persons are strongly encouraged to immediately and directly contact appropriate police, fire or medical assistance by calling:

911 for emergencies, or (320) 251-1200 for non-emergency assistance.

Public Safety works closely with local, state and federal law enforcement agencies to respond to and track criminal activity on campus. St. Cloud State University, located in the jurisdiction of the St. Cloud Police Department, understands for investigations of alleged criminal offenses the St. Cloud Police Department is the primary law enforcement agency. Public Safety officers are authorized, when

appropriate, to make a citizen's arrest. Typically such arrests are made only in the presence or support of a law enforcement officer.

Report A Crime

All persons on campus are encouraged to immediately report any criminal activity to the St. Cloud Police Department and to the University's Public Safety Department. Individuals who contact Public Safety will be strongly encouraged to also report incidents that are criminal in nature to police authorities. In matters related to University student conduct code or policy violations Public Safety normally requires a written report from the complainant/victim to begin an investigation and support the ability to address those concerns through the University's Judicial and Administrative Systems. SCSU will make exceptions to this immediate need to file a written report when necessary, including cases presenting clear and immediate danger to an individual or the University community.

Public Safety will assist the complainant in completing reports. Public Safety will strongly encourage and support complainants and victims to report all crimes to the St. Cloud Police Department. In appropriate cases, reports will also be shared with the University's Judicial Process. Public Safety will assist the St. Cloud Police Department and the University's Judicial Process with investigations when requested. Public Safety also accepts reports of inappropriate conduct and/or criminal activity occurring to or caused by persons involved in University sanctioned functions and groups at off-campus locations. The St. Cloud Police Department monitors criminal activity at non-campus locations of officially recognized student organizations. Such incidents are included in the University's annual report and may be addressed on and/or off-campus. Public Safety cannot hold reports of crime in confidence.

If you are a victim of a crime or witness a crime:

Call the St. Cloud Police Department (911) as well as the University's Public Safety (308-3333) for any emergency including medical emergencies, fires, suspicious people or activities, crime reports, traffic accidents, or other illegal activities:

- a. Write down as much information as you can remember after a crime. If you cannot identify the perpetrator by name, try to recall as many details as possible about the offender(s):
 1. Gender;
 2. Approximate age;
 3. Height;
 4. Weight/build;
 5. Description of face (eye color, hair color/style, jaw, nose, facial hair, glasses, etc.)
 6. Dress/clothing;
 7. Distinguishing marks (scars, tattoos, etc.);
 8. Voice.
- b. Attempt to obtain a description and license number of any vehicle involved. Note the direction of travel taken by offenders or vehicles and report those to Public Safety and/or the St. Cloud Police Department; preserve the crime scene; do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until Public Safety and/or the St. Cloud Police Department Officers arrive.

When necessary to protect the victim's identity, **in sexual assaults, Public Safety will accept third-party reports**. Whenever possible, Public Safety prefers to receive reports from the victim, as the detail is often more accurate in such situations. Maintain all physical evidence; do not risk losing critical evidence. All employees who become aware of an allegation of violation of University policy, student

code of conduct, civil or criminal law should report the allegation to their supervisor and Public Safety. Employees with significant responsibility for student and campus activities (not including counselors) must report potential criminal activity of which they are aware to Public Safety; these employees are also known as Campus Security Authorities.

Response to Reports

All allegations will be investigated. These investigations may be made in conjunction with the St. Cloud Police Department or other law enforcement agencies.

The Director of Public Safety will classify reports in conjunction with the appropriate police agency according to the FBI Uniform Crime Reporting Definitions.

When alleged perpetrators are identified as students, the case will be forwarded to the Associate Vice President of Student Life and Development (Judicial Affairs), or designee, for investigation and appropriate action. Criminal investigation, arrest and prosecution can occur independently, before, during or after the campus judicial process.

SCSU will issue a timely warning to members of the campus community in cases of reported murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and any hate crimes (manifesting evidence of prejudice based on race, religion, sexual orientation or ethnicity) in cases where the Director of Public Safety (or the Director's designee) determines there is a continuing threat to the University community. In such cases, warnings may be provided through campus bulletins (via e-mail), campus radio stations, campus newspapers, residence hall bulletins, and other significant means.

Crime Report

SCSU will issue an annual report of crimes occurring on campus and related curtilage that are made known to Public Safety directly, or through other University departments or personnel and related law enforcement agencies. This report is made available by the Public Safety Department. Requests for additional information regarding this report and its statistics may be made to the Public Safety Department, 526 4th Avenue South, St. Cloud, MN 56301-4498, or phone (320) 308-**3333**. The statistics in this report follow the uniform crime reporting procedures of the Federal Bureau of Investigation. These statistics should be considered in relation to the occurrences of crime in society generally, University demographics and statistics from other institutions of similar description.

On-campus: any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes.

Residence Halls: a subset of on-campus, shows the number of on-campus incidents that occur in dormitories or other residential facilities for students on campus.

University Controlled (Non-campus): any building or property, other than a branch campus, 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 used by students, and is not within the same reasonable contiguous geographic area of the institution

Public Property (Off campus): all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

Number of Incidents Reported (Calendar Years)

2010 Crime Statistics					
	On Campus	University Controlled (Non-campus)	Public Property	GRAND TOTAL	Residence Halls (subset of On-Campus)
Crimes					
Aggravated Assault	1	0	0	1	0
Arson	0	0	0	0	0
Burglary	23	1	0	24	8
Motor Vehicle Theft	1	0	0	1	0
Manslaughter	0	0	0	0	0
Murder	0	0	0	0	0
Theft	133	2	0	135	13
Robbery	0	0	0	0	0
Forcible Sex Offenses (Total)	7	0	0	7	7
Forcible Rape	4	0	0	4	4
Forcible Sodomy	0	0	0	0	0
Sexual Assault W/Object	0	0	0	0	0
Forcible Fondling	3	0	0	3	3
Non-Forcible Sex Offenses (Total)	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Arrests (Persons)					
Liquor Law Violations	196	4	14	214	106
Drug Abuse Violations	67	1	2	70	46
Weapons Violations	1	0	0	1	0
Disciplinary Referrals					
Liquor Law Violations	644	37	3	684	526
Drug Abuse Violations	29	0	0	29	28
Weapons Violations	0	0	0	0	0

2009 Crime Statistics					
	On Campus	University Controlled (Non-campus)	Public Property	GRAND TOTAL	Residence Halls (subset of On-Campus)
Crimes					
Aggravated Assault	0	0	1	1	0
Arson	0	0	0	0	0
Burglary	28	0	2	30	7
Motor Vehicle Theft	0	0	0	0	0
Manslaughter	0	0	0	0	0
Murder	0	0	0	0	0
Theft	144	4	1	149	12
Robbery	0	0	0	0	0
Forcible Sex Offenses (Total)	9	0	2	11	8
Forcible Rape	5	0	1	6	5
Forcible Sodomy	0	0	0	0	0
Sexual Assault W/Object	0	0	0	0	0
Forcible Fondling	4	0	1	5	3
Non-Forcible Sex Offenses (Total)	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Arrests (Persons)					
Liquor Law Violations	143	0	33	176	80
Drug Abuse Violations	53	0	4	57	29
Weapons Violations	0	0	0	0	0
Disciplinary Referrals					
Liquor Law Violations	629	0	8	637	461
Drug Abuse Violations	49	0	0	49	34
Weapons Violations	0	0	0	0	0

2008 Crime Statistics					
	On Campus	University Controlled (Non-campus)	Public Property	GRAND TOTAL	Residence Halls (subset of On-Campus)
Crimes					
Aggravated Assault	0	0	0	0	0
Arson	1	0	0	1	1
Burglary	12	0	0	12	5
Motor Vehicle Theft	0	0	0	0	0
Manslaughter	0	0	0	0	0
Murder	0	0	0	0	0
Theft	133	0	0	133	14
Robbery	2	0	0	2	0
Forcible Sex Offenses (Total)	3	0	0	3	0
Forcible Rape	2	0	0	2	2
Forcible Sodomy	0	0	0	0	0
Sexual Assault W/Object	0	0	0	0	0
Forcible Fondling	1	0	0	1	0
Non-Forcible Sex Offenses (Total)	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Arrests (Persons)					
Liquor Law Violations	138	0	4	142	89
Drug Abuse Violations	62	0	1	63	40
Weapons Violations	2	0	0	2	0
Disciplinary Referrals					
Liquor Law Violations	624	0	0	624	486
Drug Abuse Violations	60	0	0	60	33
Weapons Violations	0	0	0	0	0

2010 Hate Crime Statistics																								
	Race				Gender				Religion				Sexual Orientation				Ethnicity				Disability			
	OC	UC	PP	RH	OC	UC	PP	RH	OC	UC	PP	RH	OC	UC	PP	RH	OC	UC	PP	RH	OC	UC	PP	RH
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	
Burglary	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Theft	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Forcible Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Forcible Sodomy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sexual Assault W/Object	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Forcible Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	
Intimidation	1	0	2	1	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1	0	0	0	0	0	0	

OC= On campus, UC= University Controlled, PP= Public Property, RH= Residence Halls

There were three reports of hate crime-related intimidation (one occurring in a residence hall) and two reports of hate crime-related vandalism (one occurring in a residence hall), as defined by applicable federal law, reported at St. Cloud State University in 2010.

There were seven reports of hate crime-related vandalism (four occurring in residence halls), as defined by applicable federal law, reported at St. Cloud State University in 2009.

There were no hate crimes, as defined by applicable federal law, reported at St. Cloud State University in 2008.

Crime Definitions

The definitions listed are taken from the Federal Bureau of Investigation Uniform Crime Reporting (UCR) Handbook and National Incident Based Reporting System (NIBRS) and used to classify the criminal offenses previously listed:

- Murder - The willful (non-negligent) killing of one human being by another.
- Forcible Sex Offense - Any sexual act directed against 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; to include forcible rape, forcible sodomy, sexual assault with an object and forcible fondling.
- Non-forcible Sex Offense - Unlawful, non-forcible sexual intercourse or other sexual act; to include incest and statutory rape.
- 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 by putting the victim in fear.
- 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.
- Burglary - The unlawful entry into a structure to commit a felony or 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 above.
- Motor Vehicle Theft - The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by person not having lawful access even though the vehicles are later abandoned; including joyriding.)
- Larceny/Theft - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles or automobile accessories, shoplifting, pocket-picking or the stealing of any property or article that is not taken by force and violence or by fraud. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.
- 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.
- Alcohol Violations - The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
- Drug Abuse Violations - Violation of Federal, State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, 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, benzedine).
- Weapons Law Violations - 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 above.

The law required the release of statistics by category of prejudice concerning the occurrence of hate crimes in the crime classifications listed in the preceding section and for other crimes involving bodily

injury to any person in which the victim is selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

In August of 2008 the Higher Education Opportunity Act was modified to include the following additional crimes under the hate crime category:

- Larceny/Theft: The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another.
- Intimidation (including Stalking): 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.
- Vandalism: 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.
- 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, possibly internal injury, severe laceration, or loss of consciousness.

Personal Safety and Access to Campus Facilities

Personal Safety

Public Safety Officers are available to assist you in protecting yourself by providing regular foot and vehicle (mountain bike, automobile) patrol and various safety and security communication; however, only you can protect yourself by being aware of your surroundings and taking appropriate steps in preventing crime. Remember to:

- Use Public Safety's "escort service" and "blue light" phones.
- Walk in a group, stay in well-lighted areas and wear light-colored clothing when walking at night.

Emergency (Blue Light) Phones

"Blue Light" (emergency) and elevator call box telephones are located throughout the campus. The "Blue Light" phones are made visible by a blue light globe on the top of these stations. When properly activated, these phones directly dial the on-duty Public Safety dispatcher. To operate these phones you must follow this "one-step" process:

Push the red button on the face of the box and present your communication to the dispatcher. (Public Safety will know your location and immediately dispatch an Officer to assist.)

Escort Service

An on-campus (walking) escort service is provided by Public Safety for members of the University community. Escorts may be requested by phoning #308-3333 and will be provided as other safety and security duties permit.

Protection of student residence hall room or apartment

- Lock your door - even if you are only going out for a short time or only going a short distance. It only takes a matter of seconds to enter your open room and steal your valuables.

- Always lock your door when you are asleep. You are also encouraged to lock your door when you are awake.
- Do not prop open buildings' locked exterior doors. These doors are locked for your protection and the protection of others.
- Never open exterior doors of a building for strangers or non-residents. Always escort your guests to and from the main entrance doors.
- Do not loan your keys to anyone - even a classmate or a friend. They may not be careful with them and may misplace them, giving the wrong person access.
- Do not leave your keys lying around in public places or in any pocket of your jacket when you are not wearing it.
- Do not put your name or address on key rings as they may be used to steal your property if found by the wrong person.

Protect your property

- Personal property (purses, backpacks, calculators, etc.) should never be left unattended. Take such items with you if you are leaving the office, classroom or residence hall room.
- Lock your door whenever you leave your room or office. Always lock your door when sleeping. Always lock your vehicle's doors.
- Never open the exterior doors of the building to strangers or non-residents. Always escort your guests throughout your building and residence.
- Protect all valuables in your room or office. Do not leave them in plain view.
- Take valuables home with you during breaks between school sessions.
- Students are encouraged to open checking/savings accounts and use on-line banking rather than keeping large sums of money in your residence. If you open a checking account, remember the number of the last check written. The theft of a single check can go undetected until a bank statement discloses a forgery.
- Park your bike in secure and well lit areas. Always lock your bike to a bicycle rack. Several high quality anti-theft locks are available. Case-hardened heavy (U-Bolt) locks and chains afford the best protection for security of these items.

Protect your automobile

- Always lock your vehicle's doors and never leave your keys anywhere in your vehicle.
- Try to park your car in a well-lit area.
- Avoid leaving personal property where it is visible inside your vehicle.

Protect YOURSELF

- Avoid walking alone at night.
- Refrain from taking shortcuts; walk where there is plenty of pedestrian and vehicular traffic.
- Walk along well-lighted routes at night.
- Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or a group of people.
- Have your keys ready when returning to your residence hall or apartment and keep your personal or valuable items concealed and close to your body. If you must travel alone at night, use Public Safety's on-campus escort service (308-**3333**) to escort you to your on-campus destination.

Help us protect you

Watch for suspicious persons in and around University buildings and in parking lots. Do not pursue them. Call Public Safety immediately. Call Public Safety if you should enter your room and find a stranger, regardless of any “cover story” the person present might recite to you.

Suspicious Activity:

- If you see any suspicious activity or people on or near campus, call Public Safety immediately (308-3333). Do not assume that what you observe is an innocent activity or that it has already been reported.
- Do not assume the person is a visitor or University staff member that you have not seen before.

Suspicious people may be:

- Loitering about at unusual hours and locations; running, especially if something of value is being carried.
- Exhibiting unusual mental or physical symptoms. Person(s) could be in distress and need medical or psychiatric assistance.
- Carrying property that might be suspicious, depending on the circumstances, going from room to room trying door handles. Door-to-door soliciting is not permitted in SCSU residence halls. Violations of this rule should be immediately reported to your hall director. Report all thefts and property loss immediately to Public Safety and/or the St. Cloud Police Department.

Be safety and security conscious at all times.

Emergency Notification

St. Cloud State University will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus. St. Cloud State University will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The following media may be used to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or staff occurring on campus: campus-wide e-mail and voicemail, “Star Alert” text messaging services (opt in), interior and exterior public address systems, the University website, and the University’s closed-circuit televisions.

The University may post updates on the SCSU website during a critical incident. The larger community, parents, and other concerned citizens are not required to be notified of such emergencies by St. Cloud State University. However, through the “Star Alert” program a student or employee may register contact information for additional people (e.g. parents, friends, siblings).

Regularly scheduled drills, exercises and appropriate follow-through activities, designed for assessment and evaluations of emergency plans and capabilities are completed throughout the year. The testing of the “Star Alert” text messaging system is conducted once each semester by the University Communications Office. Any failures are identified and addressed immediately. Results of these tests are available by request to the University Communications Office located on the second floor in Administrative Services. Fire evacuation drills are conducted each fall in all academic buildings with

additional drills held in residence halls. The Critical Incident Readiness Team also meets regularly to review and create necessary emergency procedures and conduct table top exercises.

Notification of Missing Students

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the Public Safety Department (PSD) at (320) 308-**3333**. Public Safety will generate a missing person report and initiate an investigation.

After investigating the missing person report, should PSD determine that the student is missing and has been missing for more than 24 hours St. Cloud State will notify St. Cloud Police and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, SCSU will notify the student's parent or legal guardian immediately after PSD had determined that the student has been missing for more than 24 hours.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by SCSU in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, SCSU will notify that individual no later than 24 hours after the student s determined missing. A student who wishes to identify a confidential contact can do so through the SCSU Housing Office. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement as appropriate.

Campus Facilities Security

Building access and maintenance:

- The SCSU campus is for the use of the students, faculty, staff, guests and those on official business with SCSU.
- Access to campus buildings is limited outside of normal business and class hours.
- Students, faculty, staff and visitors are encouraged to report needed repairs to the Buildings & Grounds Maintenance Office (308-3166).

Policies and procedures for safe access to academic buildings:

- Keys and access cards are issued to authorized faculty, staff and students only.
- Exterior building doors should not be propped open when the doors are locked.
- Building evacuation is mandatory for all fire alarms.
- Individual academic buildings are normally open from 7 AM until after evening classes or scheduled weekend classes and special events. Employees and students in buildings after normal working hours should have a University I.D. in their possession and present the I.D. when requested.
- Faculty or staff who appear to be the last persons in a building should ask unauthorized people to leave the premises. If this is not acceptable to those addressed or if the employee does not feel comfortable making this contact, that employee may call Public Safety (308-**3333**) for assistance. The building should be secured when the last employee leaves. In buildings that have outside windows, employees should close and lock them before leaving the building.

- On campus phones and pay phones are located in most buildings for emergency calls. Problems related to people in buildings after hours should be reported to Public Safety (308-3333) immediately.

Policies and procedures for safe access to residence halls:

- After the first day of Fall Semester, residence hall exterior doors are locked at 7 PM and remain locked until 6 AM the next morning, Monday through Thursday and from 7 PM each Friday and remain locked until 6 AM each following Monday.
- Residents are encouraged not to prop doors open and not to open these doors to anyone other than their guests.
- Residents locked out of their rooms should contact on duty staff at their hall's front desk. After desk hours, contact a night supervisor for the residence hall.
- All non-residents of the halls must be checked in with a picture I.D. by a resident of the hall being entered between 7 PM and 6 AM. Guests should be escorted by their hosts at all times while in the residence halls.
- No person(s) other than hall residents will be allowed in residence hall lounges or lobbies after 7 PM without an escort/host present.

Crime Prevention Education and Awareness

SCSU Health Service provides programs, information, education and referrals (including on campus support groups) for drug and alcohol abuse.

Programs regarding safety issues are furnished by the Public Safety Department upon request. Programs include: Reporting Crime, Theft Prevention, Sexual Assault Prevention, and Burglary Prevention.

Rape Aggression Defense (RAD): The RAD system of realistic defense is intended to provide a woman with the knowledge to make an educated decision about resistance. This training is offered through the Women's Center.

Representatives of Public Safety are willing to assist with designing and presenting presentations on a variety of person and property safety and crime prevention. In addition, Public Safety officials may assist with supportive documentation for course projects or assignments. Please contact the Department's administration to assist in these matters.

U-choose program: U-Choose is an educational based campus prevention effort that focuses on the reduction of high risk alcohol use. The program utilizes empirically based theories and approaches specifically designed for college students.

Informed on Sexual Violence: An on-line training for all new students, including transfer students, regarding sexual violence.

Respect and Responsibility: The **Respect & Responsibility** workshop is a requirement in order to provide students with resources and information about sexism, anti-Semitism, racism, homophobia and ableism.

Sexual Assault

Acts of sexual violence, assault or abuse, such as rape, acquaintance rape, and other forms of non-consensual sexual activity will not be tolerated. The University is committed to a campus environment that is free from the emotional and physical threat of sexual assault. To prevent sexual violence and harassment, educational efforts are undertaken to inform employees and students of their responsibilities regarding such behavior, how to identify and eliminate potential sexual violence and

harassment and what steps can be taken if instances of sexual violence and harassment are experienced.

The University will take appropriate action to safeguard the survivor and, at the same time, protect the rights of the accused. The University will provide assistance of campus personnel in shielding the victim, at his/her request, from unwanted contact with the alleged perpetrator, including housing and class transfers when feasible. SCSU also has a "Temporary Emergency" housing protocol for students who may be living off campus in a dangerous situation that allows them to be moved into a residence hall room temporarily until other arrangements can be made, including the option to sign a contract for the remainder of the academic year. The Gender Violence Prevention Program advocates work with students who may be dealing with dating or domestic violence to cancel their leases with off campus landlords based on state laws.

Resources:

Women's Center

<http://www.stcloudstate.edu/womenscenter/>

Women's Center House at 520 5th Avenue South
(320) 308-4958 or (320) 308-3995

Students, faculty and staff are asked to contact the Women's Center's Sexual Assault Services Coordinator immediately with any information they receive regarding an assault. The Central Minnesota Sexual Assault Center, St. Cloud Police Department and the Public Safety Department also contact the Coordinator with any student reports of sexual assault. The Coordinator sends monthly reports to Public Safety and the St. Cloud Police Department of all on campus sexual assaults.

Central Minnesota Sexual Assault Center (Off Campus)

CMSAC is a 24-hour crisis intervention agency providing direct services to those individuals who have been affected by any form of sexual violence.

(320) 251-4357

Anna Marie's Alliance (Off Campus)

A non-profit corporation dedicated to providing safe shelter, support, and referral services for battered women and their children.

(320) 253-6900

Public Safety Department

<http://www.stcloudstate.edu/publicsafety/>

Public Safety Center at 526 6th Street South
(320) 308-3333

Contact SCSU's Public Safety Department, St. Cloud Police Department or the Women's Center as soon as possible after the offense. Victims of sexual assault should seek medical attention immediately even if you do not wish to report it to the police. Remember that it is extremely important to preserve any and all evidence relating to the sexual assault.

Procedure for campus disciplinary action in alleged sex offenses:

1. SCSU needs a written complaint filed with the Associate Vice President for Student Life and Development (Judicial Affairs) before it can proceed. This complaint can be from the victim

or a third party. If the complaint is criminal in nature, it will also be sent to Public Safety and the survivor will be provided with information and assistance in reporting to Public Safety and local law enforcement.

2. As standards of proof and the purpose of the systems are different for possible violations of University Conduct Code and criminal law, SCSU encourages students who are the victims of sexual assault to consider both as avenues of support in addressing the issue.
3. Both the complainant and the accused are entitled to have others present (an advocate or advisor) during the disciplinary proceedings. This person may not, however, speak in your place or ask questions of witnesses.
4. Both parties have the right to receive the names of the witnesses. Both complainant and the accused shall be informed of the outcome of the University disciplinary proceedings concerning the complaint of sexual offense.
5. Sanctions following a University disciplinary proceeding include but are not limited to: eviction from student housing, University probation, suspension, and expulsion.

Community Notification of Sexual Offenders

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the St. Cloud State Public Safety Department is providing a link to the Minnesota Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

The Minnesota Level 3 Sex Offender Registry is available via Internet. **Information regarding Level 3 sex offenders can be found at www.corr.state.mn.us/level3/level3.asp and information regarding Level 2 offenders is available at the St. Cloud Police Department.**

Comprehensive Drug and Alcohol Free Policy

This policy supports the mission of St. Cloud State University by:

Enhancing Learning and Service: St. Cloud State University seeks to provide an excellent learning environment and to provide support and service to our community and the broader community. We recognize the best educational environments are free from the adverse affects of high-risk and illegal alcohol and other drug use. We recognize also that high risk drinking among our students on or off-campus has a negative effect on academic performance and negative consequences for our community.

Respecting Individual Freedom and Responsibility: The University supports the individual freedoms accorded to our community members. However, we believe that with those freedoms come responsibilities to the University and the surrounding community. At a minimum, fulfilling those responsibilities requires that individuals understand and act in accordance with university policy and applicable local, state and federal laws.

Promoting Health, Safety and Well-Being: The misuse and abuse of alcohol and other drugs pose a serious threat to individuals and the University's ability to fulfill its educational mission. Excessive drinking among St. Cloud State University students is potentially associated with death, sexual assault, violence, injury, property damage, and a host of other negative effects.

Reducing these negative effects requires that we care for members of our community and our guests and visitors. Every member of the University community has a stake in promoting the goals listed above. As a result, University employees are expected to support this policy by:

- Supporting efforts to reduce or eliminate high-risk and illegal use of alcohol and other drugs.
- Holding students accountable for behavior that violates this policy, including referring incidents to University and/or law enforcement officials as appropriate.
- Supporting students' efforts to achieve healthy and productive lives by referring them to appropriate services, programs and activities.

Some employees have a greater responsibility in supporting compliance, including but not limited to, student organization advisers, Community Advisers, Public Safety Officers, and those traveling with students to off-campus events.

All University employees (non-students) are expected to comply with the employee policy regarding alcohol and other drugs. This policy can be found on the Office of Human Resources website, <http://www.stcloudstate.edu/humanresources/policies.asp>. The entire text of the **Comprehensive Drug and Alcohol Free Policy**, as well as the University's penalties for possession or distribution of controlled substances by students on University premises or at institutionally-sponsored activities off-campus, are contained online at <http://www.stcloudstate.edu/studenthandbook/policies/default.asp>. *The Student Code of Conduct* also specifies the prohibitions and the penalties for violations of these prohibitions and is part of the *Student Handbook*, which is published under separate cover and is available through the division of Student Life and Development.

The University does not condone violations of those laws proscribing possession, use, or sale of alcoholic beverages and possession, use, sale, manufacture, or distribution of illegal drugs. Members of the SCSU community should know that disciplinary action, which may include eviction from the residence halls, revocation of other privileges, or suspension or expulsion from the University, may be taken in order to protect the interests of the University and the rights and safety of others. Abuse of alcohol and drugs can have a dramatic impact on professional, academic, and family life. The University, therefore, encourages members of the community who may be experiencing difficulty with drugs or alcohol to contact one of the following resources available on-campus:

Resources:

Counseling and Psychological Services

www.stcloudstate.edu/counseling

103 Stewart Hall

(320) 308-3171

Confidential online alcohol screening is available through the Counseling & Psychological Services web site.

Student Health Services

www.stcloudstate.edu/healthservices

1st Floor, Hill Hall

(320) 308-3191

Human Resources

www.stcloudstate.edu/humanresources

2nd Floor, Administrative Services

(320) 308-3203

Fire Safety

Residential Life Fire Safety Policies:

Fire Safety

For your own safety and the safety of others, residents are expected to maintain their rooms in an orderly manner at all times in compliance with the following fire regulations:

1. Unattended cooking is not allowed in rooms or kitchens.
2. Use of open flame cooking devices or hot plates is not allowed in rooms.
3. Microwave ovens, popcorn poppers, toasters, coffee pots or other such devices should not be used under lofts and/or near flammable materials.
4. Light bulbs should be used in approved lamps or holders and be of proper wattage for the device; excessive wattage may result in a fire.
5. Light fixtures must not be tampered with in any way, and items which might serve as conductors of electricity should not be hung from them.
6. Room doors must be able to fully open and be self-closing. Room doors must be closed when the room is left unattended or the residents of the room are sleeping. Closet doors may not be removed.
7. An emergency aisle of at least 22 inches must be maintained within the room.
8. When arranging furniture, consideration must be taken so that if tipped over, items do not block the door.
9. Kitchen doors must not be propped open.
10. Use power strips/surge protectors with breakers instead of octopus plugs or extension cords. Multi plugs or extension cords are not allowed.
11. Power strips/surge protectors must be unplugged after use and should not be placed under carpet or attached to, woven through or touching metal in any manner.
12. Students are responsible for notifying a Residential Life staff immediately after identifying problems with smoke detectors.
13. Anyone caught tampering with smoke detectors or fire alarms may face criminal charges.
14. Portable heaters are prohibited in student rooms/apartments.
15. Motorbikes or other motorized vehicles may not be stored in students' rooms or in any residential community.
16. Excessive use of paper on walls is not permitted.
17. Wastebaskets are provided in students' rooms. Garbage receptacles should not be taken from other areas of the hall into students' rooms.
18. Highly combustible materials such as propane, gas, lighter fluid, helium, grills, charcoal and firewood are prohibited.

Candles

Candles may not be burned in any residential areas, including student rooms, due to potential fire hazards. New/unburned candles are permitted for decorative purposes only.

Burning of Incense, Sage, Sweet Grass, or Cedar

Incense, sage, sweet grass, cedar, hookahs and similar items are not allowed to be burned in residential communities. An exception for the sole purpose of religious ceremony may be granted with prior approval from your Residence Hall Director within three working days. All requests must be in writing, and student should expect a written response within one business day.

Fire Safety Education:**Fire Drills**

As required by state law, a fire drill is scheduled for each semester. These fire drills are unannounced to provide a realistic practice situation. Failure to evacuate during a fire drill or false alarm could result in prosecution. Failure to evacuate will also subject a student to Residential Life disciplinary procedures.

Fire Safety Equipment

Fire extinguishers are located throughout each building for the protection of the residents. Misuse of fire extinguishers including breaking or smashing the fire extinguisher glass will result in disciplinary action by the Department of Residential Life and/or referral to appropriate authorities. State law requires the University to provide smoke detectors and smoke alarms in each residence hall room/apartment. It is a misdemeanor punishable by 90 days in jail and/or \$300 to either remove the batteries or alarm from its location. While this represents a violation of state law, it also poses a threat to the safety of students living in the residential community and will be considered a violation of the Student Code of Conduct. Most rooms also have a sprinkler system that will automatically turn on in case of fire. The system will continue to operate until turned off by campus personnel or the fire department. This system can be accidentally activated when hit by an object; therefore, take proper precautions not to accidentally bump the system. There must be at least an 18 inch radius around the sprinkler, with no objects placed on or near it. Students will be held financially responsible for costs associated with damage to the sprinkler system. Vandalism/damages may result in disciplinary action including possible suspension and/or removal from the Residential Life program (as well as restitution).

Evacuation Procedures:

Emergency procedures, including fire emergencies, are available on the St. Cloud State University website as well as in emergency procedures flipcharts found throughout campus. Emergency evacuation routes and severe weather locations are posted in all buildings on each floor throughout campus. Residential Life staff provides fire emergency procedures in The Department of Residential Life Student Handbook.

Residential Life Handbook:**Fire Alarms**

In order to protect and possibly save your life and the lives of others, you must assume that there is a fire when an alarm sounds. All students must evacuate the building when a fire alarm is sounding. Failure to evacuate during an alarm will subject the student to University disciplinary action and/or civil action.

If you hear an alarm:

1. Close windows, open curtains, and turn on lights.
2. Check for heat on door and then open slowly and check for smoke.
3. If smoke is thick and/or fire is present, remain in your room with the door closed. Block air vents and door crack with towel or clothing. Call the Public Safety Department at (320) 308-3333 and identify yourself and your location.
4. If smoke is absent, exit the building using the nearest exit. Close and lock your door when you leave.
5. Stand away from the building and do not re-enter until the all-clear is given by Residential Life staff, University (PSD) staff or civil authorities.

If you see a fire:

1. Pull alarm in hallways.
2. Call 911.
3. Exit the building. Evacuation procedures are posted in each building.

Emergency Procedures University-Wide flipchart:

Fire Emergencies

If you discover or suspect smoke or a fire:

YOU SHOULD:

- Sound Alarm – Pull lever on nearest red fire alarm call box.
- Dial 911.
 - Give the exact location of fire, including specific building name and room number/campus location.
 - Your name and telephone number.
 - Give description of fire (what’s burning, size of fire).
- If you’re not in immediate danger, assist others needing help.
- Leave the building, using stairwells/evacuation route. DO NOT use elevators.
- Close, but DO NOT lock doors.
- Wait near building entrance to give fire department personnel directions to the site of the fire.
- Once individuals are assembled in a safe distance from the building, account for all people known to have been in your area at the time of the alarm activation. Is everyone out?

If you are in a burning building:

- Stay close to the floor. If possible, place wet towel over nose and mouth.
- Touch doors before exiting. If doors are hot, DO NOT open. Attempt to exit through alternative exit or window.
- If exit is not possible, open windows. Hang something available such as clothing from the window and call for help.
- DO NOT panic, DO NOT attempt to fight the fire, DO NOT block entrances.

2010 Fire Safety Systems for On-Campus Residence Halls

Location	Fire Alarms Monitored by Public Safety	Bldg Equipped with Full Sprinkler system	Bldg Has Fire Alarms & Smoke Detectors	Evacuation Plans Posted & Fire Safety Training Conducted	Number or Evacuation Drills Conducted Each Academic Year
ON CAMPUS RESIDENCE HALLS					
Benton	YES	NO	YES	YES	2
Hill Case	YES	YES	YES	YES	2
Holes	YES	YES	YES	YES	2
Lawrence	YES	YES	YES	YES	2
Mitchell	YES	YES	YES	YES	2
Sherburne	YES	YES	YES	YES	2
Shoemaker	YES	YES	YES	YES	2
Stateview North	YES	YES	YES	YES	2
Stateview South	YES	YES	YES	YES	2
Stearns	YES	YES	YES	YES	2

Reported Fires for 2010 by Building Location for All SCSU On-Campus Residence Halls

Location	Total Fires in Each Building	Fire Number	Date	Time	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
ON CAMPUS RESIDENCE HALLS								
Benton	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hill Case	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Holes	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Lawrence	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Mitchell	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sherburne	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Shoemaker	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Stateview North	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Stateview South	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Stearns	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Reported Fires for 2009 by Building Location for All SCSU On-Campus Residence Halls

Location	Total Fires in Each Building	Fire Number	Date	Time	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
ON CAMPUS RESIDENCE HALLS								
Benton	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hill Case	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Holes	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Lawrence	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Mitchell	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sherburne	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Shoemaker	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Stateview North	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Stateview South	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Stearns	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Reported Fires for 2008 by Building Location for All SCSU On-Campus Residence Halls

Location	Total Fires in Each Building	Fire Number	Date	Time	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
ON CAMPUS RESIDENCE HALLS								
Benton	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hill Case	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Holes	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Lawrence	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Mitchell	1	1	06/03/08	1232	Burnt Food	0	0	\$200.00
Sherburne	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Shoemaker	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Stateview North	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Stateview South	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Stearns	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Fire Definitions:

Fire: Any instance of open flame or other burning in a place not intended to contain 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 acts of nature.

Fire-related injury: Any instance in which a 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 the fire. The term person may include students, employee, visitors, firefighters, or any other individuals.

Value of property: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damage caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

Note: With continuous direction and support coordinated by the University's Facilities Management Division and Public Safety, St. Cloud State University constantly researches and physically improves fire safety efforts for the entire campus, to include, but not limited to, enhanced communication to persons on-site and improved alarm notification to responding entities in the event of any smoke, fire or other personal safety alarms.