

Safety and Security on Campus

Twin Cities | 2009 | Annual Security and Fire Safety Report



UNIVERSITY OF MINNESOTA

Driven to DiscoverSM



It is absolutely critical for our students, staff, faculty, and visitors to feel safe when they are on campus. The University of Minnesota Police Department ensures the security of campus grounds and facilities, through regular patrols and through its partnerships with University departments and programs and the surrounding community. The University is committed to providing a safe environment for everyone who lives, works, and studies on campus.

Robert H. Bruininks

Robert H. Bruininks, President

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University of Minnesota Police Department

The University of Minnesota Police Department serves the Twin Cities campus and is responsible for all property owned by the University in the Twin Cities area. The department seeks to maintain a staff of 50 full-time officers who provide services in proactive patrol, crime prevention and investigation, law enforcement, and emergency response.

University police are licensed as “peace officers” by the State of Minnesota. Minnesota State Statute 629.40 gives peace officers statewide arrest powers while acting in the course and scope of employment. UMPD investigates all crimes that occur on University property. While the department does not have a formal Memorandum of Understanding with any state or local law enforcement agencies, it does have a mutual aid agreement with all law enforcement agencies within Hennepin County. UMPD works closely with federal, state, and local police agencies (notably the Minneapolis and St. Paul police departments); shares with Minneapolis its records management system, computer aided dispatch system, and crime analysis; and uses the regionally interoperable 800 Mghz radio system. UMPD strives to provide a safe environment for all students, staff, faculty, and visitors on campus. About 25 percent of the department’s 911 responses take place in off-campus neighborhoods. When UMPD receives information about an off-campus crime that requires secondary investigation, it forwards the information to the proper municipality.

The department patrols the University community by squad, on motorcycle, bike, horse, and foot. In addition to patrol operations, the department utilizes the Community Investigator Division to investigate crimes and provide directed crime prevention and other support to the University.

The Community Investigator Division assigns a qualified officer to a geographical area of campus. Officers thereby become familiar with the area’s sections staff, faculty, and students and can monitor and respond more rapidly to crime and safety problems.

All 911 calls made from campus, including from cell phones, are received in the police department’s dispatch center. The 24-hour 911 center is staffed with professionally trained emergency dispatchers.

The department’s community investigator/crime prevention unit frequently gives presentations to residence halls, student groups, and faculty/staff units on personal safety and on crime prevention. The department is also invited to information fairs around campus throughout the academic year. If you are interested in a presentation for your department, group, or organization, please call 612-624-COPS (2677).

Student Security Monitors

The department employs students as uniformed security monitors. Student security monitors provide escorts, routinely inspect exterior lighting and campus telephones, and provide building security. Security monitors act as the “eyes and ears” of the police department. They have no arrest powers, but are trained to determine when police should be called.

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

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

Security monitors are employees of the police department and are subject to a criminal background check before hiring and undergo 30–40 hours of training.

Crime Prevention

Ensuring the safety of University community is a group effort. We all must do our part.

When working, visiting, or attending classes on campus, keep in mind the following:

- Report any suspicious persons or activities to the University Police Department.
- Do not leave valuables unattended or unsecured.
- Do not prop open entrances to buildings.
- Lock your work and living areas every time you leave.
- Report any maintenance problems to Facilities Management.
- Use the escort service rather than walk alone at night.
- Be mindful of your surroundings.
- Report lost access cards immediately.

Valuables Registry

Property theft is the most frequently occurring crime on campus. Stolen items are often never returned to the owner, and most thieves are not arrested. However, a big difference can be made in return of property and the apprehension of criminals if victims know the make, model, and serial number of the stolen items.

Students, staff, and faculty at the University can now record information about their valuable property information in a registry in their electronic portfolio account. This is an easy, convenient way to record property in a way that you won't have to worry about losing the information. Pictures and video of valuables can be uploaded to your account.

The registry lets you initiate a police report directly from your electronic portfolio. Simply select a few buttons and a report is sent to a police investigator.

For more information, go to www.umn.edu/police/safetytips/portfolio.pdf

To start your registry, go to <https://portfolio.umn.edu/portfolio>

Reporting a Crime

Promptly and accurately report all crimes to the University Police Department or appropriate police agencies. The University Police Department is located at 511 Washington Avenue S.E. in Minneapolis. The main telephone number is 612-624-COPS (2677).

To report an emergency, dial 9-1-1.

Be prepared to give the following information:

- Type of emergency
- Your name
- Your location and location of the emergency (if different)
- Your phone number
- If applicable (e.g., after a crime), a description of individuals (gender, clothes description, height, weight, hair color)
- If applicable (e.g., after a car accident), a description of vehicles (color, make, model, license plate number)

It is important to wait on the line until the dispatcher tells you to hang up.

24-Hour Tip Line

The University Police Department's 24-hour tip line is 612-626-TIPS (8477). The line is a voice-mail box. Information can be left anonymously. If you do decide to leave your name and phone number, an appropriate person from the department will follow up with you if necessary.

Online Police Reports

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

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

Police reports that can be submitted online are the following:

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

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

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

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

To submit an online police report, go to www.ci.minneapolis.mn.us/police/e-report.

Timely Warnings

The University of Minnesota Police Department makes timely reports/warnings to the campus community for crimes that occur on University property or in areas adjacent to campus that are frequented by members of the University community. The alerts/warnings will be timely and aid in the prevention of similar occurrences.

With approval from the chief of police or his or her designee, timely warnings may be electronically distributed to all Twin Cities campus students, staff, and faculty via University of Minnesota e-mail or may be distributed to a localized area of the University if it is determined that the threat is specific to a particular area.

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

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

The alerts will also be posted in an accessible area on the UMPD Web site and removed from the Web site when the threat is believed to have passed.

University of Minnesota Twin Cities Campus

Buildings and Grounds

The University controls access to its space by using traditional key systems, electronic card reader systems, and alarms. Key systems are used predominantly for practical and financial reasons. Individual responsibility and accountability is the primary method used to ensure that authorized people request, receive, and return control keys or cards as their duties dictate.

Anyone duplicating, possessing, or using access control keys or cards for University premises without authorization will be subject to disciplinary actions from the University or will be subject to criminal charges where appropriate.

Most campus facilities are accessible during the normal business hours on weekdays and are accessible for limited hours on weekends. Outside doors of newer University buildings are equipped with electronic card access control systems. Many older buildings are being retrofitted with such systems. Buildings are locked and unlocked by Facilities Management.

More than 200 campus phones are available for emergency, medical, and service-related calls. The campus telephones are located outside and housed in yellow boxes. The campus also features 20 easily recognized blue-light 911 phones.

Shrubbery and other vegetation posing a threat to visibility are regularly trimmed by Facilities Management.

Central Security

The Department of Central Security, which is part of the Department of Public Safety, provides 24-hour video surveillance and recording. Central Security works closely with the police department to provide timely information for officers when and where needed.

Central Security has a state-of-the-art monitoring center that utilizes the latest video and audio equipment to provide the campus with the safest environment and most unobtrusive monitoring possible.

Central Security monitors nearly 1,000 cameras in parking facilities, underground tunnels and passageways, pedestrian bridges, and selected other locations. Monitoring cameras are located in the open and are not hidden on purpose in any way.

Residence Halls

Safety in the residence halls is of great importance. The University of Minnesota has eight traditional halls and three apartment-style living facilities. The front lobby and entrance areas are open to the public on weekdays during the regular business hours (8 a.m.–4:30 p.m.). Living areas remain locked 24 hours a day. Guests and visitors may access residence hall living areas only when escorted by a resident of that hall.

The information desk in the lobbies of all residence halls and apartments are staffed 24 hours a day by office assistants and night managers. In addition, there are security cameras in the lobbies and residential access points as well in other remote areas of the building.

Community advisors are on duty each night and do routine rounds from 4:30 p.m. until 8 a.m. Security monitors are on site and do hourly rounds of the building between 11 p.m. and 7 a.m. Night managers, security monitors, and on-duty community advisors work together to ensure that safety and security needs are met during the evening and night hours. A residence director is always on duty for major emergencies 24 hours a day, seven days a week.

Sorority and Fraternity Houses

All sorority and fraternity houses are located off campus and therefore fall under the jurisdiction of either the Minneapolis or St. Paul police departments. The University Police Department offers sororities and fraternities seminars on crime prevention, personal safety, and alcohol awareness upon request.

Information regarding the policies of the University's Greek system can be found at www.begreek.org/policies.html.

Parking Facilities

Parking and Transportation Services continually improves on-campus ramp, garage, and lot safety. Improvements include brighter lighting, more telephones, and state-of-the-art security systems. Most ramps and garages have closed-circuit television monitors. For more information, call 612-626-PARK (7275).

Located throughout several parking facilities are red emergency push buttons. These locations have a speaker that that will connect you to a parking attendant at your location or, if they are unavailable, a member of the Central Security monitoring center. When an alarm is received, Central Security also receives an image of the location to help in identifying emergencies. University police are then notified if an actual emergency exists.

Department of Emergency Management

The Department of Emergency Management (DEM) is dedicated to helping the University prepare for, respond to, recover from, and reduce the effects of potential intentional, accidental, or natural disasters. Its mission is accomplished through preparedness, response, recovery, and mitigation while fostering partnerships with outside agencies in the areas of emergency response, management, and training.

Useful Links:

Emergency Operations Plan and Procedure Guide: www.umn.edu/prepared/emmgmt.html

Emergency Scenarios: www.umn.edu/prepared/scenarios.html

Emergency Notification

In the event of a serious incident that poses an immediate threat to members of the University of Minnesota, Twin Cities, community, the University has in place, several methods for communicating information quickly. The situation will dictate which of the following notification methods are used. These include information in the media; online at the U's home page at www.umn.edu; through TXT-U, the U's text message emergency notification system; and through e-mail, tone-alert radios, and on-the-ground public safety personnel.

TXT-U Emergency Notification

TXT-U is the University's emergency notification text messaging system. Students, faculty, and staff can stay informed about critical campus safety information by registering to receive TXT-U messages.

Only University of Minnesota students, faculty, and staff can register for TXT-U. However, you can add more than one mobile device to your account, registering your parents, family, friends, or others.

TXT-U will be used infrequently and specifically for real emergency situations. To register for TXT-U, go to www.umn.edu/prepared/txtu.

Tone Alert Radio

A tone alert radio is a radio that is programmed to receive emergency broadcasts directly from UMPD dispatch. Information sent to tone alert radios includes severe weather warnings, chemical spills, bomb

threats, civil disturbances, or any other immediate threat on campus. Many departments, offices, reception desks, etc., have a tone alert radio and pass information on to others in their area when they receive a message.

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

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

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

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

Testing

Periodic testing is critical to ensuring that UMN Alert is reliable and effective in reaching the University's stakeholders. Real-world incidents that require all or part of the warning notification system may serve as a test. An After Action Report (AAR) should be completed and lessons learned incorporated to fine tuning the overall system. If there has been no real-world incident since the last test, the following recommended testing should be conducted.

Communication Tool	Frequency Tested	Tester
Tone Alert Radios (TARs)	Monthly (1st Wednesday)	UMPD Dispatch
Wireless Office Paging System	Weekly (Every Sunday)	UMPD Dispatch
Telephone Alert Group Alert	Monthly (1st Wednesday)	UMPD Dispatch
Voic E-mail System	Monthly (1st Wednesday)	NTS
Digital Signage	Internal (Each Semester)	OCM
Mass E-mail	Each Semester (Beginning of Semester)	NTS
Text Messaging (TXT - U)	Each Semester (Beginning of Semester)	UMPD Dispatch
University Homepage	Internal (Ongoing)	U Relations
University Prepared Homepage	Internal (Ongoing)	U Relations
Hotline 612-301-7233 (SAFE)	Internal (Each Semester)	NTS
Facebook	Internal (Each Semester)	U Relations
Media Advisory or Press Release	Test Not Needed	U Relations
Fire Panels and overhead Page	Annually	FM
Outdoor Warning Sirens	Monthly	Hennepin County

Services and Resources

Escort Service

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

Campus Shuttle Service

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

Threat Assessment Group

A team of psychologists and police professionals is available to assess and recommend ways to prevent potential violence. For more information, call 612-625-2000.

Employee Assistance Program

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

Confidential consultation:

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

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

Student Mental Health

The University offers many resources to assist students in their well being. Student Mental Health-Twin Cities is a Web resource for students, their parents, faculty, and staff at the University of Minnesota, Twin Cities. For more information, go to www.mentalhealth.umn.edu.

Other resources: Boynton Health Services, 612-625-8400 or www.bhs.umn.edu/services/mentalhealth.htm; University Counseling Services, 612-624-3323 or www.uccs.umn.edu.

Aurora Center for Advocacy and Education

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

on sexual assault, relationship violence, stalking, and date rape and drugs. Each fall, a one-hour program teaches about 5,000 entering freshmen and their parents.

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

Ethics Point (confidential reporting for non-criminal violations)

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

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

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

For more information or to file a report, go to https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=9167.

Predatory/Sexual Offenders

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

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

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

Victims Rights and Resources

You have the right to apply for financial help for losses resulting from a violent crime. This assistance does not cover property losses. For an application and information, call Financial Help, 651-201-7300 or 1-888-622-8799 (TTY 651-205-4827). If you feel your rights as a victim have been violated, call the Minnesota Crime Victim Justice Unit at 651-201-7310 or 1-800-247-0390.

You have the right to request that the law enforcement agency withhold public access to data revealing your identity. The law enforcement agency will decide if this is possible.

You have the right, if an offender is charged, to be informed of and participate in the prosecution process, including the right to request restitution (money court ordered from the offender and paid to the victim).

24 Hour Crisis Phone Lines:

- 211 Minnesota (United Way), 211 or 800-543-7709
 - Crime Victim Hotline, 612-340-5400
 - Aurora Center, University of Minnesota (sexual assault and relationship violence), 612-626-9111
 - Crisis Intervention-Suicide Referral, 612-347-2222
 - Greater Minneapolis Crisis Nursery, 763-591-0100
 - Crisis Connection (Crisis Counseling) (TTY 612-379-6377), 612-379-6363
 - Outfront Minnesota (GLBT general line), 612-822-0127
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University of Minnesota Policy

Policy Statement on Sexual Assault/Relationship Violence

Policy 2.6.3, Effective May 2001, Last Updated July 2007

Sexual assault and relationship violence are prohibited at the University of Minnesota. Sexual assault and relationship violence, including threats of sexual assault and related relationship violence, are attacks not only on a person's body, but also on the person's dignity, and are not tolerated. To foster a community free from sexual assault and relationship violence, the University provides reporting options, including the police department; victim/survivor assistance; internal mechanisms for discipline and dispute resolution; prevention training; and other related services.

As a University and as a community, we strive to assure that safety and respect the dignity of each student, staff, and faculty member. While the Board of Regents' Policy on Sexual Harassment prohibits conduct covered by this administrative policy, this policy establishes procedures for responding to incident involving sexual assault and relationship violence. The commitment of the entire University community to this policy contributes to our goal of creating a campus free from sexual assault and from other violence that may occur within a personal, intimate relationship.

Because reporting is the only way that action can be taken against an alleged violator of this policy, the University strongly encourages the reporting of sexual assault and relationship violence to appropriate officials. Timely reporting and a medical examination within 72 hours is critical in preserving evidence of sexual assault, and the ability to respond effectively, but a victim/survivor can report an incident at any time.

The University provides an array of on campus services to victims/survivors, including confidential crisis intervention, health care, counseling, and related assistance, including changing academic programs and living situations (if requested and reasonably available). The University provides appropriate judicial/discipline processes that are supportive, fair, expedient, and respectful of the individual needs and rights of all involved. The University provides a variety of education programs and services to all members of the University community.

An electronic version of this policy and a listing of additional resources can be found at www.fpd.fnop.umn.edu/groups/ppd/documents/policy/Sexual_Assault_Pol.cfm.

Official procedures on how to respond to incidents of sexual assault/relationship violence can be found at www.fpd.fnop.umn.edu/groups/ppd/documents/procedure/Sexual_Assault_proci.cfm.

The Discipline Process

Alleged violations of the conduct code (no matter how minor or severe) are matters of concern to the University. Allegations of such individual (or group) misconduct may be reported by the University Police, University departments, individual students, faculty/staff, or campus guests. All allegations of conduct

code violations are forwarded to the conduct code coordinator to determine (1) whether the alleged misconduct appears, as judged by available evidence, to violate the conduct code; (2) which item(s) in the code may have been violated, and (3) to which agency the complaint should be referred.

Student Hearings

If a disciplinary hearing is conducted, both the reporting party and the accused will be given the opportunity to have a support person with them during proceedings. If either party does not have a support person and wishes to have one, the Office of Student Conduct and Academic Integrity will provide the party with options to accommodate their needs.

Once the hearing is concluded and a determination made, the accused student will be informed of the outcome in writing, including information regarding access to an appeal if responsibility for a violation has been established. The reporting party will be informed verbally of any portion of the disposition that has a direct impact on them. The hearings are closed. Therefore the committee's actions will not be made public.

Sanctions that may occur as a result of a determination of a violation include a warning and admonition, required compliance, and probation, suspension or expulsion.

Additional information is available at www.umn.edu/usenate/committees/ccsb.html.

Drug and Alcohol Policy

Federal laws require the University to carry out a program to prevent the unlawful possession, use, or distribution of illegal drugs and abuse of alcohol by its students and employees. The University prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs by students and employees on all of its campuses and facilities, or as part of University-sponsored activities. It also prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in the workplace. The University's Drug-Free Workplace information can be found at www.fpd.finop.umn.edu/groups/ppd/documents/policy/Drug_Free.cfm.

Housing & Residential Life, Missing Person Policy

June 2009

The purpose of this policy is to establish procedures for the University of Minnesota-Twin Cities response to reports of missing students, as required by the Higher Education Opportunity Act of 2008.

This policy applies to students who reside in University owned housing facilities.

For purposes of this policy, a student may be considered a "*missing person*" if the person's absence is suspiciously different from his/her usual pattern of behavior and/or unusual circumstances may have caused the absence.

Such circumstances may include, but is not limited to:

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

Procedures for Student Designation of Emergency Contact Information

- **Students age 18 and above and emancipated minors** — Students will be given the opportunity online through the Housing & Residential Life (HRL) Resident Information Collection process to designate an individual or individuals to be contacted by the University no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth

below. The designation will remain in effect until changed or revoked by the student or at the time the student is no longer a resident of University housing.

- **Students under the age of 18**—Students under the age of 18 who are not emancipated are required to provide contact information for a custodial parent or guardian online through the Housing & Residential Life Resident Information Collection process. The University is required to notify a custodial parent or guardian no more than 24 hours after a student is determined to be missing in accordance with the procedures set forth below.

Official notification procedures for missing persons

- Any individual on campus who has information that a University housing student may be a missing person must notify the University of Minnesota Police Department which is a branch of the Department of Public Safety as soon as possible.
- If a report of a possible missing person is made to a Housing & Residential Life staff member, the staff member will:
 - Conduct a life safety/wellness check on the resident,
 - Attempt to make contact via cellular phone, e-mail, or other means,
 - Contact other students who may be aware of the missing person’s whereabouts (i.e. roommate, friends, classmates, etc.).
 - If the missing person cannot be found within 24 hours, HRL staff will contact the University of Minnesota Police Department to report a possible missing person. The Director of HRL or designee will also notify the following University offices: Vice President, University Services; Associate Vice President, Auxiliary Services; and Vice Provost for Student Affairs.
- The University of Minnesota Police Department will gather all essential information about the University housing student from the reporting person and from the student’s acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well being of the student, an up-to-date photograph, class schedule, card access logs, dining records, video surveillance, etc.). Appropriate campus staff, such as HRL staff, may be notified to aid in the search for the student.
- No later than 24 hours after determining that a University housing student is missing, the Director of Housing & Residential Life or designee will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

Campus communications about missing students

- In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by the appropriate law enforcement authorities, who may consult with University Relations. All inquiries to the university regarding missing students, or information provided to any individual at the university about a missing student, shall be referred to University Relations.
- Prior to providing the University of Minnesota community with any information about a missing student, University Relations shall consult with the University of Minnesota Police Department to ensure that communications does not hinder the investigation.

Information shared with University housing students.

To be posted on Housing & Residential Life website when residents fill out Resident Information Card.

- In accordance with the Higher Education Act of 2008 (missing persons procedures section), all students age 18 and above and emancipated minors may register a confidential contact with Housing & Residential Life, as an emergency notification contact if a student is determined to be missing. The confidential contact does not have to be a parent of a student. This is the only individual who will be contacted by the University or police in the event a student is reported missing.
- All students under the age of 18 and not emancipated are required to provide custodial parent or guardian contact information. This is the only individual who will be contacted by the University or police in the event a student is reported missing.
- The individual identified as a student's emergency contact will be updated as to the progress of the investigation into the missing person report.
- The University of Minnesota Police Department will conduct a thorough investigation into all missing persons reports immediately.

Definitions

Criminal Offenses

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

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

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

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

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

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

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

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

Sex Offenses

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Illegal Weapons Possession

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug Law Violations

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

Liquor Law Violations

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

Locations

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

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

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

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

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

Crime Statistics

This brochure is published annually by the University and made available to all current and prospective students, and to staff and faculty. Statistics are compiled by the University Police Department in consultation with the St. Paul and Minneapolis police departments and a wide range of University personnel, including the vice provost for student affairs, faculty/staff advisers to student groups, Housing & Residential Life, Office for Student Conduct and Academic Integrity, Athletics, Aurora Center, Parking and Transportation Services, and Recreational Sports.

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

Summaries of Statistics for Minneapolis and St. Paul

Summary of statistics	2006	2007	2008
Murder/nonnegligent manslaughter	0	1	0
Negligent manslaughter	0	0	0
Forcible sex offenses	16 ¹	19 ²	15
Nonforcible sex offenses	0	0	0
Robbery	24	17	8
Aggravated assault	16	8	13
Burglary	296	303	197
Motor vehicle theft	30	17	16
Arson	0	4	1

Summary of statistics (liquor, drug, and weapons violations)	2006	2007	2008
Liquor law violations			
Arrest	394	399	290
Referral	1,469	1,447	1,188
Drug law violations			
Arrest	46	35	31
Referral	94	31	75
Illegal weapons possession			
Arrest	2	9	9
Referral	0	0	0

¹Two cases were reported with an undisclosed residence hall location. Two cases were reported with an undisclosed on-campus location.

²Three cases were reported this year that occurred in noncampus areas during 2005 (1) and 2006 (2).

Statistical Breakdowns, Minneapolis

2006 Minneapolis	On campus	On campus residential only	Non-campus	Public	Total
Murder/nonnegligent manslaughter	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Forcible sex offenses	8	7	1	2	11
Nonforcible sex offenses	0	0	0	0	0
Robbery	2	1	0	17	19
Aggravated assault	1	1	3	10	14
Burglary	256	21	7	0	263
Motor vehicle theft	4	0	2	20	26
Arson	0	0	0	0	0

2007 Minneapolis	On campus	On campus residential only	Non-campus	Public	Total
Murder/nonnegligent manslaughter	0	0	1	0	1
Negligent manslaughter	0	0	0	0	0
Forcible sex offenses	12	10	6	1	19
Nonforcible sex offenses	0	0	0	0	0
Robbery	6	2	0	10	16
Aggravated assault	4	1	0	3	7
Burglary	246	35	31	0	277
Motor vehicle theft	7	0	2	8	17
Arson	1	0	0	1	2

2008 Minneapolis	On campus	On campus residential only	Non-campus	Public	Total
Murder/nonnegligent manslaughter	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Forcible sex offenses	11	11	2	2	15
Nonforcible sex offenses	0	0	0	0	0
Robbery	4	1	0	4	8
Aggravated assault	3	0	1	9	13
Burglary	163	20	11	0	174
Motor vehicle theft	7	0	4	4	15
Arson	1	0	0	0	1

Statistical Breakdowns, St. Paul

2006 St. Paul	On campus	On campus residential only	Non-campus	Public	Total
Murder/nonnegligent manslaughter	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Forcible sex offenses	1	1	0	0	1
Nonforcible sex offenses	0	0	0	0	0
Robbery	0	0	0	5	5
Aggravated assault	2	2	0	0	2
Burglary	33	4	0	0	33
Motor vehicle theft	0	0	0	4	4
Arson	0	0	0	0	0

2007 St. Paul	On campus	On campus residential only	Non-campus	Public	Total
Murder/nonnegligent manslaughter	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Forcible sex offenses	0	0	0	0	0
Nonforcible sex offenses	0	0	0	0	0
Robbery	1	1	0	0	1
Aggravated assault	1	0	0	0	1
Burglary	26	7	0	0	26
Motor vehicle theft	0	0	0	0	0
Arson	2	1	0	0	2

2008 St. Paul	On campus	On campus residential only	Non-campus	Public	Total
Murder/nonnegligent manslaughter	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Forcible sex offenses	0	0	0	0	0
Nonforcible sex offenses	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated assault	0	0	0	0	0
Burglary	23	6	0	0	23
Motor vehicle theft	1	0	0	0	1
Arson	0	0	0	0	0

Liquor, Drug, and Weapons Violations breakdowns, Minneapolis

2006 Minneapolis	On campus	On campus residential only	Non-campus	Public	Total
Liquor law violations					
Arrest	152	114	35	195	382
Referral	1,360	1,360	10	0	1,370
Drug law violations					
Arrest	16	13	1	28	45
Referral	67	67	0	0	67
Illegal weapons possession					
Arrest	0	0	0	2	2
Referral	0	0	0	0	0

2007 Minneapolis	On campus	On campus residential only	Non-campus	Public	Total
Liquor law violations					
Arrest	176	143	24	187	387
Referral	1,331	1,327	0	0	1,331
Drug law violations					
Arrest	17	12	0	15	32
Referral	28	28	0	0	28
Illegal weapons possession					
Arrest	17	12	0	15	32
Referral	28	28	0	0	28

2008 Minneapolis	On campus	On campus residential only	Non-campus	Public	Total
Liquor law violations					
Arrest	149	108	12	126	287
Referral	1,077	1,077	0	0	1,077
Drug law violations					
Arrest	13	9	0	17	30
Referral	70	70	0	0	70
Illegal weapons possession					
Arrest	0	0	1	8	9
Referral	0	0	0	0	0

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

2006 St. Paul	On campus	On campus residential only	Non-campus	Public	Total
Liquor law violations					
Arrest	11	9	0	1	12
Referral	99	99	0	0	99
Drug law violations					
Arrest	1	1	0	0	1
Referral	27	27	0	0	27
Illegal weapons possession					
Arrest	0	0	0	0	0
Referral	0	0	0	0	0

2007 St. Paul	On campus	On campus residential only	Non-campus	Public	Total
Liquor law violations					
Arrest	11	11	0	1	12
Referral	116	116	0	0	116
Drug law violations					
Arrest	11	11	0	1	12
Referral	116	116	0	0	116
Illegal weapons possession					
Arrest	0	0	0	0	0
Referral	0	0	0	0	0

2008 St. Paul	On campus	On campus residential only	Non-campus	Public	Total
Liquor law violations					
Arrest	2	2	0	1	3
Referral	111	111	0	0	111
Drug law violations					
Arrest	1	1	0	0	1
Referral	5	5	0	0	5
Illegal weapons possession					
Arrest	0	0	0	0	0
Referral	0	0	0	0	0

Hate Crimes

The Higher Education Authorization Act of 2008 added more categories for Hate Crime Reporting. These include Lacey-Theft, Simple Assault, Intimidation and Destruction/Damage/Vandalism of Property. For more information on these categories, please consult the “Definitions” section.

2006

- Three on-campus residential cases of Destruction/Damage/Vandalism of Property characterized by sexual orientation bias. (*Minneapolis Campus*)

2007

- One on-campus residential case of Destruction/Damage/Vandalism of Property characterized by religious and sexual orientation bias. (*Minneapolis Campus*)

2008

- On on-campus residential case of Intimidation characterized by racial bias. (*Minneapolis Campus*)
- One on-campus residential case of Destruction/Damage/Vandalism of Property characterized by racial bias. (*Minneapolis Campus*)
- One on-campus case of Destruction/Damage/Vandalism of Property characterized by sexual orientation bias. (*Minneapolis Campus*)

Annual Fire Safety Report

The University of Minnesota, Twin Cities, has 13 facilities for student housing. Eight are traditional style residence halls, three are apartment style living, and two are student co-ops that house students with families. The chart below summarizes each facility’s fire safety system and the number of fire drills held during the 2008–09 school year. Note: Como Student Housing and Commonwealth Terrace Cooperative are student co-ops; these facilities are not directly managed by Housing and Residential Life.

UM-Twin Cities Student Housing	Fire Alarm Monitoring	Full 1 Sprinkler System	Smoke Detection	Fire	Evacuation Plans/ Placards	Number of Drills ²
Como Student Housing	x	x	x	x		0
Commonwealth Terrace Cooperative			x	x		0
Bailey	x	x	x	x	x	2
Centennial	x	x	x	x	x	2
Comstock	x	x	x	x	x	2
Frontier	x	x	x	x	x	2
Middlebrook	x	x	x	x	x	2
Pioneer	x	x	x	x	x	2
Sanford	x	x	x	x	x	2
Territorial	x	x	x	x	x	2
University Village	x	x	x	x	x	2
Wilkins	x	x	x	x	x	2
Yudof	x	x	x	x	x	2

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

2-Number of Drills is the number of evacuation (fire) drills each academic year.

3-Fire Alarm Monitoring indicates if the fire alarms are monitored at a central location (at U of M BSAC or Central Security).

4- Evacuation Plan indicates if a location has evacuation plans in case of fire.

Housing regulations regarding portable electrical appliances, smoking and open flames for all residence halls can be found on page 41 of the 2009–10 Housing and Residential Life application contract booklet. The specific regulations numbers are 4, 5, 6, 7, 8, and 14. The regulations section of the booklet can be found at www.housing.umn.edu/publications/pdfs/0910book/regulations.pdf.

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

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

CTC: www.umnctc.org/082009/resident_handbook_revised_approved_on_august_18_2009.pdf

Student Housing Evacuation

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

Education

In September, Housing and Residential Life has special programming regarding fire safety, during Safety Week. Each hall has presentations on what to do in case of a fire. In addition, residents are provided pamphlets outlining actions to be taken in case of a fire.

Evacuation Procedure

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

Fire Reporting

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

Fire Statistics

(2006/2007/2008 Calendar Year)

Housing Facility	2006	2007	2008
Como Student Housing	0	0	0
Commenwealth Terrace Cooperative	0	0	0
Bailey	0	0	0
Centennial	0	1	1
Comstock	0	0	0
Frontier	0	0	0
Middlebrook	0	0	0
Pioneer	0	0	0
Sanford	0	0	0
Territorial	0	0	0
University Village	0	0	0
Wilkins	0	0	0
Yudof	0	0	0

Fire Details

On 12/15/2008 in Centennial Hall, a fire started in a lower level kitchen, behind the wall. No injuries were reported that required medical treatment at a medical facility. There were no deaths. The fire appeared to be caused by electrical wiring. The fire was ruled non-suspicious by the Minneapolis Fire Department. The value of the property damage caused by the fire was \$7,888.23 (Police report number UM 08-382567 and Housing and Residential Life report number 08HRL1503).

On 9/15/2007 in Centennial Hall, a garage can fire was discovered. There was no property damage. No injuries were reported that required medical treatment at a medical facility. There were no deaths. The cause of the fire is unknown (Housing and Residential Life report number 07HRL0907).

Fire Log

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

Steps to Be Taken in Case of Fire

If you discover a fire:

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

If you are trapped during a fire:

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

If caught in smoke:

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

For More Information

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

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