

# Safety and Security on Campus

Morris | 2016 | Annual Security and Fire Safety Report



UNIVERSITY OF MINNESOTA  
**MORRIS**

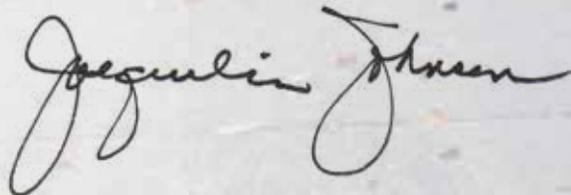


## Message from the chancellor

Safety and security are important issues for the members of the University of Minnesota, Morris community. UMM's peace officers are committed to ensuring the well-being of all of us who live and work on this beautiful campus. These officers have strong relationships with the University of Minnesota Twin Cities police department, the Morris police department, and the Stevens County sheriff's office.

Ensuring that we are able to continue to live, work, and learn in a safe environment requires more than an able police force: it requires the active cooperation of all of us. We can each do our part in promoting campus safety by being observant and by reporting all crimes and public safety issues to the proper authorities.

Thank you for helping to keep this university safe.



Jacqueline R. Johnson, chancellor

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*This document is published to comply with Title II of the Federal Crime Awareness and Campus Security Act of 1990, now known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, and the Higher Education Opportunity Act of 2008.*

# UNIVERSITY OF MINNESOTA, MORRIS CAMPUS POLICE

## Campus Police

The University of Minnesota, Morris Campus Police serves the campus and is responsible for all property owned by the University of Minnesota, Morris in the area. The department seeks to maintain a staff of three full-time officers who provide proactive patrol, crime prevention, investigative, law enforcement, and emergency services. Campus Police is also staffed by five community service officers and a senior office specialist. Campus Police officers and community service officers provide coverage 7 days/week, 24-hours each day throughout the academic year.

Campus Police officers 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. The department investigates all crimes that occur on University property. By working closely with federal, state, and local police agencies, the department strives to provide a safe environment for all students, staff, faculty, and visitors.

Campus Police officers are deputized with the Stevens County Sheriff’s Office. The university holds a mutual aid agreement with the City of Morris, which includes sharing of law enforcement resources. Campus Police collaborates with the Stevens County Sheriff’s Office, Morris Police Department, Hancock Police Department, the Stevens County Attorney’s Office, Stevens Community Medical Center, Stevens County Human Services, and Someplace Safe as members of the Stevens County Violence Prevention Task Force to reduce the incidence of and provide a coordinated response to sexual assault, relationship violence, and stalking. The Task Force provides for the coordinated investigation of the crimes of sexual assault, dating violence, domestic violence, and stalking. The University of Minnesota, Morris does not currently have a Memorandum of Understanding (MOU) for the investigation of any other criminal offenses other than those listed above. Through a joint powers agreement, the University of Minnesota, Morris is a member of the West Central S.W.A.T. Team, with Stevens, Pope, Lac Qui Parle, Swift, and Traverse Counties; the cities of Appleton, Benson, Glenwood, Hancock, Montevideo, Morris, Starbuck, and Wheaton, and Sanford Medical Center and Glacial Ridge Health Systems. When Campus Police receives information regarding an off-campus crime that requires investigation, they forward the information to the proper municipality.

It is University policy to encourage the prompt reporting of all crimes committed on campus to Campus Police and other appropriate law enforcement agencies and to assist the victims of those crimes. For emergencies, call 911. Campus Police can also be contacted via radio through Stevens County Dispatch, 320-208-6500; Campus Police officers can be contacted directly for non-emergencies at 320-287-1601. The office is located in 6 Behmler Hall, 320-589-6000.

## Crime Prevention

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

- Report any suspicious persons or activities to the Campus Police.
- 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 and Finance.
- Call Campus Police if you would like an escort.
- Be mindful of your surroundings.
- Report lost keys and access cards immediately.

## Valuables and Bicycle Registry

Property theft is one of the most frequently occurring crimes on college campuses. Stolen items are rarely returned to the owner and most thieves are not arrested. However, a big difference can be made in the return of property and the apprehension of criminals if victims know the make, model and serial number of the stolen items.

Recording computer serial numbers and information in a cell phone is a handy way to keep the information. Students living on campus are required to register their bicycles with Campus Police. This free service provides a bicycle permit and records the bicycle make, model, and serial number. Campus and city police recover a number of bicycles that have been “borrowed” each year.

## **Daily Crime Log**

Campus Police maintains a Daily Crime Log available for public viewing in the Campus Police Office, 6 Behmler Hall on the UMM campus during university business hours—Monday through Friday from 8 a.m. to 4:30 p.m. The daily crime log includes crimes that occur within the University of Minnesota, Morris Campus Clery geography.

# CRIME REPORTING AND THE UNIVERSITY'S RESPONSE

## Crime and Emergency Reporting

Call the Police immediately if you witness a crime, are a victim of one, or observe suspicious activity. You can report a crime by calling 911, 320-589-6000, or 320-208-6500. The appropriate law enforcement agency will respond. The agencies are the Campus Police, Morris Police and the Stevens County Sheriff 's Office.

If you witness or are a victim of a crime, write down as much information as you can remember. Try to obtain a description of the offender's clothing, age, gender, height, weight, and voice. Also try to describe details such as eye color, hair color, jaw and nose structure, and distinguishing characteristics.

Try to obtain a description and license number of any vehicles involved. Note the direction that is taken. Preserve the crime scene. Do not touch any items involved in the incident. Close off the area and don't let anyone in the crime area until the police arrive.

Employees of the University of Minnesota, Morris who become aware of violation of University policy, Student Conduct Code, criminal behavior or other illegal activity are expected to report the incident to their supervisor or to the Campus Police. If you know or have reason to believe a child (i.e., under age 18) was the victim of assault or abuse any time within the past three years employees must immediately report the assault or abuse to campus police or the local police department, county sheriff, or local county social services agency. In addition, employees are required to inform their supervisor they have made the report. The University expects all of its employees to report abuse of minors to the authorities, regardless of whether an employee is legally obligated to report.

Campus Police encourages accurate and prompt reporting of all crimes to the campus police and the appropriate law enforcement agencies when the victim of a crime elects to, or is unable to, make such a report. Because police reports are public records under state law, Campus Police cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other UMM campus security authorities as identified below.

## University of Minnesota, Morris Campus Security Authorities

The University encourages the reports of all crimes be made to Campus Police. Crimes also may be reported to persons who have been designated as having significant responsibility for student and/or campus activities. UMM and all universities receiving federal student financial aid funds are required to disclose "statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a 'Campus Security Authority.'" The law defines "Campus Security Authority" as "An official of an institution who has significant responsibility for student and campus activities, including, but not limited to student housing, student discipline and campus judicial proceedings." Federal guidance notes that a dean of students, a director of athletics, a team coach, or a faculty advisor to a student group also have significant responsibility for student and campus activities.

Campus Security Authorities are responsible for forwarding campus crime reports to UMM Campus Police for investigation and campus crime reporting in compliance with the Campus Security Act. Campus security authorities at UMM include but are not strictly limited to the listed positions. Reports to these individuals will be considered for Timely Warning.

- Campus Police
- Assistant Vice Chancellor for Student Affairs and Chief Diversity Officer
- Associate Administrator of Facilities and Finance
- Bookstore Supervisor
- Business Office Supervisor
- Chancellor
- College Success Coaches
- Coordinator of Community Engagement
- Coordinator of Disability Resource Center
- Coordinator of Health Service
- Coordinator of International Student Program
- Coordinator of Violence Prevention and Wellness Programs
- Director of Academic Center for Enrichment
- Director and Associate Director of Academic Success
  - Faculty Academic Advisors to Students (when acting in that capacity)

- Director of Admissions
- Director of Alumni Relations
- Director of Briggs Library
- Director of Career Center
- Director of Center for Small Towns
- Director of Communications
- Director of Dining Services
- Director of Equity, Diversity and Intercultural Programs
- Director of External Relations
- Director of Finance
- Director of Financial Aid
- Director of Fund Development
- Director of Grants Development
- Director of Information Technology
- Director of Intercollegiate Athletics
  - Coaches
  - Head Athletic Trainer
- Director of Instructional and Media Technologies
- Director of Regional Fitness Center
- Director of Residential and Community Life
  - Associate and Assistant Director
  - Area Coordinators, Hall Directors, and Community Advisors
- Senior Director of Student Activities, Health and Wellness
  - Assistant Director for Conferences and Events
  - Faculty and Staff Advisors to Student Groups (when acting in that capacity)
- Division Chairs
- Director of Human Resources
- Registrar
- Facilities Management Supervisors and Coordinator
- Post Office Supervisor
- Vice Chancellor for Academic Affairs and Dean
- Vice Chancellor for Finance and Facilities
- Vice Chancellor for Student Affairs
  - Assistant Director for Student Life

Exception for Student Counseling staff: Professional campus counselors, when acting in their professional capacity, are not considered to be campus security authorities and are not required to report crimes for inclusion into the annual disclosure of crime statistics. The Clery Act defines a Professional Counselor as an employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification. As a matter of policy these counselors are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

## **Ureport (confidential reporting for non-criminal violations)**

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

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

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

For more information or to file a report, go to [www.ureport.umn.edu](http://www.ureport.umn.edu)

## **University Response to Crime Reports**

Campus Police will investigate all criminal allegations. These investigations may be done in conjunction with the Morris Police Department, the Stevens County Sheriff's Office, or with other law enforcement agencies. Morris Campus Police is deputized within Stevens County and works in partnership with Morris Police and the Stevens County Sheriff's Office.

UMM Campus Police will classify reports in conjunction with the appropriate police agency according to the Minnesota State Law.

Students are both members of the University community and citizens of the state. As citizens, students are responsible to the community of which they are a part and the University neither substitutes for nor interferes with regular legal processes. Students are also responsible for offenses against the academic community. Therefore, an action involving the student in a legal proceeding in a civil or criminal court does not necessarily free the student of responsibility for this conduct in a University proceeding, through the UMM Student Behavior Committee, (see pg. 12 Student Conduct Code). When a student is charged in both jurisdictions, the University will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer action. Determinations made or sanctions imposed under the Code will not be subject to change because criminal charges arising out of the same facts were dismissed, reduced, or resolved in favor of the criminal law defendant.

The major objective of the disciplinary system at the University of Minnesota, Morris is to maintain standards of conduct and order commensurate with the educational goals of the institution. These procedures help students understand and accept the consequences of their behavior in relation to themselves and others. The procedures are designed to guarantee the rights of the accused and to protect the welfare of all members of the University community.

## **Monitoring Off-Campus Activities**

Campus Police officers are deputized with the Stevens County Sheriff's Office and hold a mutual aid agreement with the Morris Police Department. Campus Police monitors criminal activity occurring off-campus with the help of these agencies. The University does not have any off-campus student organizations.

## **Timely Warnings/Crime Alerts**

UMM Campus Police issues timely warnings (crime alerts) to the campus community for crimes that occur on University property or on public property immediately adjacent to and accessible from campus, and are determined to represent a serious or ongoing threat. The alerts are timely and designed to aid in the prevention of similar occurrences.

With approval from the Chief Law Enforcement Officer or designee, in consultation with the Chancellor and/or Vice Chancellors for Student Affairs and Finance and Facilities, are typically forwarded to the External Relations for review and distribution. Alerts are electronically distributed to all Morris campus students, staff, and faculty via University of Minnesota email. In certain cases the alerts may be distributed to a localized area of the University if it is determined that the threat is specific to a particular area. UMM's Chief Law Enforcement (or designee) works with the Morris Police Chief and Stevens County Sheriff (or their designees) in cooperation in informing the institution about crimes reported to their agencies that may warrant a timely warning.

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

- Description of the incident
- Physical description of the suspect, including gender, race, height and other identifying characteristics
- 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
- Gender of the victim, if relevant
- Injury sustained by the victim
- Date and time the campus crime alert was released
- Pertinent crime prevention and safety tips

# EMERGENCY RESPONSE AND NOTIFICATION

## Campus Emergency Response

The Chancellor, the Chief Law Enforcement Officer or designee, the Vice Chancellor for Finance and Facilities and the Vice Chancellor for Student Affairs are the lead people in campus emergency response. When an emergency situation occurs on the campus, these administrators identify an incident response team (typically four to six people) to coordinate campus emergency response. Specific team members will vary to meet the needs of the situation at hand. The Chancellor's designated Emergency Lead-Designated Authority (ELDA) will be responsible and have the authority to implement the UMM Emergency Operations Plan, including coordinating warning and notification. The Vice Chancellor for Student Affairs and the Vice Chancellor for Finance and Facilities typically serve as the Primary Emergency Lead—Designated Authority (ELDAs) for situations impacting students and/or facilities respectively. Emergency response information is posted in student life and academic buildings.

## Emergency Notification

In the event of a significant emergency or dangerous situation that poses an immediate threat to members of the University of Minnesota, Morris community, notifications will be made to affected students, faculty, staff, and visitors. The situation will dictate which of the following notification methods are used. These include building fire alarms, university email, outdoor emergency sirens, tone alert radios, TXT-U—the university's text message emergency notification system, university websites and social media as well as phone and fax trees; posted emergency notices on the entrances and exits to buildings; on-the-ground public safety personnel; and through other information in area media.

## Activating the Emergency Notification System

Campus Police, working in collaboration with the Chancellor, Vice Chancellor for Facilities and Finance, and Vice Chancellor for Student Affairs, will confirm the significance of an event via dispatched officers, video monitoring, notifications from the National Weather Service or other emergency professionals on scene. The content and scope of the notification will be determined by information from those reporting the incident. Campus Police in consultation with the Chancellor or designee and the Emergency Lead—Designated Authority (ELDA) activate the appropriate level of the UMM Alert emergency notification system. Activation of the UMM 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: Chancellor or designee; Chief Law Enforcement Officer or designee; Vice Chancellor for Student Affairs; and Vice Chancellor for Finance and Facilities.

The 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.

There are times when seconds or minutes count for life safety issues. In these cases the Chief Law Enforcement Officer or designee has the authority to immediately activate the emergency notification system. In most 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 chancellor and incident response team. In order of contact: Chancellor or designee; Chief Law Enforcement Officer; Vice Chancellor for Student Affairs; and Vice Chancellor for Finance and Facilities; Vice Chancellor for Academic Affairs; Director of External Relations; and Director of Communications.

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, the Morris community) will take place at the discretion of the University's Incident Response Team and as time allows. Campus Police will work with the Emergency Response Team to determine how much information is appropriate to disseminate at different times. Depending on the nature of the incident, the University could utilize such avenues as the University home page [www.morris.umn.edu](http://www.morris.umn.edu) or the media. The first concern of the University will be to disseminate information to those people directly affected by the emergency.

## TXT-U Emergency Notification

TXT-U, the University of Minnesota's emergency notification text messaging system, is one of several ways the University provides emergency information to faculty, staff, and students. Students, staff, and faculty with an active Internet ID and University of Minnesota email address have been added to the TXT-U system. However, only those with cell phone numbers included in their University personal information will receive emergency text messages. Students, faculty and staff can add two extra cell phone numbers— for a parent/guardian, spouse/partner, child, or others. <http://www.morris.umn.edu/txtu/>

UMM and the City of Morris are located in Stevens County, Minnesota. Stevens County offers CodeRed emergency text messaging; register through the link provided on the county website: <http://www.co.stevens.mn.us/>

## Fire Panel Annunciation

Facilities Management has worked to install fire panel annunciation capability in some buildings that can be set off in case of an emergency. The annunciation system allows the fire alert system to communicate the source of the emergency, which will allow for a quicker and more efficient response. The panels in use at the University also help control emergency communications systems where they are installed. As existing systems reach the end of their lifecycle, additional capacity in this area is being added.

## Emergency Plans

UMM's Emergency Management Team (Campus Police, Finance and Facilities, Student Affairs, and Communications) coordinates the development of campus emergency plans. There are four levels of emergency plans at the University of Minnesota:

**Building Emergency Operations Plans**—The plan outlines evacuation procedures and other emergency instructions. In order to complete the plan, each building should identify lead building contacts to coordinate planning.

**Continuity of Operations Plan (COOP)**—COOP outlines the steps critical operating units must take to keep their office/program running in the event of an emergency. Offices/programs that are deemed "critical operating units" must complete COOP, per the University's Continuity of Operations Planning Policy.

**Emergency Operations Plan (EOP)**—The Emergency Operations Plan is the overall plan that guides University administrators in the event of an emergency. The University is required by the state Homeland Security and Emergency Management agency to have an Emergency Operations Plan (EOP). EOPs are done system-wide.

**All-Hazards Mitigation Plan**—The University of Minnesota Department of Emergency Management was awarded a \$250,000 Pre-Disaster Mitigation Grant to develop a plan for each of the five UM campuses to include threat, hazard, identification, and risk assessment.

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

## Tone Alert Radio

A tone alert radio is a radio that is programmed to receive emergency broadcasts directly from Stevens County 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.

## Testing and Evacuation Drill

The Morris Campus Emergency Response Team organizes and participates in several exercises throughout the year to prepare for emergencies. Campus Police and Environmental Health and Safety work with other departments at the University to ensure that emergency evacuation and response procedures are up-to-date and effective. At least once a year, the Morris Campus conducts an exercise to test the emergency response and evacuation procedures of the Morris Campus. The University will be notified of this exercise, and the notification will summarize the emergency evacuation procedures and indicate where full versions of the procedures can be found. For each test documentation will be kept which will describe the exercise the date and time of the exercise and whether the test was announced or unannounced. The Department of Health and Environmental Safety is working with each area of the University to develop and maintain emergency procedures and guidelines for their buildings and employees. The Office of Residential Life is responsible for developing and maintaining emergency evacuation procedures for all University Residence Halls. Campus Police has procedures in place for the response to incidents such as active shooters and bomb threats. UMM's Chief Law Enforcement (or designee) works with the Morris Police Chief, Stevens County Sheriff, and Stevens County Emergency Management (or their designees) in cooperation in informing the institution about crimes reported to their agencies that may warrant an emergency response.

<b>Communication Tool</b>	<b>Frequency Tested</b>	<b>Tester</b>
Tone Alert Radios (TARs)	Monthly (1st Wednesday)	Stevens County Dispatch
Telephone Alert Group Alert	Annually	UMM Safety Committee
Mass E-mail	Each Semester	IT
Text Messaging (TXT – U)	Each Semester	Stevens County Dispatch & UMM Campus Police
University Homepage	Internal (Ongoing)	University Relations
University Safety and Emergencies Webpage	Internal (Ongoing)	Student Affairs
Media Advisory or Press Release	Test Not Needed	University Relations
Outdoor Warning Sirens	Monthly (1st Wednesday)	Stevens County Dispatch

## SERVICES AND RESOURCES

### Access to Campus Facilities

The UMM campus is for use by the students, faculty, staff and guests. Access is limited to normal business and building hours. Most campus facilities are accessible throughout the work day, Monday through Friday, and for limited hours on weekends. UMM Campus Police locks and secures campus buildings each evening.

Requests for access to facilities for events or others purposes should be directed to contacts noted in UMM scheduling policies. UMM reserves the right to deny access to facilities and services to those people or groups who do not meet campus guidelines and policies.

#### Policies and Procedures for Safe Access to Campus Buildings

- Keys and access cards are issued only to authorized faculty, staff, students and approved contractors.
- Exterior 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 by 7 am. Employees and students in buildings after normal working hours should have University ID in possession.
- Only authorized individuals will be allowed to stay after building hours.

### Access and Security in Residence Halls and Apartments

UMM has six residence halls as well an apartment complex. Residence halls and the apartment complex are staffed by a residence hall director. Full-time professional hall directors and area coordinators live and work in David C. Johnson Independence Hall, Clayton A. Gay Hall and the Green Prairie Community; student directors live in the smaller halls and apartment complex. Student community advisors (CAs) reside on each residence hall floor. The ratio of CAs to students is approximately one for every 20 students in the residence halls.

Residential Life staff receives training on security measures and emergency/crisis management. Residence hall staff members inform residents of safety and security information via handbooks, floor meetings and programming in the halls. Staff members work closely with Campus Police in maintaining security in all residence halls and apartment units and in dealing with situations that affect the safety of residents.

All outside residence hall doors, except Gay Hall and Blakely Hall, are locked 24 hours/day, seven days/week. Gay Hall and Blakely Hall exterior doors are unlocked from 8:00 a.m. to 4:30 p.m. to provide access to the offices of Residential Life, Health Service, Morris College Success Program, and others; interior residential hallway doors are locked all day. Students are able to gain entrance to their residence hall via card swipe access with their University of Minnesota, Morris issued identification card. Campus visitors will only be allowed in the residence halls when they are guests of and accompanied by a resident of that building or with prior approval from the Office of Residential Life. Residents are encouraged not to open doors for anyone other than their guests.

On-call CAs are available every night from 8 p.m. until 7 a.m. Staff members check the residence halls each evening for the security of the buildings and residents. All residence halls have published policies for guests.

Doors leading onto individual floors in the residence halls are locked every night from 11:00 p.m. to 7:00 a.m., with the exception of Gay Hall and Blakely Hall where they are locked all day. Each individual room/suite door in the residence halls is equipped with a secure locking system. Dead bolt locks and one-way viewers have been installed in all university apartments. Key and access card security is a high priority. Residents are encouraged to report lost or missing keys or access cards immediately, thereby initiating a cylinder re-core or deactivating a card's access have published policies for guests.

## **Security Considerations in the Maintenance of Campus Facilities**

Facilities Management is responsible for the maintenance of campus facilities and grounds. Facilities Management has departmental standard procedures and practices that are aligned with the Board of Regents Policy “Health and Safety” to address security considerations used in the maintenance of campus facilities. For example, Facilities Management employees fix problems with lighting identified by Campus Police. Grounds and Custodial teams ensure safe and accessible exterior environments through regular ground maintenance, snow removal, and cleanliness.

Campus Police completes weekly checks of outdoor lighting and emergency call boxes, as well as daily checks of building access. Campus Police completes daily work orders for Facilities Management to address any concerns reported.

Please notify Facilities Management at 320-589-6100 if you notice lights that are out or see other maintenance needs. After normal business hours, contact Campus Police.

## **Emergency Telephone Access**

Campus courtesy phones are placed in public areas around the campus. Located in the entrance vestibules to the residence halls and Student Center, courtesy phones provide free campus and local calling and can be used to report emergencies or to request assistance. These telephones allow on-campus residents who forgot their access cards and guests seeking entrance to contact residents from a phone just outside the locked entry doors. In addition, the Green Prairie Community has emergency calling stations in the fire panel at the entrance to the building as well as in the areas of refuge at the top of the two stairwells within the residential wings; these phones call 911.

## **Parking Facilities**

Parking lots are well lit and checked frequently by Campus Police. Security cameras placed in locations around the campus are monitored by University of Minnesota Public Safety. Blue light emergency telephones are located near campus parking and outdoor activity areas. For emergency use open the door and push the red panic call button. You will be immediately connected to the Stevens County 9-1-1 Dispatch Center. Wait until the emergency dispatch officer responds to your call and then provide the nature of the emergency to the officer. The phone will stay connected to the dispatch office after you have completed the call. It will take approximately 60 seconds for the phone to disconnect and reset. The blue light on top of the phone unit is activated and provides a flashing beacon signal.

## **Escorts**

UMM Campus Police provides walking escorts to students, faculty and staff from all campus locations to other on-campus or nearby locations. Call 320-589-6000, 320-287-1601 (cell), or 320-208-6500 after 4:30 p.m.

## **Crime Prevention and Education Programs**

Crime prevention and security awareness programs on personal safety and theft prevention are sponsored throughout the year by Campus Police, Residential Life, Student Affairs and the Violence Prevention and Response Program as well as student organizations. UMM’s New Student Registration parent program, New Student Orientation, International Student Orientation, the Gateway summer bridge program and Residential Life provide information for new students and their families on student safety, crime and theft prevention, the student conduct code, and university policies supporting a safe campus environment. Information is also provided at <http://onestop.morris.umn.edu/safety/>

These offices and programs collaborate in presenting crime prevention and awareness sessions on sexual assault, relationship violence, stalking, alcohol and drug abuse for varied audiences throughout the year. Presentations outline ways to maintain personal safety and residence hall security. Students are told about crime on campus and in surrounding neighborhoods. Similar information is available to new employees.

UMM’s Violence Prevention and Response Program (UMM Offices of Student Affairs, Campus Police, and Equal Opportunity; and Someplace Safe) strengthens campus and community victim/survivor advocacy and services. The program supports the work of UMM’s Violence Prevention and Response Team, campus offices, and programs, and the Stevens County Violence Prevention Task Force in providing a coordinated, effective response to sexual violence, relationship violence, and stalking. The program provides staffing and resources to build a comprehensive education and prevention effort on the UMM campus. Program leaders are working collaboratively to create a campus culture that addresses the roots of gender and relationship violence while fostering healthy relationships.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. Bystander education and sexual violence prevention, awareness and education programs are detailed later in this report.

## **Sexual Offender Registration**

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The federal law requires state law enforcement agencies (in Minnesota, it is the Minnesota Bureau of Criminal Apprehension) to provide UMM with a list of registered sex offenders who have indicated that they are either enrolled, employed or carrying on a vocation at UMM.

UMM is required to inform the campus community that a registration list of sex offenders is available by going to the UMM Campus Police website, click on Campus Security Act, and then click on Sex Offender Registry. Or go to <http://www.doc.state.mn.us/level3/search.asp>.

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

## **POLICIES AND PROCEDURES**

Additional information and copies of relevant policies and procedures are available on the Safety and Emergency web site, <http://onestop.morris.umn.edu/safety/>

### **Student Conduct Code**

The University of Minnesota Student Conduct Code is based in these guiding principles:

- The University seeks an environment that promotes academic achievement and integrity, that is protective of free inquiry, and that serves the educational mission of the University.
- The University seeks a community that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the University; and that does not threaten guests of the University; and that does not threaten the physical or mental health or safety of members of the University community.
- The University is dedicated to responsible stewardship of its resources and to protecting its property and resources from theft, damage, destruction, or misuse.
- The University supports and is guided by state and federal law while also setting its own standards of conduct for its academic community.
- The University is dedicated to the rational and orderly resolution of conflict.

The University-wide Student Conduct Code specifically prohibits scholastic dishonesty; disruption of the academic environment; falsification; refusal to identify and comply; attempts to injure or defraud; harm to person; bullying; sexual assault; disorderly conduct; illegal or unauthorized possession or use of weapons; illegal or unauthorized possession or use of drugs or alcohol; providing alcohol to minors; unauthorized use of University facilities and services; theft, property damage, and vandalism; unauthorized access; disruptive behavior; hazing; rioting; violation of University rules; and violation of local, state or federal laws or ordinances. This policy applies to all students and student organizations at the University of Minnesota whether or not the University is in session.

### **Disciplinary Procedures for Student Conduct Code Violations**

The Student Conduct Code applies to student conduct that occurs on University premises or at University-sponsored activities. It can also apply to off-campus student conduct as outlined in Section II: Jurisdiction of the Student Conduct Code. Alleged violations of the Student Conduct Code are matters of concern to the University. Allegations of individual or group misconduct may be reported by Campus Police, University departments, individual students, faculty/staff, or campus guests. Allegations of violations are forwarded to Student Affairs and reviewed by the Student Behavior Committee Chair and Administrative Secretary to determine (1) whether the alleged misconduct appears, as judged by available evidence, to violate the conduct code, and (2) which item(s) in the code may have been violated. Student Affairs and the Student Behavior Committee have been entrusted with the responsibility of upholding the University of Minnesota Board of Regents Student Conduct Code ([http://regents.umn.edu/sites/default/files/policies/Student\\_Conduct\\_Code.pdf](http://regents.umn.edu/sites/default/files/policies/Student_Conduct_Code.pdf)) and administering the student discipline procedures. Sanctions that may occur as a result of a determination of a violation range from a warning to the revocation of admission or degree. Please see <http://onestop.morris.umn.edu/safety/> for more information, including the Morris Student Conduct Procedures.

The University of Minnesota will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the University of Minnesota against a student who is the alleged perpetrator of the offense. If the alleged victim is deceased as a result of such an offense, the next of kin of the victim is permitted to make the request.

# University of Minnesota Policy Statement on Sexual Assault, Stalking, Dating and Relationship Violence

The University of Minnesota, Morris does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, University of Minnesota, Morris issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a University official. In this context, University of Minnesota, Morris prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community.

No one acting on behalf of the University may retaliate against an individual for having made a report in good faith under this policy or having participated in an investigation of a sexual assault. Any individual employee who engages in retaliation may be subject to disciplinary action up to and including termination of employment. Reports of retaliation will be reviewed and investigated in the same manner in which other allegations of misconduct are handled. This provision aligns with Board of Regents Policy: Code of Conduct.

For a complete copy of University of Minnesota's policy governing sexual assault, stalking and relationship violence, visit <http://www.policy.umn.edu/Policies/Operations/Safety/SEXUALASSAULT.html>.

## A. Definitions

### University Policy definitions:

#### Affirmative Consent

Informed, freely and affirmatively communicated willingness to participate in sexual activity that is expressed by clear and unambiguous words or actions. This definition of consent does not vary based upon a person's sex, sexual orientation, gender identity or gender expression.

\*See Appendix: Affirmative Consent for further guidance.

#### Relationship Violence

Causing physical harm or abuse, and threats of physical harm or abuse, arising out of a personal, intimate relationship. Relationship violence often is a criminal act that can be prosecuted under Minnesota state law, as well as under the Student Conduct Code and employee discipline procedures.

#### Reporting Party

The individual who was subjected to the sexual assault, stalking or relationship violence

#### Sexual Assault

Actual, attempted or threatened sexual contact with another person without that person's affirmative consent. Sexual assault often is a criminal act that can be prosecuted under Minnesota state law, as well as under the Student Conduct Code and employee discipline procedures.

#### Stalking

A course of conduct directed at a specific person that is unwanted, unwelcome, or unreciprocated and that would cause a reasonable person to feel fear.

## **Minnesota State Statute Definitions:**

### **VAWA Crime Definitions**

For the purpose of classifying incidents for inclusion in the Annual Statistical Disclosure, the following definitions are used, and come from the Violence Against Women Act (VAWA).

#### Dating Violence

The term “dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and;

The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition—

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Dating violence does not include acts covered under the definition of domestic violence.

Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

#### Domestic Violence

The term “domestic violence” means

Felony or misdemeanor crimes of violence committed—

By a current or former spouse or intimate partner of the victim;

By a person with whom the victim shares a child in common;

By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;

By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or

By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

#### Sexual Assault

“Sexual assault” means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.

Incest is defined as nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape is defined a nonforcible sexual intercourse with a person who is under the statutory age of consent.

## Stalking

The term 'stalking' means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition—

- "Course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.
- "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- "Reasonable persons" means a reasonable person under similar circumstances and with similar identities to the victim.

Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

## **Minnesota State law definitions of VAWA Crimes and Terms**

The following definitions are for the purpose of educating readers regarding jurisdictional crime definitions. Legal citations are given to enable the reader to access information on where the applicable definitions can be referenced under Minnesota law. Some terms are not explicitly defined under Minnesota law in these instances information is given to help readers situate VAWA terms in Minnesota State law.

## Consent

MN 609.341 Subd. 4.

"Consent" means words or overt actions by a person indicating a freely given present agreement to perform a particular sexual act with the actor. Consent does not mean the existence of a prior or current social relationship between the actor and the complainant or that the complainant failed to resist a particular sexual act.

- A person who is mentally incapacitated or physically helpless as defined by this section cannot consent to a sexual act.
- Corroboration of the victim's testimony is not required to show lack of consent.

## **Affirmative Consent as defined by University of Minnesota Policy:**

A determination about the existence of consent is a critical element in the investigation of a sexual assault. University policy requires affirmative consent between individuals engaging in sexual activity. Affirmative consent is defined as "informed, freely and affirmatively communicated willingness to participate in sexual activity that is expressed by clear and unambiguous words or actions." Clear and unambiguous words or actions are those that are freely and actively given by informed individuals that a reasonable person in the circumstances would believe communicate a willingness to participate in a mutually agreed upon sexual activity. The following factors will be considered when determining consent:

- It is the responsibility of each person who wishes to engage in the sexual activity to obtain consent.
- A lack of protest, the absence of resistance and silence do not indicate consent.
- The existence of a present or past dating or romantic relationship does not imply consent to future sexual activity.
- Consent must be present throughout the sexual activity and may be initially given, but withdrawn at any time.
- When consent is withdrawn all sexual activity must stop. Likewise, where there is confusion about the state of consent, sexual activity must stop until both parties consent again.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Consent is not obtained where:
  - o There is physical force, threats, intimidation or coercion.
  - o There is incapacitation due to the influence of drugs or alcohol.
  - o There is the inability to communicate because of a physical or mental condition
  - o An individual is asleep, unconscious or involuntarily physically restrained.
  - o An individual is unable to understand the nature or extent of the sexual situation because of mental or physical incapacitation or impairment.
  - o One party is not of legal age to give consent pursuant to Minnesota state law.

### Dating Violence

Minnesota law does not define dating violence.

### Domestic Violence

MN 518B.01 Subd. 2

- (a) "Domestic abuse" means the following, if committed against a family or household member by a family or household member:
- physical harm, bodily injury, or assault;
  - the infliction of fear of imminent physical harm, bodily injury, or assault; or
  - terroristic threats, within the meaning of section 609.713, subdivision 1; criminal sexual conduct, within the meaning of section 609.342, 609.343, 609.344, 609.345, or 609.3451; or interference with an emergency call within the meaning of section 609.78, subdivision 2.
- (b) "Family or household members" means:
- spouses and former spouses;
  - parents and children;
  - persons related by blood;
  - persons who are presently residing together or who have resided together in the past;
  - persons who have a child in common regardless of whether they have been married or have lived together at any time;
  - a man and woman if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time; and
  - persons involved in a significant romantic or sexual relationship.

#### Additional Information

Minnesota State Statute 609.2242 DOMESTIC ASSAULT: <https://www.revisor.mn.gov/statutes/?id=609.2242>

Minnesota State Statute 518B.01 DOMESTIC ABUSE ACT :

<https://www.revisor.mn.gov/statutes/?id=518B.01#stat.518B.01.2>

### Sexual Assault

The term sexual assault is not defined by Minnesota Law. The comparable crimes of rape, fondling, statutory rape, and incest are generally coded as criminal sexual conduct in the state of Minnesota.

"Minnesota law classifies the crime of criminal sexual conduct into five categories: first- through fifth-degree criminal sexual conduct, with first-degree carrying the most severe penalties and fifth-degree the least. Minn. Stat. §§ 609.342 to 609.3451."

"Generally speaking, the first-degree and third-degree crimes apply to sexual conduct involving sexual penetration of the victim; the second-, fourth-, and fifth-degree crimes apply to sexual conduct involving sexual contact with the victim without sexual penetration."

"Criminal sexual conduct in the first and second degree typically apply to conduct involving personal injury to the victim; the use or threatened use of force, violence, or a dangerous weapon; or victims who are extremely young."

"Criminal sexual conduct in the third, fourth, and fifth degree typically address less aggravated conduct and apply to other situations in which the victim either did not consent to the sexual conduct, was relatively young, or was incapable of voluntarily consenting to the sexual conduct due to a particular vulnerability or due to the special relationship between the offender and the victim."

The above information is from the following source: <http://www.house.leg.state.mn.us/hrd/pubs/ss/ssovrcsc.pdf>

### Stalking

MN 609.749 Subd. 1

"Stalking" means to engage in conduct which the actor knows or has reason to know would cause the victim under the circumstances to feel frightened, threatened, oppressed, persecuted, or intimidated, and causes this reaction on the part of the victim regardless of the relationship between the actor and victim.

## **B. Education and Prevention Programs**

The University of Minnesota, Morris engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault and stalking;
- Defines what behavior and actions constitute consent to sexual activity in the State of Minnesota and/or using the definition of consent found in the Student Code of Conduct if state law does not define consent;
- Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victim/survivors in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

## **C. Bystander Intervention Strategies**

Violence Prevention and Response Coordinator, along with Campus Police and Student Affairs have implemented a nationally recognized, comprehensive approach to violence prevention capsulized on the power of peer and cultural influences, known as the Green Dot Program. Informed by social change theory, the model targets all University of Minnesota, Morris community members as potential bystanders, and seeks to engage them in proactive behaviors that establish intolerance of violence as the norm through awareness, education, and skills-practice, as well as reactive interventions in high-risk situations—resulting in the ultimate reduction of violence.

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.<sup>1</sup> We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list<sup>2</sup> of some ways to be an active bystander.

- If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.
- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

<sup>1</sup> Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

<sup>2</sup> Bystander intervention strategies adapted from Stanford University’s Office of Sexual Assault & Relationship Abuse

## D. Strategies for Risk Reduction

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org))

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cash money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - o Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  - o Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - o Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  - o Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

The University of Minnesota, Morris has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students. The University offered the following primary prevention and awareness programs for all incoming students.

- Sexual Assault, Domestic Violence, Relationship Violence and Stalking prevention and awareness panels presented information for all New Student Orientation groups, including UMM's prohibition of these crimes, definitions, information on risk reduction and safety practices, bystander intervention strategies, and crime reporting and response.
- A New Student Orientation peer education and community resources program called "the Party" which illuminates the most common types of sexual assault on college campuses, respectful relationships and consent, and bystander intervention strategies as well as campus and community resources.

The University primary prevention and awareness programs for all new employees, included the university's Campus Safety and Security report which details the campus policy prohibiting sexual assault, relationship violence, domestic violence and stalking, and provides safety practices, resources and options for victim/survivors.

The University offered the following ongoing awareness and prevention programs for students:

- Rape Aggression Defense (RAD) is offered for credit each semester by Campus Police. It is a comprehensive course that begins with awareness, prevention, risk reduction and avoidance while progressing on to the basics of hands on defense training. Certified RAD instructors teach the courses provided in basic, advanced and keychain defense techniques.
- Residential Life floor programs presented by Campus Police and the Violence Prevention Program include: Alcohol Awareness, Sexual Assault, Risk Reduction and Awareness.
- Take Back the Night, the Clothesline Project, and the Stevens County Violence Prevention and Response Task Force Speak Out in the Park build awareness and engage students in preventing sexual assault, domestic violence and stalking.
- Student Affairs, Campus Police, and the Violence Prevention Program provide annual training for student paraprofessionals on sexual violence, relationship violence, and stalking prevention, safety and risk reduction, and response. These Student Affairs paraprofessionals include Residential Life Community Advisers, Orientation Group Leaders, STELLAR and Gateway summer bridge program peer mentors, and International Ambassadors.
- The Violence Prevention Program, Campus Police, and Stevens County Violence Prevention and Response Task Force members led a Soup and Substance discussion on sexual assault, domestic violence and stalking.
- The Violence Prevention Program and Campus Police also provided classroom presentations on domestic violence, alcohol and sexual assault.
- Campus Green Dot trainers introduced Green Dot violence reduction and bystander strategies in presentations with New Students during Orientation, Residential Life staff and residents, STELLAR students, the Queer Issues Committee, faculty and staff in multiple presentations.

## **E. Procedures for Reporting a Complaint**

The University of Minnesota, Morris has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a victim/survivor and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The University will make such accommodations if the victim/survivor requests them and if they are reasonably available, regardless of whether the victim/survivor chooses to report the crime to Campus Police or local law enforcement. Students should contact the Vice Chancellor for Student Affairs at 320-589-6013 and employees should contact Sarah Mattson, Director of Human Resources at 320-589-6024 who will handle these accommodations. Any accommodations or protective orders afforded to you will be maintained as confidential to the extent that maintaining such confidentiality will not impair the ability of the University to provide the accommodations or protective measures. In some cases, some personally identifying information must be released to a third party with a need to know the information in order to arrange for accommodations. Someplace Safe advocates will obtain the victim/survivors consent in releasing this information and will inform the victim/survivor what information will be shared, with whom the information will be shared, and why the information must be shared.

After an incident of sexual assault and domestic violence, the victim/survivor should consider seeking medical attention as soon as possible. Victim/survivors can have this exam at a hospital of their choice. In Morris victims can go to Stevens Community Medical Center (SCMC). SCMC employs a Sexual Assault Nurse Examiners (SANE) nurse. Someplace Safe Advocacy or Campus Police can assist the victim/survivor with contact information. In Minnesota, evidence may be collected even if you chose not to make a report to law enforcement by making an anonymous/confidential report.

Anonymous/Confidential Report: Victims/survivors may choose to speak confidentially with Someplace Safe without making a report to law enforcement or the University. Should a victim/survivor seek a sexual assault exam they may opt to make an anonymous report to law enforcement through a sexual assault nurse examiner (see Medical Assistance section). In this case, an Incident Criminal Report (ICR) number will be assigned. Evidence collected will be turned over to law enforcement marked only with the ICR number – no identifying information will be shared. Should the victim/survivor decide to pursue a criminal investigation, evidence may be used by law enforcement at that time.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 120 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victim/survivors do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies

of documents, if they have any, that would be useful to University hearing boards/investigators or police. Although the university strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim/survivor's choice whether or not to make such a report and victims have the right to decline involvement with the police. The University will assist any victim/survivor with notifying local police if they so desire. Campus Police may also be reached directly by calling 320-589-6000, in person at 600 East 4th Street, Behmler Hall room 6, Morris, MN. Additional information about Campus Police may be found at [morris.umn.edu/police](http://morris.umn.edu/police)

Under the Violence Against Women and Department of Justice Reauthorization Act of 2005, starting in 2009, states must certify that they do not "require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both".

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to UMM's Title IX Coordinator, Sarah Mattson, Director UMM Human Resources 320-589-6024, Behmler Hall or, by calling, writing or coming into the office to report in person and Campus Police (if the victim so desires). The University will provide resources, on campus and /or off campus to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim/survivor chooses not to make a complaint regarding an incident, they nevertheless should consider speaking with law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

#### **F. UReport (confidential reporting)**

Reporting incidents of sexual assault, dating violence, relationship violence, and stalking can be difficult. You can make an anonymous report through UReport, a resource that was established by the University of Minnesota for reporting such matters in a way that is protective of your concerns and identity.

When utilizing UReport, you are not required to provide your name or other information that might identify you. However, if you choose to remain anonymous, the University may be limited in its investigation and response. The reporting website also will not track the identity of the computer you use.

If you do provide your name, or if your identity becomes known during an investigation, the University might become obligated to use your identity in the process of investigating any alleged misconduct. But the University forbids retaliation against people who make good faith reports of violations of law or University policy. Therefore, if you experience retaliation or other negative consequences as the result of providing information through UReport or having your identity revealed in the process you should report it. Information you provide will be used to help determine whether there has been a violation of law or policy.

Information may be shared with persons within the University if they have a need to know. Other persons, organizations, or agencies may obtain access to this information if they have statutory or judicial authority to do so.

For more information or to make a report, go to: [www.ureport.umn.edu](http://www.ureport.umn.edu)

(Note: Do not use the UReport site to report immediate threat to life or property. Reports submitted through this service may not receive an immediate response. If you require emergency assistance, please call 911.)

## G. University Procedures

Below is the University of Minnesota's administrative procedure for responding to incidents of sexual assault, stalking and relationship violence. The full document can be found at:

[http://www.policy.umn.edu/Policies/Operations/Safety/SEXUALASSAULT\\_PROC01.html](http://www.policy.umn.edu/Policies/Operations/Safety/SEXUALASSAULT_PROC01.html)

University of Minnesota, Morris		
Subject	Contact	Phone
<b>For victim/survivor services</b>	Student Counseling	320-589-6060
	Someplace Safe	800-974-3359
	Health Services	320-589-6070
	Stevens Community Medical Center	320-589-1313
<b>To report a possible crime</b>	UMM Campus Police  (evenings, weekends)	911 320-589-6000 320-287-1601 320-208-6500
<b>To report an alleged violation by a student</b>	Student Affairs	320-589-6013
<b>To report an alleged violation by an employee</b>	Human Resources Director/Title IX Coordinator liaison	320-589-6021

## H. Responsibilities

Counseling Services: Provide counseling services and referrals.

Equal Opportunity and Affirmative Action: Oversight of policy and complaint services, consultation regarding allegations, and in the Twin Cities system office, investigation of allegations against employees

Health Care Services: Provide health care and counseling, and referrals

Housing/Residential Life Offices: Provide assistance to residents, including changing living situations if requested and reasonably available

Police Departments: Investigate allegations for possible criminal prosecution.

Student Conduct Offices:

- Respond to and resolve allegations by students consistent with the Student Conduct Code. This includes advising and sanctioning student offenders when warranted. Some offices, including the Twin Cities campus, will also investigate allegations, unless an appropriate and timely investigation is being conducted by police for use by the student conduct office.
- Provide resource and guidance for training for University presenters and formal hearing board members and chairs.

Equal Opportunity Office (Title IX coordinator) will:

- Contact, or encourage contact with, the campus or local victim/survivor service office, and assist in obtaining medical care, counseling, legal assistance, visa and immigration assistance, student financial aid and other services if needed.
- Encourage the victim/survivor to report the incident to the police, and assist in making the report if requested by the victim/survivor. The Equal Opportunity officer may report to the police the fact that an assault was reported and may share the alleged perpetrator's name, but the name of the victim will only be provided with the victim/survivor's consent, except in extenuating circumstances.
- Conduct a prompt, fair and impartial investigation, and make recommendations for action, as appropriate (in many cases the police may conduct the investigation) including where the accused is a student on the Twin Cities campus only.
- Proceed independently of any action taken in the criminal or civil courts, as determined on a case-by-case basis. Criminal court proceedings are not a substitute for University procedures.
- Allow the reporting party and the person accused to have a non-participating/non-witness support person present for interviews.
- Not require a reporting party to mediate directly with the person accused.

- Inform both alleged victim survivor and accused person of the outcome. If the person accused is a student, report the incident to the campus office responsible for administering Board of Regents Policy: Student Conduct Code and conduct a thorough investigation of the report.
- Provide the reporting party with written notification of all information contained in this section.
- Make appropriate reports for purposes of Clery Act crime statistics.

Victim/Survivor Services:

- Maintain all contacts and reports as strictly confidential.
- Provide crisis intervention and advocacy
- Assist victim/survivor in contacting police and/or reporting to other University offices, if the victim/survivor consents (some can assist in obtaining restraining orders).
- Assist victim/survivor in obtaining medical assistance and counseling, changing academic programs or housing, etc.
- Campus-based programs will also provide awareness, prevention and risk-reduction training, and educational programming for students and employees.

An electronic version of this policy and a listing of additional resources can be found at <http://www.policy.umn.edu/Policies/Operations/Safety/SEXUALASSAULT.html>

## **I. Responding to Incidents of Sexual Assault, Stalking and Relationship Violence: Administrative Procedures**

### **Victims/Survivors**

1. Any University of Minnesota student or employee who has been sexually assaulted or physically harmed is strongly encouraged to contact the police department for the location where the assault occurred. University police can assist in making the contact to the appropriate law enforcement agency.
2. Victims/survivors are also encouraged to contact the campus or local victim/survivor service office and/or counseling and health care services.<sup>1</sup> These services are strictly confidential.
3. The University strongly encourages individuals to report sexual assault and relationship violence to appropriate officials because it is the only way that action can be taken against an alleged violator of the policy. Timely reporting and a medical examination within 120 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.
4. Victims/survivors are also encouraged to contact University officials for appropriate action. Specific contact information is contained the Contact section above, but in general:
  - University housing residents should contact any Housing/Residential Life staff.
  - If a student is accused, report it to the student conduct office on the appropriate campus.
  - If an employee is accused, report it to the campus's Equal Opportunity officer.
  - Reports of misconduct by University employees can be made to the University through U Report (EthicsPoint). These reports can be made anonymously.

### **University Employees and Students (when informed of an incident of assault)**

1. Mandatory Reporting of Child Abuse. If the assault was against a child, you must immediately report the abuse to your university or local police department, county sheriff, or local county social services agency. In addition, inform your supervisor you have made the report. For further information about mandatory reporting for the protection of minors, consult the Administrative Policy: Reporting and Addressing Concerns of Misconduct or the Office of General Counsel.
2. Encourage Prompt Reporting to Police. If the assault was against an adult, encourage the victim/survivor to report the incident to the police.
3. Encourage Contact with Victim Services. Encourage the victim/survivor to contact the campus program against sexual violence or the local victim/survivor service office and/or counseling and health care services.
4. Make Appropriate University Reports. If you are a University employee with supervisory or advising responsibilities, contact your campus student conduct office, or Equal Opportunity office, to inform them of the reported assault and to obtain guidance on next steps. You may also contact your campus's program against sexual violence for guidance on responding to the report. Once informed, appropriate University offices will work to assist the victim/survivor, including by providing guidance in reporting to law enforcement, obtaining counseling or other health or academic services, and filing a complaint with University conduct offices. All other (nonsupervisory) employees, talk to your supervisor for guidance for any next steps. You may also contact your campus's program against sexual violence for guidance on responding to the report.

5. Confidentiality. University employees cannot guarantee confidentiality, except when the reports are privileged communications with counselors or health care professionals. If a complainant requests confidentiality, the University must take all reasonable steps to investigate and respond consistent with that request, taking into account that confidentiality may not be possible in every case given the University's responsibility to provide a safe environment for all. To ensure that the University has met its obligations, University employees must consult with appropriate University offices (listed above) concerning whether and what identifying information they can or must share within the institution to respond to the report and to promote campus safety.
6. Reports for Crime Statistics. The University must track reports of alleged incidents of sexual violence for purposes of its required annual crime statistics under the Clery Act. Any employee who is a campus security authority or has supervisory or student-advising responsibility must report the fact of a report of sexual assault as part of the University's annual crime statistics. Clery Act reporting is for crime occurring on campus, on public property within or immediately adjacent to campus, and in or on noncampus buildings or property owned or controlled by the University.

Official procedures on how to respond to incidents of sexual assault/relationship violence can be found at <http://www.policy.umn.edu/Policies/Operations/Safety/SEXUALASSAULT.html>

Additional resources for victim/survivors are available on the University of Minnesota, Morris Safety and Emergencies website [onestop.morris.umn.edu/safety/](http://onestop.morris.umn.edu/safety/).

## **J. Assistance for Victims: Rights & Options**

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the university will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. In Minnesota, a victim/survivor of domestic violence, dating violence, sexual assault or stalking has the following rights per state statute:

<https://www.revisor.mn.gov/statutes/?id=611A>

### **Campus Victims' Bill of Rights**

Federal law requires colleges and universities to afford the victims of campus sexual assaults, relationship/domestic violence, or stalking with certain basic rights.

- During disciplinary proceedings, the accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be notified of their options to notify law enforcement and seek counseling and support services.
- Survivors shall be notified of options for changing academic and living situations.
- You may file a criminal charge with the University of Minnesota, Morris Campus Police at 320-589-6000 or 320-287-1601. Campus Police can also be reached through the Stevens County Law Enforcement Communications Center—320-208-6500.
- If you would like assistance in notifying the proper law enforcement and campus authorities, you may call Someplace Safe or the crisis line at 800-974-3359. Crisis line assistance is available 24 hours a day, 7 days a week. Someplace Safe is also available at 320-589-3208. Call UMM Student Counseling to schedule a campus appointment with an advocate at 320-589-6060.
- You also have the right to assistance from the State of Minnesota Crime Victims Reparations Board at 651-282-6256 and the Office of the Crime Victim Ombudsman at 800-247-0390.
- Upon receipt of a complaint, the University will investigate and respond to your complaint. You may participate in University disciplinary proceedings concerning your sexual assault complaint. If you wish, you may also have a support person present, or an attorney if you are represented by one.
- You have the right to be notified of the outcome of any University disciplinary proceeding concerning your complaint, subject to the limitations of the Minnesota Government Data Practices Act.
- The University will follow the direction of law enforcement authorities in obtaining, securing, and maintaining evidence relating to your sexual assault incident. University authorities will also assist in preserving materials which are relevant to a University disciplinary proceeding.
- At your request, the University will assist you as is reasonable and feasible (in cooperation with law enforcement authorities) in shielding you from your alleged assailant. This may include providing alternative work, academic, or living arrangements if these options are available and feasible.

Further, the University of Minnesota complies with Minnesota law in recognizing Orders for Protection and Harassment Orders. Any person who obtains an order should provide a copy to the University of Minnesota, Morris Campus Police. If a person needs assistance in obtaining an Order for Protection or Harassment Order, they can contact Someplace Safe. University offices and programs who know of an Order of Protection or Harassment Order and need assistance with accommodating the order can contact Campus Police for resources. Any person who witnesses a violation of an Order for Protection or Harassment Orders should immediately call 911 for police response.

The University does not publish any personally identifiable information regarding victims in the public disclosures related to the Clery Act. Victims may request that directory information on file be removed from public sources by request through the Office of the Registrar.

Information on suppressing directory information can be found at:

Students: [http://onestop.umn.edu/grades\\_and\\_transcripts/student\\_records\\_privacy.html#suppress](http://onestop.umn.edu/grades_and_transcripts/student_records_privacy.html#suppress)

Employees: [www.hrss.umn.edu/](http://www.hrss.umn.edu/)

### Minnesota Crime Victim Rights

<https://dps.mn.gov/divisions/ojp/help-for-crime-victims/Pages/crime-victims-rights.aspx>

#### Right to be Notified

By law, victims of crime are to be notified of:

- Their rights.
- Prosecution process and the right to participate in it.
- Contents of any plea agreement.
- Changes in court proceeding schedule when a victim has been subpoenaed or requested to testify.
- Final disposition of the case.
- Appeals filed by the defendant, the right to attend the oral argument or hearing, and the right to be notified of the final disposition.
- Proposed sentence modifications for the offender, including the date, time, and location of the review and the right to provide input.
- Release or escape of the offender from prison or a custodial institution or transfer to a lower security facility.
- Offender's petition for expungement.
- Right to request restitution.
- Right to apply for reparations.
- Information on the nearest crime victim assistance program or resource.
- Petition to civilly commit an offender, outcome of that petition, and notice of the offender's possible discharge/release from civil commitment.

#### Resources

Many campus resources exist to help victims of violence.

For Immediate Support available 24 hours/day  
Emergency.....Call 911

24 hour Crisis Line  
Call 800-974-3359 (Someplace Safe—confidential support) Campus Police

Call 320-287-1601 (Officer on Duty)  
Call 320-208-6500 (Law Enforcement Communications Center)

#### First Response Partners

**Someplace Safe**—UMM and Community Partner  
800-974-3359—24 hour crisis line 320-589-3208  
Victim/survivor advocacy and services, support

**Violence Prevention and Response Program**—UMM Student Affairs, Campus Police, Someplace Safe, Equal Opportunity  
Student Counseling ..... 320-589-6060  
Human Resources/Title IX .....320-589-6021  
Student Affairs.....320-589-6013  
Victim/survivor advocacy, campus accommodations, resources, support

**Campus Police**—UMM and Community Law enforcement and personal safety  
Officer on duty ..... 320-287-1601  
Campus Police Office ..... 320-589-6000  
Communications Center\* ..... 320-208-6500

\*Also serves Morris Police and Stevens County Sheriff

**Stevens Community Medical Center**—Community  
320-589-1313  
24 hour emergency care, exams, health care  
Additional Violence Prevention and Response Resources

**Equity, Diversity, and Intercultural Programs**.....320-589-6095  
Multi-ethnic, international, and LGBTQIA2S+ student support

**Health Services**.....320-589-6070  
Confidential health care, exams, and follow up care

**Residential Life**.....320-589-6475  
Response, referrals, housing accommodations, and support

**Student Affairs**.....320-589-6013  
Campus accommodations and student judicial processes

**Student Counseling**.....320-589-6060  
Confidential personal counseling

**Title IX Compliance and Equal Opportunity**.....320-589-6021  
Title IX complaints, harassment complaints

## **K. Adjudication of Violations**

There is a separate process for accused students and accused employees. The status of the accused determines which process is used. The university works to resolve issues within 60 days of the receipt of the complaint. This may be extended with good cause; both parties will be notified of the extension and the reason for it.

The university disciplinary process is consistent with the institution's policy and will include a prompt, fair, and impartial investigation and resolution process transparent to the accuser and the accused. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the accused person to criminal and civil penalties under federal and state law.

Public copies of police reports of domestic assault, stalking, and sexual assault reports are routinely forwarded to the the University of Minnesota, Morris Office of Student Affairs and Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges. Public reports do not include victim information. The victim decides whether or not to file a complaint with university Student Affairs and Title IX responders.

## **L. Steps in the Morris Process**

### **1. Reports Involving Students** (Resolving Alleged Student Conduct Code Violations)

Whether or not criminal charges are filed, the university or a person may file a complaint alleging that a student violated the Board of Regent Policy: Student Conduct Code.

The University of Minnesota has fair processes for resolving complaints against students and student organizations under Board of Regents Policy: Student Conduct Code. This process emphasizes student development through understanding and accepting responsibility for personal behavior, while protecting community interests and due process. The University of Minnesota will:

- provide fair notice to students of alleged violations of Board of Regents Policy: Student Conduct Code;
- encourage informal resolution of alleged violations without the need for a hearing;
- permit students the opportunity for a fair hearing upon request, and the opportunity for one campus-wide appeal of a finding of violation of the Code; and
- provide for a preponderance of the evidence (i.e. more likely than not) standard of proof.

For cases involving violations of sexual assault, sexual harassment, stalking, or relationship violence, the University of Minnesota's disciplinary process will:

- be conducted by officials who receive annual training on the issues related to sexual assault, sexual harassment, stalking, and relationship violence and how to conduct an investigation and hearing process that protects the safety of victim/survivors and promotes accountability;
- provide equitable access to an appeal by both the accused student and the reporting party;
- allow equitable access to a support person of their choice for both the accused student and the reporting party at any related meeting or proceeding;

- allow equitable access to an advocate, if permitted for either, for both the accused student and the reporting party at any related meeting or proceeding; and
- provide simultaneous written notice to both the accused student and the reporting party:
  - of the results of any disciplinary proceeding;
  - of the procedure for the accused student and the reporting party to appeal the results of the disciplinary proceeding;
  - of any change to the results prior to the time the results become final; and
  - when the results become final.
- Hearings for sexual assault, sex harassment, stalking and relationship violence will be heard by the Student Behavior Committee.

**a. Morris Procedures**

Representatives of the Office of Student Affairs and the Title IX officer coordinate campus response to Title IX complaints working in collaboration with Campus Police when appropriate. A lead representative coordinates the prompt gathering of all of the relevant information, the investigation into, and the response for complaints of sexual misconduct.

It is desirable that some less severe complaints (e.g. unwanted communication from another student that does not reach the level of stalking, etc.) be settled directly within the appropriate administrative unit, such as Residential Life. The appropriate unit administrator will investigate the allegations of misconduct, determine a finding of responsibility, and identify sanctions and actions to resolve the complaint working in consultation with campus Title IX leaders. If at any time the accused party or the reporting party requests a formal hearing process, the issue will be referred to the Student Behavior Committee (SBC). Where disciplinary action is taken by administrative units, the student can request a hearing by the SBC to appeal the finding and action taken.

More severe Title IX and Student Conduct Code complaints (e.g. all reports of sexual assault, relationship violence, stalking or other behavior which could warrant criminal charges, etc) are addressed through the Student Behavior Committee accordance with the Administrative Procedure: *Student Conduct Procedures: Morris*. The SBC Chair will meet with the accused student and the reporting party; review related reports and evidence; and consult with other affected individuals. In most cases, the Chair will then determine whether a finding of responsibility for a violation of Board of Regents Policy: *Student Conduct Code* is appropriate and if so develop a proposed resolution, including sanctions, which will be presented to the accused student and the reporting party. The parties may accept the Chair’s proposed resolution or either party may request a hearing before the SBC at any time in the process. The SBC Chair may choose to send a complaint directly to a hearing.

Hearings are conducted by the UMM Student Behavior Committee in accordance with the Administrative Procedure: *Student Behavior Committee Hearing Procedures: Morris*. During the hearing process, complainants will not be required to appear in the same room with respondents. Complainants and respondents will be given an equal opportunity to present evidence. Complainants and respondents involved in the hearing process may appear at the hearing with a representative or advocate. Both parties will be informed of the decision of the Student Hearing Panel. Either party may appeal the decision.

A student found to have violated Board of Regents Policy: *Student Conduct Code* is entitled to a campus-wide appeal of disciplinary decisions made in the hearing process. The reporting party in a sexual assault, sexual harassment, stalking, or relationship violence case also has the right to a campus-wide appeal. As outlined in the Administrative Procedure: *Student Conduct Procedures: Morris*, a panel of the Consultative Committee serves as the appellate review committee. The panel provides a recommendation to the Chancellor based on their review. The Chancellor serves as appellate officer and makes the final University decision regarding student discipline. The Chancellor may authorize another administrator who holds a position of campus-wide scope to serve as the appellate officer in the Chancellor’s place. In the case of an appeal, both parties are notified of the decision.

**b. Sanctions for students**

In all cases, investigations that result in a finding of more likely than not that a violation of the Student Code of Conduct occurred will lead to the initiation of disciplinary procedures against the accused individual.

The factors considered in sanctioning students for any violation, include:

- Nature of offense
- Severity of offense
- Culpability of the student
- Impact on other students or members of the U community
- Opportunity for student development

Possible sanctions include: Academic Sanctions, Warning, Probation, Required compliance, Confiscation, Restitution, Restriction of Privileges, University Housing Suspension, University Housing Expulsion, Suspension, Expulsion, Withholding of Diploma or Degree, or Revocation of Admission or Degree.

## **2. Reports Involving Employees**

The Office for Equal Opportunity will promptly investigate any incidents of sexual assault, stalking or relationship violence where the accused party is an employee. The Office for Equal Opportunity will make recommendations for actions based on their investigation.

The Office for Equal Opportunity will proceed independently of any action taken in the criminal or civil courts, as determined on a case-by-case basis. Criminal court proceedings are not a substitute for University procedures. The victim/survivor and the accused employee will be allowed to have a non-participating/non-witness support person present for interviews. The victim/survivor will not be required to mediate directly with the accused employee.

Employees are not allowed a formal hearing.

The Office for Equal Opportunity will inform both victim/survivor and accused employee of the outcome.

Possible sanctions include warning and discipline. Discipline may include suspension or termination of employment.

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the university's policy against Sexual Harassment (<http://www.policy.umn.edu/Policies/hr/HRMisc/SEXUALHARASSMENT.html>) in order to remedy any hostile environment. All conduct proceedings against students, however, will be resolved through the Student Behavior Committee.

## Drug Free University Policy

The University is committed to providing a healthy learning and working environment for all students and employees and strives to meet this commitment through prevention and awareness programs. Alcohol abuse and illegal drug use endangers the health and safety of all students and employees.

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

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

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

University community members are expected to refer suspected illegal situations to

University police or local law enforcement agencies for criminal investigation leading to possible prosecution.

### A. Education and Treatment Programs

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

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

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

### B. Risks and Sanctions

To make informed choices about drug and alcohol use, students and employees should educate themselves about the serious health consequences of the use, misuse, and abuse of alcohol and other drugs as described in the Drug and Alcohol Health Risks Chart. (See policy online.)

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

### C. Students—Disciplinary Sanctions

Students who violate the prohibitions in this policy are subject to discipline as described in Board of Regents Policy: Student Conduct Code: warning; probation; required compliance; confiscation of goods; restitution; restriction of privileges; University housing suspension or expulsion; suspension or expulsion; withholding of diploma or degree; and revocation of admission or degree.

### D. Employees—Disciplinary Sanctions

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

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

The Drug-Free Policy and additional resources: <http://www.policy.umn.edu/Policies/Operations/Safety/DRUGFREE.html>

# University of Minnesota, Morris Office of Residential Life Missing Person Policy and Procedure

The purpose of this policy is to establish a policy and procedures for the University of Minnesota, Morris' response to reports of missing student residents who reside in University owned housing facilities, as required by the US Higher Education Opportunity Act of 2008.

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

## A. Student designation of missing person contact information

1. Students age 18 and above and emancipated minors: Student residents will be given the opportunity to designate an individual or individuals to be contacted by the University no more than 24 hours after the time that the student resident is determined to be missing. A designation will remain in effect until changed or revoked by the student resident via email to housing2@morris.umn.edu or until the student is no longer a resident of University housing.
2. Students under the age of 18 and not emancipated: In the event a student resident who is not emancipated is determined to be missing, the University is required to notify a custodial parent or guardian no more than 24 hours after the student resident is determined to be missing. The custodial parent or guardian contact information will remain in effect throughout the duration of the contract period for which they signed when under the age of 18, unless the student turns 18 during the contract period and contacts the Office of Residential Life to change or revoke the designation.

Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to the missing person contact information. Campus Police will be notified for any missing person whether or not they have designated a missing person contact.

## B. Official notification procedures for missing persons

1. Any individual on campus who has information that a University student resident may be a missing person must notify Campus Police as soon as possible.
2. If a report of a potential missing person is made to Residential Life or the Office of Student Affairs, staff will immediately contact and work with Campus Police. Cooperative efforts may include:
  - Conduct a health and wellness check on the resident,
  - Attempt to make contact via cellular phone, e-mail, or other means,
  - Identify other students who may be aware of the missing person's whereabouts (i.e. roommate, friends, classmates, etc.).
  - Checking attendance at class or on campus employment, use of meal plan, etc.
3. Campus Police will gather all essential information about the University student resident from the reporting person and other individuals who may provide information that will assist with the investigation.
4. No later than 24 hours after the University determines that a student resident is missing, the Chief Law Enforcement Officer on campus or designee will notify the designated missing person contact (for students 18 and above and emancipated minors) or the parent/guardian (for students under the age of 18 and not emancipated) that the student resident is believed to be missing. This individual contact will be updated as to the progress of the investigation into the missing person report.

## C. Campus communications in the event of a missing student resident

In cases involving missing student residents, all inquiries by media or the public regarding missing student residents shall be referred to University Relations. Law enforcement personnel are best situated to provide information that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be coordinated through Campus Police and University Relations.

### Information shared with University housing residents.

In accordance with the Higher Education Act of 2008, all student residents may register a missing person contact with the Office of Residential Life. This is the individual who will be contacted by the University in the event a student resident is determined to be missing.

In the event a student is under 18 years of age and has not been legally emancipated, the missing student resident's parent/guardian will be contacted. For students who are 18 years of age and above or emancipated minors, the contact may be a parent or any other designated individual(s).

A student resident can be reported missing at any time. Campus Police will conduct a thorough investigation into all reports of potential missing student residents.

If you suspect a student to be missing, please contact Campus Police, the Office of Residential Life or the Office of the Vice Chancellor for Student Affairs.

# Bias Incidents and Hate Crimes

## A. Policy Statement

The University of Minnesota's Mission Statement commits us to "establish and nurture an environment that actively acknowledges and values diversity and is free from racism, sexism, and other forms of prejudice, intolerance or harassment." Members of the U of M community have the right not to be discriminated against by any agent or organization of the U of M for reasons of actual or perceived race, color, creed, religion, national origin, gender, gender identification, age, marital status, disability, public assistance status, veteran status and/or sexual orientation. The University of Minnesota, Morris does not tolerate such incidents and will seek resolution of such matters.

## B. Definitions

Bias Incident: Expressions of disrespectful bias, hate, harassment or hostility against an individual, group or their property because of the individual or group's actual or perceived race, color, creed, religion, national origin, gender, gender identification, age, marital status, disability, public assistance status, veteran status and/or sexual orientation can be forms of discrimination. Expressions vary, and can be in the form of language, words, signs, symbols, threats, or actions that could potentially cause alarm, anger, fear, or resentment in others, or that endanger the health, safety, and welfare of a member(s) of the University community, even when presented as a joke.

Hate Crimes: Minnesota does not have a "hate crimes law." Instead, the Legislature has identified particular crimes that, if perpetrated because of the victim's actual or perceived race, color, religion, sex, sexual orientation, disability, age, or national origin, trigger heightened penalties. Included crimes are criminal damage to property, assault, and harassment/stalking.

Bias Incidents Not Under the Jurisdiction of the University of Minnesota: Bias incidents impacting students, faculty, and staff but occurring beyond the campus should be reported through this process. The Response Team will coordinate with appropriate community agencies.

Conduct and Free Speech: The conduct underlying some bias incidents might be protected speech, but still violate the University of Minnesota's commitment to civility and diversity. Constitutional rights will continue to be protected, and University community members will also exercise the right to speak, engage in educational dialogue, and seek a constructive response rooted in the university's mission and vision.

## C. Procedures: Reporting a Possible Bias Incident

PLEASE LET US KNOW if you, someone you know, or a group within our university community has experienced bias, discrimination or hostility. We are concerned about incidents based on actual or perceived race, color, creed, religion, national origin, gender, gender identification, age, marital status, disability, public assistance status, veteran status and/or sexual orientation. The University of Minnesota is ready and willing to provide support, and address disrespectful bias and discrimination within our community. We need to know what happens and how often so that we can respond and help those who are targeted. By reporting incidents, you become part of the solution.

We encourage you to report potential crimes and incidents before removing any evidence of bias.

Reasons for reporting an incident:

- So you or someone you know can receive support
- So any damage to property can be repaired
- So we can follow-up with any alleged perpetrators
- So we can track campus climate and work towards improving it
- So we can try to prevent further acts of bias
- Because suffering in silence can be a suffocating experience

**University of Minnesota, Morris Contacts and Reporting:**

Many University of Minnesota offices and staff members are willing to assist you, and provide support. If you have experienced or witnessed a bias incident please contact us for support and to allow us to respond:

First Response	Phone
Emergency Police Assistance	911
Human Resources/Equal Opportunity Student Affairs	320-589-6021 320-589-6013
Campus Police Nights/weekends Cell phone	320-589-6000 320-208-6500 320-287-1601
Bias/Discrimination Reporting Form – for all UM campuses <a href="http://134.84.237.31/biasreportingform.html">http://134.84.237.31/biasreportingform.html</a> .	

## Possession or Carrying of Weapons

No person, whether a student, employee, or visitor, shall possess or carry a weapon while on University property, except as authorized below.

### A. Authorized Possession or Carrying of Weapons

This policy authorizes the possession or carrying of weapons on University property under the following circumstances:

**Law Enforcement and Military Personnel:** Licensed peace officers, security guards, other law enforcement agents, and military personnel may possess or carry weapons on University property when acting in the course of their official duties and when authorized by law to carry weapons.

**Military Training:** Students, employees, and visitors participating in military training may possess or carry weapons on University property when acting in the course of their official duties or performing duly assigned tasks involving weapons.

**Presidential Approval:** The president or delegate may in writing permit or revoke permission for the otherwise lawful possession or carrying of a weapon on University property. This may include possession or carrying of a weapon for an academic use, use of a firearm at a campus shooting range, otherwise lawful storage of a weapon on residential property not operated as a residence hall, or any other possession or carrying of a weapon on University property.

**Storage of a Firearm:** Otherwise lawful storage of a firearm inside a personal motor vehicle is permitted on University property.

### B. Violations

1. **Students:** Violation of this policy by a student is a violation of, and will be adjudicated in accordance with, Board of Regents Policy: Student Conduct Code.
2. **Employees:** Violation of this policy by an employee constitutes misconduct subject to University discipline up to and including termination.
3. **Visitors:** Violation of this policy by a visitor shall result in a request to leave the University property, function, or event, as the case may be, and also may result in a written directive to remain off University property.
4. **Referral to Law Enforcement Agencies:** The University may refer related suspected violations of law to appropriate law enforcement authorities and provide access to investigative and other data as permitted by law.

[http://regents.umn.edu/sites/default/files/policies/Possession\\_CarryingWeapons.pdf](http://regents.umn.edu/sites/default/files/policies/Possession_CarryingWeapons.pdf)

# DEFINITIONS FOR STATISTICS

## Criminal Offenses Definitions

### I. PRIMARY CRIMES

#### A. Criminal Homicide

1. Murder/Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.
2. Negligent Manslaughter: the killing of another person through gross negligence.

**B. Sex Offenses:** 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. Or unlawful, non-forcible sexual intercourse.

1. Rape: The carnal knowledge of a person, forcibly and/or against the 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).
2. 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 his/her temporary or permanent mental incapacity.
3. Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
4. Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

*Note: Sex Offenses Definitions are from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program.*

#### C. Dating violence, domestic violence, and stalking

1. Dating violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - (i) The length of the relationship
  - (ii) The type of relationship
  - (iii) The frequency of interaction between the persons involved in the relationship.
2. Domestic violence: Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
3. Stalking (from 42 USC § 13925): Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

**D. Robbery:** The taking or attempting to take anything from value of 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.

**E. 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. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

**F. 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 a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**G. 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 joy riding)

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

## II. HATE CRIMES

A bias-related (hate) crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, someone commits an act of aggravated assault, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability, then the assault is also classified as a hate crime.

In addition, if a crime occurs involving intimidation, vandalism, larceny, simple assault or other bodily injury (defined below), and the crime is motivated by bias/hate the law requires that the statistic be reported as a hate crime.

**A. Larceny:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**B. 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.

**C. 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.

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

*Note: Larceny, vandalism, intimidation, and simple assaults are only reported when they are motivated by bias/hate.*

## III. WEAPONS LAW, DRUG ABUSE, AND LIQUOR LAW VIOLATIONS

**A. Weapons Law Violations:** The violation of laws or ordinances dealing with weapons 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; all attempts to commit any of the aforementioned.

**B. Drug Abuse Violations:** Violations of 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, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non- narcotic drugs (barbiturates, Benzedrine).

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

## Other Definitions

Pastoral counselor: A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor. (Note: pastoral counselors are not campus security authorities for reporting campus crime statistics.)

Professional counselor: A person whose official responsibilities include providing mental health counseling to members of UMM's community and who is functioning within the scope of his or her license or certification. (Note: professional counselors are not campus security authorities for reporting campus crime statistics when acting in their counseling capacities.)

Referred for campus disciplinary action: The referral of a student to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction. (Note: These referrals do not include those students already counted in the arrest categories for liquor law violations, drug law violations, and arrests for weapons violations, but will include students referred for disciplinary action for a major crime (murder, sexual offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and manslaughter). Crime definitions from the Uniform Crime Reporting Handbook

## Locations Definitions

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).

On-Campus Residence Halls: Any student housing facility that is owned or controlled by the institution, or it's located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus and is considered an on-campus student housing facility..

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 Campus Police Department in consultation with the Morris Police Department and the Stevens County Sheriff's Office, University personnel in Student Affairs, faculty and staff advisors to student groups, Office of Residential Life and other University areas.

Statistics from the past three calendar years can be found in the following charts. The definitions are listed for categorizing different crimes and location.

*Note: Incidents are reported in the calendar year they occurred. For incidents involving both arrests and campus judicial action, the incident is counted only as an arrest.*

\*\* On-Campus Residence crimes are included in the On-Campus numbers.

### Campus Crime Statistics 2015

2015	On Campus	On Campus Residential Only	Non-Campus	Public	Total
Domestic Violence	3	1	0	0	3
Dating Violence	0	0	0	0	0
Stalking	3	2	0	0	3

2015	On Campus	On Campus Residential Only	Non-Campus	Public	Total	Unfounded
Murder/Nonnegligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Sex Offenses Total	1	1	0	0	1	0
Rape	0	0	0	0	0	0
Fondling	1	1	0	0	1	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	2	1	0	0	2	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

2015	On Campus	On Campus Residential Only	Non-Campus	Public	Total
<b>Liquor Law Violations</b>					
Arrest	22	18	0	0	22
Referral	3	3	0	0	3
<b>Drug Law Violations</b>					
Arrest	2	2	0	0	2
Referral	0	0	0	0	0
<b>Illegal Weapons Possession</b>					
Arrest	0	0	0	0	0
Referral	0	0	0	0	0

There were no hate crimes reported in 2015.

**Campus Crime Statistics 2014**

2014	On Campus	On Campus Residential Only	Non-Campus	Public	Total
Domestic Violence	2	2	0	0	2
Dating Violence	3	3	0	0	3
Stalking	0	0	0	0	0

2014	On Campus	On Campus Residential Only	Non-Campus	Public	Total	Unfounded
Murder/Nonnegligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Sex Offenses Total	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

2014	On Campus	On Campus Residential Only	Non-Campus	Public	Total
<b>Liquor Law Violations</b>					
Arrest	46	41	0	2	48
Referral	0	0	0	0	0
<b>Drug Law Violations</b>					
Arrest	1	1	0	0	1
Referral	0	0	0	0	0
<b>Illegal Weapons Possession</b>					
Arrest	0	0	0	0	0
Referral	0	0	0	0	0

There were no hate crimes reported in 2014.

## Campus Crime Statistics 2013

2013	On Campus	On Campus Residential Only	Non-Campus	Public	Total
Domestic Violence	0	0	0	0	0
Dating Violence	0	0	0	0	0
Stalking	2	2	0	0	2

2013	On Campus	On Campus Residential Only	Non-Campus	Public	Total	Unfounded
Murder/Nonnegligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Sex Offenses Total	6	4	0	0	6	0
Rape	4	4	0	0	4	0
Fondling	2	0	0	0	2	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	1	0	0	0	1	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

2013	On Campus	On Campus Residential Only	Non-Campus	Public	Total
<b>Liquor Law Violations</b>					
Arrest	35	26	0	1	36
Referral	1	1	0	0	1
<b>Drug Law Violations</b>					
Arrest	17	13	0	0	17
Referral	0	0	0	0	0
<b>Illegal Weapons Possession</b>					
Arrest	0	0	0	0	0
Referral	0	0	0	0	0

Hate crimes reported in 2013:

1. One on campus case of Intimidation characterized by Race
2. One on campus (in a residence hall) case of Intimidation characterized by Gender.
3. One on campus case of Criminal Damage to Property/Destruction/Damage/Vandalism of Property characterized by Race.

### Records Retention

Records supporting the statistics reported in the UMM Campus Safety and Security Report are kept for seven years from the date of incident.

# ANNUAL FIRE SAFETY REPORT

## Residential Life Fire Safety

The University of Minnesota, Morris campus has seven facilities for student housing. Six are traditional style residence halls and one is an apartment style living area. The chart below summarizes each facility's fire safety system and fire drills held. Fire alarm monitoring is by the Simplex Monitoring Service.

UMM Student Housing	Fire Alarm Monitoring	Full Sprinkler System	Fire Extinguisher Devices	Evacuation Plans/ Placards	Smoke Detection	Number Of Drills
Blakely Hall	X	X	X	X	X	2
Clayton A. Gay Hall	X	X	X	X	X	2
David C. Johnson Independence Hall	X	X	X	X	X	2
Green Prairie Community	X	X	X	X	X	2
Pine Hall	X	X	X	X	X	2
Spooner Hall	X	X	X	X	X	2
On-Campus Apartments	X	X	X	X	X	2

Full Sprinkler System is defined as having sprinklers in both common areas and individual rooms. Reported drills are evacuation fire drills for each year. There are no additional fire safety improvements planned for Residential Life at this time.

## Housing Regulations

### Regulations Regarding Portable Electrical Appliances, Smoking and Open Flames For All Residence Halls:

#### Electric Appliances

You may use portable hair dryers, razors, radios, stereos, and similar appliances in your room. Space heaters are not allowed. The use of electrical devices such as popcorn poppers, microwave ovens and coffee makers is limited to the kitchen or utility area where appliance outlets are provided. All cooking is limited to these areas. Only UL (Underwriter Laboratory) approved extension cords are allowed for a single electrical appliance and must be plugged directly into the wall outlet. A UL approved fused multi-strip outlet may also be used.

#### Fire Hazards

- It is prohibited to have open flames or other materials that constitute fire hazards on University housing property including candles, candle warmers, or other materials (live fresh cut evergreen trees, wreaths, garland etc.).
- Incense or any smoking paraphernalia that has the potential for an open flame are also not allowed.
- Lighting that is not cool to the touch is prohibited.
- Due to hazardous materials and potential fire and chemical safety hazards the following lighting devices are prohibited: halogen lamps, torchiere lamps (except LED), neon lighting, lights, strobe lights and lava lamps.
- All electronics and lighting must be plugged directly in to a wall outlet or an approved power strip (see below).
- Due to potential for fire, concealed extension cords, multiple outlet, and octopus adapters are prohibited. Residents may use multiple strip outlets that are fused with at least 14 gauge wire and grounded cords plugged directly in to a wall outlet to power electronic devices in their rooms and apartments.
- In compliance with Minnesota State Fire Code, failure to exit the hall/apartment during a fire alarm is a law violation.

#### Halogen Lighting

Halogen Lighting is not permitted in the residence halls or apartment areas.

#### Kitchens

You are welcome to leave appliances in the kitchens that you are not allowed to use in your room, such as a toaster, pizza cooker, coffee machine, etc. However, when not in use, there should be no more than one of each type of appliance out on the counter top of any kitchen at any given time.

## **Refrigerators**

Students may bring their own small compact size refrigerator, no larger than 4.2 cubic feet, but only one to a room in the residence halls.

## **Safety**

Items or behavior in residence halls which impose a threat to the safety of the residents are prohibited. Semester checks will be made to ensure there are no violations of health and safety codes (i.e., clean rooms, no open flames, no unsafe physical structures or electrical equipment, etc.). Storage is not permitted in interior or exterior stairwells. Building evacuation routes must remain clear at all times.

## **False Alarms**

Activating the fire alarm under false pretenses or tampering with alarm and life safety equipment is a violation of state and local law. It is viewed as disregarding the safety and rights of others. Criminal action, as well as disciplinary action, will be taken against individuals who violate this policy. Any student found tampering will be assessed a \$100 fee.

## **Tampering With Fire and Life Safety Equipment**

Tampering with, unnecessary use or misuse of, or removal of a fire extinguisher or fire alarm equipment, including smoke detectors and sprinklers, and automated external defibrillators will result in serious disciplinary action since such acts may endanger the lives and safety of others.

Tampering or damaging sprinklers are expensive. Avoid hanging objects or hitting the fire sprinklers.

## **Smoking**

Smoking is not allowed in any of the residence halls, apartments, or balconies.

## **Fire Safety**

Fire safety and prevention is of paramount importance in a residence hall living environment and the responsibility of this safety rests on each resident living in the hall. The interference with and/or the non-adherence to emergency evacuation procedures in a residence hall is prohibited; all passageways must be clear at all times. Starting a fire, pulling a fire alarm without just cause, tampering with smoke detectors or exit signs, falsely reporting an emergency to police or fire department, and the unauthorized use or damage done to emergency or safety equipment violates the Uniform Fire Code and university policy. Violations will result in university disciplinary action as well as possible criminal charges.

### **Student Housing Evacuation Procedures**

Residents are to immediately leave the building by the nearest, safest exit. Housing staff is responsible for moving all exiting residents to a safe location, normally a nearby residence hall. In addition, each hall conducts two fire drills per academic year.

Fire preparedness is a responsibility for all of us at all times. Use of the term preparedness implies knowledge of what to do in fire emergencies before the fact. Each building within the University presents its own identity in terms of what to do in the event of fire. It is important to review and understand individual plans, which may be developed for the building or area in which you work. Many buildings have specialized fire alarms and response plans.

There are basic steps to be taken in any emergency.

When the fire alarm sounds, residents are required to leave the area in alarm at once using the nearest stairwell exit.

### **In the event of a fire:**

1. Call 911 to report the fire.
2. Close your door as you leave.
3. Evacuate and stay clear of the fire.

### **Evacuation from fire areas**

1. Feel door from top to bottom. If it is hot, do not proceed.
2. If door is cool, crouch low and open door slowly. Close door quickly if heavy smoke or fire is present.
3. If visibility permits, exit via stairwells. Stay as low as possible if smoky conditions exist (crawl if necessary).
4. Never use elevators! You may become trapped.
5. If you encounter heavy smoke in a stairwell, go back and go down another set of stairs.

6. If trapped in a room, do the following:
  - a. If possible, call 911 and report your situation and location.
  - b. Wedge wet towels or clothing under the door jam to keep smoke out.
  - c. Keep a soaked towel over your head.
  - d. Stay low. Breathe fresh air near window.
  - e. Open the window and signal with a bed sheet to fire fighters. Do not reenter the building until the all clear is given.

### Education

The Office of Residential Life presents fire safety programs in each residence hall in September. Each hall has presentations on what to do in case of a fire.

Additional fire safety training is available upon request with the Environmental Health and Safety Department.

### Fire Reporting

For the purposes of including a fire in the annual fire safety report, fires should be reported to Campus Police or Residential Life.

## Fire Statistics 2015

For the purpose of fire safety reporting, a fire is “Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.”

Housing Facility	2015	2014	2013
Blakely Hall	0	0	0
Clayton A. Gay Hall	0	0	0
David C. Johnson Independence Hall	1	1	0
Green Prairie Community	0	0	0
Pine Hall	0	0	0
Spooner Hall	0	0	0
On-Campus Apartments	0	1	1

### Fire Details

#### 2015

On February 16, 2015, in David C. Johnson Independence Hall there was a small unintentional fire caused by cooking in an oven where food had previously been spilled. No injuries, deaths, or damage to property.

#### 2014

On October 25, 2014 in the Campus Apartments there was a small unintentional grease fire caused by cooking. There were no injuries, deaths, or damage to property.

On November 18, 2014 in David C. Johnson Independence Hall there was a small fire in a laundry room trash can caused by smoldering lint from a dryer. There were no injuries, deaths, or damage to property.

#### 2013

On 9/12/2013 in the Campus there was a small unintentional fire started by a cigarette on an apartment balcony. There were no injuries or deaths. There was insignificant damage to the deck of no monetary value.

## Fire Log

The Office of Residential Life maintains a log of any fires that occur in on-campus student housing facilities. This log can be accessed during normal business hours. It includes the nature, date, time and general location of the fire as well as the date the fire was reported.

This document is published to comply with Title II of the Federal Crime Awareness and Campus Security Act of 1990, now known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, and the Higher Education Opportunity Act of 2008.

For More Information

To request copies of this brochure or to request this publication in an alternative format, contact  
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or call 320-589-6000.

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