

# Campus Safety/Security Annual Report

*For the period  
Jan. 1 - Dec. 31, 2004*

**Released  
Oct. 1, 2005**



**Saint Mary's  
University**  
OF MINNESOTA

## **ALCOHOL AND DRUG POLICY AND EDUCATION**

---

Saint Mary's University of Minnesota is governed by state and federal laws relative to alcohol and other controlled substances. The unlawful possession, use, or distribution of alcohol and other drugs is strictly forbidden.

In an attempt to provide an atmosphere where students are free from coercion to drink, Saint Mary's University seeks to inform members of the community of the effects of alcohol abuse on themselves and in social groups, such as the family. For those with special needs related to chemical abuse, Saint Mary's University will provide counseling or referral services. A detailed policy statement is provided in the [Saint Mary's University Community Planner and Handbook](#).

## **SEXUAL ASSAULT**

---

Saint Mary's University will not tolerate sexual assault in any form, including nonforcible sex offenses. The university will do its best to offer safety, privacy and support to the victim/complainant of a sexual assault. Those who file a charge of sexual assault shall do so without reprisal.

As part of the larger community, Saint Mary's University abides by and supports Minnesota state and local ordinances regarding sexual conduct. Under Minnesota law, sexual activity, including sexual penetration or sexual contact carried out under coercion, with the threat of a weapon, through the threat of bodily harm, through a position of authority, or when the victim/complainant is mentally handicapped or physically helpless, constitutes criminal sexual conduct. The use of alcohol or drugs may impair the ability to consent to sexual activity.

Having a previous relationship of any nature, including sexual contact with the victim/complainant, is not an accepted defense to sexual assault. The victim/complainant does not need to produce a witness or prove that she/he resisted. The relative age of the persons involved, the victim's/complainant's fear of bodily harm to self or another, the use of or threat to use a weapon by the perpetrator or an accomplice, and the infliction of either physical or emotional anguish upon the victim/complainant, are among the criteria taken into account by the laws of the State of Minnesota.

Saint Mary's University strongly encourages individuals who have been sexually assaulted to report the assault to the university and proper legal authorities, as well as to seek out any needed support. There are several options for a victim/complainant seeking redress. A victim/complainant may or may not choose to use the disciplinary process of Saint Mary's University, or the services of the Affirmative Action Office on campus, or an external service such as the Winona Women's Resource Center, and/or civil or criminal legal processes.

**A copy of the complete Saint Mary's University Discrimination/Sexual Harassment/Sexual Assault Policy is attached to this report. In addition, detailed information regarding this issue is published in the [Saint Mary's University Community Planner and Handbook](#).**

**If you or someone you know has been sexually assaulted, telephone Campus Safety through the university switchboard and your hall director. Contact the Winona Law Enforcement Center by telephoning 9-911 or ask a staff member to call for you. Emergency care at the hospital is available for treatment of physical injury, emotional support and to gather evidence.**

## **SAFETY**

---

All members of the Saint Mary's University community are responsible for the safety of individuals and possessions. Through cooperation and respect for one another and our facilities, a safer environment can be maintained.

### **CAMPUS FACILITY ACCESS**

The campus has a 24-hour locked residence hall policy. A phone system allows visitors to call into the residence halls from outside to contact a resident before being allowed access into the building. Campus Safety staff may request identification of all individuals encountered. Lock cores in all residence halls are changed during break periods throughout the school year. Campus Safety staff "lock up" the university 365 nights a year. All administrative, athletic, classroom and residence hall areas are patrolled and checked each night on a continual basis from 9:30 p.m. until 5:30 a.m. Campus Safety re-checks all areas after they are vacated to ensure that they are properly secured. There is a phone check-in system for Campus Safety staff to call in as they make their rounds. An electronic security system has been implemented on campus to assist Campus Safety personnel. The lower entrance to campus is used for emergency situations and special events only.

### **CRIME ALERTS**

Timely warnings are posted on campus and distributed on email and voice mail by Campus Safety when there is a potential threat to the community.

### **LOCKED DOOR POLICY**

Do not prop doors open or let people into your residence hall who are not your guests. Any strangers seen wandering through your living area should be asked to leave and reported immediately to your hall staff or Campus Safety. There are phones outside each residence hall to call residents when you are visiting a hall other than the one for which you have been issued keys.

### **THEFT PROTECTION**

Lock your room or village at all times. Most theft occurs when doors are left open or unlocked. Be sure to mark your possessions and retain a record of serial numbers when available. Lock your bicycle when leaving it unattended. There has been an increase in bicycle thefts in recent years. Students are strongly encouraged to register their bicycles with Campus Safety and insure them. Car stereos are also an increasing target of thefts; keep car doors locked and windows rolled up to protect your vehicle.

### **FIRE ALARMS**

Never assume a fire alarm is false. Close doors behind you as you evacuate the building. Do not re-enter a building until given instructions to do so by the hall staff, Campus Safety and the fire department. Stand away from buildings to allow emergency vehicles into the area.

### **REGISTERED SEX OFFENDERS**

Students and employees may contact the following agency for information concerning registered sex offenders in the State of Minnesota:  
<http://info.doc.state.mn.us/publicviewer/main.asp>

## **FIREARMS AND WEAPONS POLICY**

To protect the safety of the community, guns of all types are strictly prohibited on the Saint Mary's University campus. In addition, other types of weapons, including knives and bows and arrows, are restricted from campus. The possession or use of a weapon on campus may lead to expulsion.

### **AVAILABLE SERVICES**

Campus Safety and the Student Development Office work together to develop programs for the SMU community addressing safety and crime prevention. The following educational and crime prevention programs exist on campus:

- Escort service on campus available 24 hours, daily
- Drug and alcohol awareness and counseling program (ongoing)
- Campus Safety awareness training for residence hall staff (orientation and ongoing)
- Presentations to hall residents on security issues, crime prevention and personal safety (at least once per semester and as issues arise)
- Educational presentations to entire campus community on sexual assault and alcohol and drug awareness (annually)
- Posters, newspaper announcements and other informational materials are distributed campus-wide (throughout the year and as issues arise)

## **SECURITY POLICIES**

---

### **PROCEDURES AND FACILITIES FOR REPORTING CRIMES AND INSTITUTIONAL RESPONSES**

Saint Mary's University Campus Safety staff and residence life personnel have specific procedures for incident reporting. Campus Safety maintains a daily log that records crimes by their nature, date, time, general location, and disposition of the complaint. Written reports are submitted daily to the Dean of Students for follow-up. Serious incidents and criminal offenses require immediate notification to the Vice President for Student Development, Dean of Students and, if appropriate, the Winona Police Department. All reported crimes are responded to and followed up by Campus Safety and residence life staff members. The Dean of Students investigates each incident and takes appropriate disciplinary action. The university's "Disciplinary Judicial Process" is published in the [Saint Mary's University Community Planner and Handbook](#). The university does not have a voluntary disclosure policy.

Saint Mary's University does not recognize any off-campus organizations. If criminal activity involving students occurs off-campus, law enforcement authorities typically contact the university. Disciplinary action may be taken against individuals for off-campus behavior that reflects negatively on Saint Mary's University.

Crime statistics on reported incidents are compiled, analyzed and filed in the Student Development Office. The annual security report is issued by this office. Information on crimes reported to the Winona Police Department was obtained for the 2001, 2002 and 2003 reporting periods. The university will continue to request this information on an annual basis and will include the data in our statistical report.

## WINONA CAMPUS CRIME SURVEY

In August 2000, Saint Mary's University designated Jerrie Seibert, Director of Campus Safety, as the Campus Security Survey Administrator (CSSA). The responsibility of the CSSA is to collect and submit Saint Mary's Winona campus crime statistics to the U.S. Department of Education through an Internet-based program.

### WINONA CAMPUS CRIME STATISTICS

Incidents	2004			2003			2002		
	I	II	III	I	II	III	I	II	III
Murder and non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Forcible sex offenses	0	0	0	0	1	0	0	0	0
Nonforcible sex offenses	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	1	0	0
Motor-vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Hate crimes	0	0	0	0	0	0	0	0	0
<b>Arrests</b>									
Liquor-law violations	0	0	0	1	1	0	1	0	0
Drug-law violations	0	0	0	0	0	0	0	0	0
Weapon violations	0	0	0	0	0	0	0	0	0
<b>Non-arrest campus referrals</b>									
Liquor-law violations	235	0	0	353	0	0	292	0	0
Drug-related violations	14**	0	0	2	0	0	5*	0	0
Weapons violations	0	0	0	0	0	0	0	0	0

Criminal offenses are divided into three categories by location of occurrence:

- I - Incidents occurring in residence halls on campus
- II - Incidents occurring in other buildings on campus
- III - Incidents occurring on public property adjacent to campus

\* Paraphernalia only.

\*\* This number reflects several incidents involving multiple students and more proactive intervention by Residence Life staff.

## PROCEDURE FOR REPORTING CRIMES AND EMERGENCIES

**Report any suspicious incidents to your residence hall staff or Campus Safety immediately. Criminal offenses must be reported to the Vice President for Student Development, the Dean of Students and the Director of Campus Safety.**

### FIRE SAFETY EQUIPMENT

Inform residence hall staff or Campus Safety if you encounter damage to alarms, smoke detectors, or fire extinguishers. Pranks that jeopardize the safety provided by fire prevention equipment will not be tolerated. Report individuals who abuse this equipment.

### RECKLESS DRIVERS

Report incidents of reckless driving to Campus Safety. Try to get a license plate number and description of the vehicle.

### THEFT

If you are a victim of theft on campus, report the incident as soon as possible to Campus Safety or a member of the residence hall staff. Many incidents of theft are easily resolved within the living area. Campus Safety personnel are available to assist with the filing of police reports.

### VEHICLE ACCIDENT REPORTING/VANDALISM

Call Campus Safety or residence hall staff if you witness an accident or see destructive behavior to property. Do not assume someone else will take care of the situation. If you are involved in a vehicle accident on campus, contact Campus Safety as soon as possible. A staff member will assist you in contacting the police and filing an official report, which is necessary for insurance purposes.

### RELATIONSHIP WITH LOCAL LAW ENFORCEMENT AGENCIES

There is a positive working relationship between Saint Mary's University Campus Safety personnel and the Winona City Police Department. Law enforcement officers have free access to patrol the campus and assist university staff with patrol during periods when school is not in session. Campus Safety personnel have the power to initiate citizens' arrests. Arrests for assaults must be initiated by the victim. Alcohol and drug violations are reported to the Dean of Students for disciplinary action. A continual pattern of drug violations by the same student may be reported to the police.

## EMERGENCY ASSISTANCE

### MEDICAL EMERGENCY

The following steps are to be taken in the event of a medical emergency on campus. These steps will ensure quick medical response, if necessary, and immediate information flow.

1. Attend to the medical need of the situation first. If a condition requires serious medical attention or is life-threatening, dial 9-911 to inform them of the situation, and then the SMU switchboard (0) to inform them of the situation. If you are unable to determine the seriousness of the situation, call 9-911 first. After that call, notify the switchboard (0).
2. If the situation is not serious or life-threatening, but medical attention is required, call the switchboard (0).

During evening hours, Campus Safety will come to your building and make a decision to transport the person to the hospital, call an ambulance, or recommend other action.

Daytime emergencies will be directed to the appropriate administrator through the switchboard.

**OTHER EMERGENCIES**

For assistance with non-medical concerns the following offices or individuals may be contacted if you are unable to reach your resident assistant or hall director:

<u>Contact</u>	<u>Phone Number</u>
Campus Safety . . . . .	.Ext. 1703 or dial 0
Vice President for Student Development . . . . .	.Ext. 1640
Dean of Students . . . . .	.Ext. 1640
Director of Residence Life . . . . .	.Ext. 1409
Health Services . . . . .	.Ext. 1492
Counseling Services . . . . .	.Ext. 1773
Campus Ministry . . . . .	.Ext. 1643

**In the event that you are unable to reach one of the individuals listed, dial the switchboard (0) for assistance.**



**WINONA CAMPUS**

700 Terrace Heights  
Winona, MN 55987

•  
507-452-4430  
[www.smumn.edu](http://www.smumn.edu)