# Table of Contents

## Contents

Annual Security and Fire Safety Report Information .......................................................................................................................... 4

The Department of Public Safety ............................................................................................................................................................. 4
- Crime Prevention and Safety Programming ................................................................. 4
- Reporting an Emergency or Crime on Campus ........................................................ 5
- On line Report .............................................................................................................. 6
- Voluntary, Confidential Reporting ........................................................................... 6
- Making a Report to a Campus Security Authority (CSA) ........................................ 6
- Counselors’ Confidential Reporting ......................................................................... 7
- Timely Warning Notification ..................................................................................... 7
- Monitoring Off-Campus Activities ............................................................................ 7

University of Minnesota Crookston Campus ........................................................................................................................................ 8
- Buildings and Grounds ............................................................................................... 8
- Residence Halls .......................................................................................................... 8
- Security Considerations in the Maintenance of Campus Facilities ......................... 8

Emergency Notification ....................................................................................................... 9
- TXT-U Emergency Notification .................................................................................. 9
- Tone Alert Radio .......................................................................................................... 9
- Emergency Tone & Audio Siren ................................................................................. 9
- UMC E-mail Messages ............................................................................................... 10
- Digital Signage .......................................................................................................... 10
- Voice Message on Campus Switchboard .................................................................. 10
- KROX Radio .............................................................................................................. 10
- Emergency Response and Testing ........................................................................... 10

Services and Resources ...................................................................................................... 10
- Escort Service ............................................................................................................ 10
- Employee Assistance Program ................................................................................ 10
- Student Mental Health .............................................................................................. 11
- Drug and Alcohol Policy ......................................................................................... 11
- Predatory/Sexual Offenders ..................................................................................... 11
- Release disciplinary outcome to victims of crimes of violence or non-forcible sex offenses ................................................................ 11
- Victims Rights and Resources ................................................................................ 11

University of Minnesota Policy ............................................................................................. 12
- Policy Statement on Sexual Assault, Stalking, and Relationship Violence ............. 12
- Minnesota State Law Definitions ............................................................................. 12
- VAWA Crime Definitions ......................................................................................... 14
Annual Security and Fire Safety Report Information


This report is part of the University of Minnesota Crookston’s compliance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” (informally known as the “Clery Act”).

This report is published annually by the University and made available to all current and prospective students, staff, and faculty. Statistics are compiled by University Security Services in conjunction with the Crookston Police Department, other applicable law enforcement agencies with jurisdiction over University of Minnesota Crookston property and a wide range of University personnel called Campus Security Authorities.

Crime Statistics reported in this document reflect specific crimes which were reported to University of Minnesota Crookston Campus Security Authorities which occurred in specific geographic locations established by federal law.

The crime statistics disclosed in this report reflect reports of crime and not criminal charges or criminal convictions.

The Department of Public Safety

Law Enforcement Authority and Jurisdiction

The University of Minnesota Security Services serves the Crookston campus and is responsible for providing public safety services to all property owned by the University at the Crookston campus. The department seeks to maintain a staff of 1 director, and 3 full-time security officers who provide services in proactive patrol, crime prevention and investigation, law enforcement, and emergency response. Officers within University Security Services Department are not licensed or sworn peace officers and do not have arrest powers. Officers are authorized to make a citizen’s arrest when appropriate.

The department patrols the University community by squad care and foot. In addition to patrol operations, the department investigates crimes and provides directed crime prevention and other support to the University.

Working Relationship with local law enforcement

University Security Services works closely with the Crookston Police Department and other applicable local, state and federal law enforcement agencies in providing security and law enforcement services to the University of Minnesota Crookston campus. University Security Services does not currently have a memorandum of understanding (MOU) in place with any law enforcement agency for the investigation of alleged criminal offenses, but is in the process of establishing an MOU with the Crookston Police Department.

Student Security Guards

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

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

Crime Prevention and Safety Programming

The University of Minnesota Crookston encourages students and employees to be responsible for their own security and safety and the security and safety of others.

Each fall, during the first floor meeting, students residing in University housing will discuss safety and security related policies and procedures as well as discuss crime prevention techniques which are geared toward the needs of students living on campus.
University Security Services will periodically send out informational emails in order to remind members of the campus
community of valuable crime prevention tips.

University of Minnesota Crookston regularly provides bystander intervention training focused on educating the campus
community of safe and positive options of bystander intervention.

The counseling department regularly provides alcohol and drug abuse prevention programming throughout the course of the
academic year.

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

- Report any suspicious persons or activities to the Security Services Department, Centennial Hall 1110, 218-281-8531.
- Do not leave valuables unattended or unsecure.
- Do not prop open entrances to buildings.
- Lock your work and living areas every time you leave.
- Report any maintenance problems to Facilities Management.
- Use the escort service rather than walk alone at night.
- Be mindful of your surroundings.
- Report lost keys immediately.

**Reporting an Emergency or Crime on Campus**

The University of Minnesota encourages accurate and prompt reporting of all crimes to the University Security Services
Department and appropriate local law enforcement agencies, when the victim of a crime elects to, or is unable to, make such a
report.

Being aware of crimes equips University Security Services with information which helps identify and track patterns of crime
and enables the distribution of pertinent information to the community which may help prevent the occurrence of similar
crimes. As such it is important that University Security Services has accurate and prompt notification of all crimes occurring
which impact the University community.

Campus phones are available for emergency, medical, and service-related calls. The campus telephones are located outside
and housed in yellow boxes. The campus also features several easily recognized blue-light 911 phones, which will connect the
caller directly to a 911 dispatcher when activated.

**Reporting a Crime**

Reports of crime can be made to University Security Services located at Centennial Hall 1110 or by calling 218-281-8531.

**Reporting an Emergency**

Dial 9-1-1.

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

Be prepared to give the following information:

- Type of emergency
- Your name
- Your location and location of the emergency (if different)
- Yourphonenumumber
- If applicable (e.g., after a crime), a description of individuals (gender, clothes description, height, weight, hair color)
- If applicable (e.g., after a car accident), a description of vehicles (color, make, model, license plate number)
It is important to wait on the line until the dispatcher tells you to hang up.

The dispatcher will immediately send the appropriate help to respond to the reported emergency situation

**On Line Reports**

Individuals reporting crimes are encouraged to interact directly with University Security Services, however some individuals may find it more convenient to report online.

To submit an online report, go to: [https://publicdocs.maxient.com/reportingform.php?UnivofMN_Crookston&layout_id=2](https://publicdocs.maxient.com/reportingform.php?UnivofMN_Crookston&layout_id=2)

You are not required to provide your name. You can choose to remain anonymous.

**Voluntary, Confidential Reporting**

If you are the victim of a crime and do not want to pursue action through the University and/or the criminal justice system, you may still want to consider making a confidential report to a campus security authority. Campus Security Authorities will guide you through the steps of making a confidential report, you will have the option to include your contact information, or elect to make the report without providing this information. Campus Security Authorities can also explain the different options available if you decide to pursue action through the University and/or the criminal justice system.

The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others.

With such information, the University of Minnesota can keep an accurate record of the number of incidents occurring on campus; determine crime patterns, and alert the campus community to potential danger.

**Making a Report to a Campus Security Authority (CSA)**

The University of Minnesota Crookston encourages all reports of crime to be made to University Security Services or local police, however crimes may also be reported to individuals on campus who have been identified as Campus Security Authorities.

Campus Security Authorities at the University of Minnesota Crookston include but are not limited to: the vice chancellor for academic and student affairs, associate vice chancellor for student affairs, advisers to student groups, residential life, athletic department, and health services staff.

Campus Security Authorities have been trained to act as a resource for anyone who wishes to report the occurrence of a crime, but who do not want to make a report to the police or are unsure if they want to make a report to the police. Campus Security Authorities can accept confidential reports of crime. While there are many Campus Security Authorities on campus, the University of Minnesota Crookston prefers reports be made to the following CSAs:

- **Associate Vice Chancellor** - Lisa Samuelson  
  145-J Sargeant Student Center  
  218-281-8507 - samuel026@umn.edu

- **Student Conduct Coordinator** - Jeff Knack  
  218-281-8536 - knack019@umn.edu

- **Director of Residential Life & Security Services** - Gary Willhite  
  1110 Centennial Hall  
  218-281-8530 - gwillhit@crk.umn.edu
Counselors’ Confidential Reporting

Campus pastoral counselors and campus professional counselors, when acting as such, are not considered to be campus security authorities and are not required to report crimes for inclusion into the annual disclosure of crime statistics.

Counselors in the University of Minnesota Crookston Career Development and Counseling Department are encouraged, if and when they deem it appropriate, to inform the persons they are counseling of procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

The Clery Act defines Counselors as:

Pastoral Counselor: An employee of an institution, who is associated with a religious order or denomination and is recognized by that denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor: 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 his or her license or certification.

Timely Warning Notification

The University of Minnesota Security Services Department issues timely warning notifications to the campus community for crimes which have been reported to Security Services occurring within the University’s Clery Geography and are determined to represent a serious or ongoing threat. Reported crimes are analyzed on a case-by-case basis for the need to issue a timely warning notice. The alerts are intended to provide timely and pertinent information which may aid in the prevention of similar crimes.

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

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

Timely Warning notices will be distributed to all students and employees via institutional email.

While there is no specific agreement between UMC and local law enforcement agencies, UMC has a close relationship with local law enforcement agencies who routinely inform UMC if there has been a crime which may warrant a timely warning notification.

Monitoring Off-Campus Activities

The UMC works cooperatively with the Crookston Police Department and other area law enforcement agencies to share information about criminal activity that occurs off-campus, but may affect members of the UMC community. UMC does not have any non campus property associated with officially recognized student organizations.
University of Minnesota Crookston Campus

Buildings and Grounds

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

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

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

Residence Halls

Safety in the residence halls is of great importance. The University of Minnesota Crookston has two traditional halls and three apartment-style living facilities. All residence halls are fob/card access. Guests and visitors may access residence hall living areas only when escorted by a resident of that hall.

The information desk in Centennial Hall is staffed 8 a.m. - Midnight, Monday through Friday by office assistants during the academic year. In addition, there are security cameras in the lobbies and residential access points as well in other remote areas of the buildings.

Each hall has a community advisor on duty each night. Security guards are on site and do rounds of the building between 8 p.m. and 7 a.m. Security guards, and on-duty community advisors work together to ensure that safety and security needs are met during the evening and night hours.

Security Considerations in the Maintenance of Campus Facilities

Security Services routinely inspects exterior lighting, campus telephones, and building security hardware included doors, locking mechanisms, and electronic security devices. Anyone who is aware of a building or facility issue should encourage facilities and operations immediately to ensure that the issue is addressed promptly. Facilities and Operations is located at 2 Kiser Building and can be reached by phone at 218-281-8483.
Emergency Notification

In the event of a confirmed significant emergency or dangerous situation that poses an immediate threat to the health and safety of members of the University of Minnesota, Crookston, community, the University has in place, several methods for communicating information quickly. The situation will dictate which of the following notification methods are used. These include TXT-U, Tone Alert Radios, the U’s home page at www.umn.edu, on-the-ground public safety personnel, and information in the media.

Upon confirmation of an emergency, the University of Minnesota Crookston will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system. Prior to issuing an alert, the Security Services will confirm an emergency via dispatched officers, notifications from the National Weather Service or other emergency professionals on the scene.

Based on this information Security Services will inform the Vice Chancellor or Director of Communications in order to activate the applicable notification systems and determine if a campus wide or target notification is appropriate. A notification may be delayed if issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The following individuals are authorized to initiate Emergency notifications communications, Vice Chancellor Peter Phaiah and the Director of Communications.

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

The University has adopted the National Incident Management System as its standard for responding to incidents (http://policy.umn.edu/Policies/Operations/Safety/NIMS.html). UMC Security Officers and supervisors, along with 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 Security Services. Depending on the incident, other University departments or other local or federal agencies could be involved in responding.

While there is no specific agreement between UMC and local law enforcement agencies, UMC has a close relationship with local law enforcement agencies who routinely inform UMC if there has been an incident which may require an emergency response.

TXT-U Emergency Notification

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

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

TXT-U will be used infrequently and specifically for real emergency situations.

To register for TXT-U, go to www.umn.edu/prepared/txtu.

Tone Alert Radio

A tone alert radio is a radio that is programmed to receive emergency broadcasts directly from the Public Safety Emergency Communications Center (PSECC). 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.

Emergency Tone & Audio Siren

This exterior siren (high pitch tone alert) and Digital Voice Message or Live Message is used to notify the campus community of an impending emergency. The campus community should seek more details from the above sources and/or University officials providing additional information.
UMC E-mail Messages
This electronic means of communication will be sent to campus Official (students and employees) and Faculty/Staff distribution lists. Initial notification as well as follow-up messages will be sent regarding any emergency situation or official University communications.

Digital Signage
(EGG & SSC with 8 new locations) - UMC has installed LCD monitors throughout high traffic areas within buildings and dining services to help communicate campus programs and activities. This system will also be utilized to pass along details of any current health or safety/emergency issues.

Voice Message on Campus Switchboard
A tone alert radio is a radio that is programmed to receive emergency broadcasts directly from the Public Safety Emergency Communications Center (PSECC). 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.

KROX Radio
This local radio station (AM 1260) works collaboratively with UMC to help notify the University and community of local conditions.

Emergency Response and Testing
Security Services in cooperation with the Department of Emergency Management participates in several exercises throughout the year to prepare for emergencies occurring at the Crookston campus. At least once a year, DEM will conduct an exercise to test the emergency response and evacuation procedures of the Crookston campus. The University community will be notified of this exercise, and the notification will summarize the emergency response and evacuation procedures and indicate where procedures can be found.

Services and Resources

Escort Service
The University provides a free walking escort service during evening hours (from and to University locations) to all student, staff, faculty, and visitors. Clients are met by a uniformed security officer. The escort service phone number is 218-281-8531 or 218-289-0565. Be prepared to give your first name, location at which to be met, and destination.

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

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

For more information, go to www.umn.edu/ohr/wellness/eap.
Student Mental Health
The University offers resources to assist students in their well-being. Contact Counseling Department at 218-281-8586 or 8585.

Drug and Alcohol Policy
Federal laws require the University to carry out a program to prevent the unlawful possession, use, or distribution of illegal drugs and abuse of alcohol by its students and employees and to enforce applicable state and federal laws prohibiting underage drinking and the possession, use, and sale of illegal drugs. The University prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs by students and employees on all of its campuses and facilities, or as part of University-sponsored activities. It also prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in the workplace. The University’s Drug-Free Workplace information can be found at: http://policy.umn.edu/operations/drugfree

UMCs Alcohol, Tobacco and Other Drugs (ATOD) Program is an educational program tasked with educating students about the potential negative consequences of drug and alcohol use and/or abuse. The ATOD Program offers counseling, peer support groups, and other resources.

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

State and federal law requires Security Services to advise the University community of the release or residence of such predatory offenders in our community. The use of this information to threaten, harass, or intimidate such individuals may be a crime and will not be tolerated.

Release disciplinary outcome to victims of crimes of violence or non-forcible sex offenses
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 of the offense, the next of kin of the victim is permitted to make the request.

Victim’s Rights and Resources
- You have the right to apply for financial help for losses resulting from a violent crime. This assistance does not cover property losses. For an application and information, call Financial Help, 651-201-7300 or 1-888-622 8799 (TTY 651-205-4827). If you feel your rights as a victim have been violated, call the Minnesota Crime Victim Justice Unit at 651-201-7310 or 1-800-247-0390.
- You have the right to request that the law enforcement agency withhold public access to data revealing your identity. The law enforcement agency will decide if this is possible.
- You have the right, if an offender is charged, to be informed of and participate in the prosecution process, including the right to request restitution (money court ordered from the offender and paid to the victim).
University of Minnesota Policy

Policy Statement on Sexual Assault, Stalking, and Relationship Violence

As a university and as a community we strive to ensure the safety and respect the dignity of each student, staff, and faculty member. Sexual assault, dating violence, domestic violence, and stalking are prohibited at the University. Sexual assault and relationship violence, including threats of sexual assault and related relationship violence, are attacks not only on a person’s body, but also on the person’s dignity, and are not tolerated. To foster a community free from sexual assault and relationship violence, the University provides reporting options for responding, including the police department; victim/survivor assistance; internal mechanisms for discipline and dispute resolution; prevention training; and other related services.

Board of Regents Policy on Sexual Harassment and the Student Code of Conduct prohibits conduct covered by this administrative policy. Further, this policy implements the Regents’ policy in part and establishes procedures for responding to incidents involving sexual assault, dating violence, domestic violence, and stalking.

The commitment of the entire University community to this policy contributes to our goal of creating a campus free from sexual assault and from other violence that may occur within a personal, intimate relationship.

Minnesota State Law Definitions

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:
  - There is physical force, threats, intimidation or coercion.
  - There is incapacitation due to the influence of drugs or alcohol.
  - There is the inability to communicate because of a physical or mental condition
  - An individual is asleep, unconscious or involuntarily physically restrained.
  - An individual is unable to understand the nature or extent of the sexual situation because of mental or physical incapacitation or impairment.
  - 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/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.

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; (iv) 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 (v) 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 sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

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

Stalking

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.

Education and Prevention Programs

The University 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.

The University has developed and selected several programs for incoming students and employees as well as ongoing educational campaigns. The University continues to improve and research new programs to comply with the changes required by the Violence against Women Act Amendments to the Clery Act.
Proactive Bystander Strategies
In order to be a proactive bystander who helps prevent cases of sexual harassment or sexual violence, you can...
• Work to create an environment where sexual violence is unacceptable
• Treat people with respect
• Speak up when you hear people making statements that blame victims
• Talk openly with friends about the issues and how to confront them
• Encourage friends to trust their instincts in order to stay safe
• Be a knowledgeable resource for survivors
• Don’t laugh at sexist jokes or comments
• Look out for friends at parties and bars
• Educate yourself and your friends
• Use campus resources
• Attend an awareness event

Reactive Bystander Strategies
In order to be a reactive bystander who positively intervenes in instances of sexual harassment or sexual violence, you can...
• Get campus police or other authorities involved
• Create a distraction
• Get help
• Ask someone in a potentially dangerous situation if he/she is okay and/or wants to leave
• Make sure he/she gets home safely
• Intervene if you hear someone “targeting” another person
• Separate someone too intoxicated to consent from a potential perpetrator
• Say or do something (9)
Risk Reduction

These are tips that can provide you with low risk options for safeguarding your life against a predator. Don’t look at them as iron-clad rules. If a particular tip conflicts with things you need or want to do, try to find other options to protect yourself in that situation.

The victim is never to blame for a crime committed against them. Predators and perpetrators must be held accountable for their own choices and actions.

ON THE STREET

Predators identify targets.
Cross the street if you see anything on your side that makes you nervous.
Walk on well-illuminated streets; avoid doorways, shrubbery, dark areas near buildings and other places where an attacker might hide.
To get off the street, use public transportation – sit near the driver.

Predators use isolation as a weapon.
If possible use the buddy-system: walk with a friend/s.
If you have taken a ride in a cab or from a friend, ask the driver to wait until you are safely inside your house before leaving.
Avoid deserted laundromats or apartment building laundry rooms.

Predators identify vulnerabilities in targets.
Be alert in crowded buses, streets, malls, etc.; pick-pockets work best in these environments. It is safer to carry money or wallets in an inside or front pocket.
Be cautious about revealing cash or credit cards.
Purses and book bags are safest carried close to the body with flaps, zippers, or clasps closed turned toward the body. Keep your hand on your purse or bag. Don’t set it on the floor or counter in restaurants, restrooms, or theaters, or leave it in your grocery cart while shopping.

IN YOUR CAR

Predators know when and where people may be vulnerable or isolated.
Keep car doors locked and windows rolled up most of the way.
Avoid traveling at night if you are having car trouble or are low on gas.
Park your car in well-lighted places and lock all doors.
Check the back seat and floors before you get into your car to be sure no one is hiding inside.
Keep car keys in hand when approaching your vehicle so that you may enter it with ease.
If security or an escort is available, have them walk you to your car.
If possible, carry a cellular phone, and keep it charged.

Predators take advantage of people’s good will and trust.
If you must leave car keys with garage or parking lot attendants, leave a ring with only your car keys, not house keys, which can be easily duplicated.
Don’t pick up hitchhikers.

Predators are brazen.
If someone tries to break into your car while you are in it, honk the horn in repeated short blasts.
If you are being followed, don’t go home. Drive to the nearest police station, fire station, hospital emergency room, or an open gas station or convenience store – any safe place with people visibly present.
IN YOUR HOME
Predators know when and where people may be vulnerable. It is safer using a first initial and last name on mailboxes and in phone directories. Be cautious around elevators. Don’t get on if you are feeling uncomfortable or unsafe. Get off if a fellow passenger seems odd or threatening.

Predators may take advantage of people’s trust and may display warmth and concern. Change old locks when you move to a new residence. Make sure your doors have dead bolts, security chains, and peepholes. Use them. Always check identification when repair people, salespeople, police, or meter readers come to your home. Don’t hesitate to call and check their identification and refuse admittance if you do not feel comfortable letting them into your home. Instruct children and babysitters not to give out information about who is home. Predators are brazen and resourceful planners.

If you suspect your home has been broken into, don’t go inside. Go to a neighbor and call the police. Lock your doors and windows, draw shades/blinds at night, and leave a light on implying that someone is home. Lock the doors to your home or apartment when you are in the yard; take a portable telephone outside with you. Don’t hide spare keys outdoors. They are too easy to find. Don’t hesitate to call 911 if you suspect someone is outside your home or apartment.

REMEMBER! It’s the perpetrator, not the victim, who is to blame for the crime(s) they choose to commit!

If you have been the victim of dating violence, domestic violence, sexual assault or stalking
Professionals at various universities suggest that students who have been sexually assaulted...

• Get to a place where you feel safe
• Seek a friend you can trust
• Don’t shower, bathe any part of your body, douche, urinate, defecate, use medications or brush your teeth, if possible
• Stay in the clothes you are wearing or, if you’ve already changed, bring clothes, sheets and anything that was in contact with you during the assault in a paper bag (not plastic) or wrapped in a clean sheet — don’t clean or straighten the area
• Don’t touch anything the accused may have touched or left behind — this physical evidence can help if a criminal charge is pursued
• Get medical help to check for internal injuries you might not be aware of, treat external injuries, be treated for certain STDs, and get information about HIV/AIDS and pregnancy prevention
• Consider having a rape kit done at the hospital — even if you don’t think you want to press charges, having a rape kit allows you to have evidence collected should you change your mind later
• Seek counseling support
• Consider your legal options and ask questions for clarification
Procedures for Reporting a Complaint of Sexual Assault, Dating Violence, Domestic Violence, or Stalking

Filing a report with Police

Victim/survivors of domestic violence, dating violence, sexual assault, or stalking are encouraged to file a report with University Security Services or the Crookston Police Department.

In an emergency Crookston Police can be reached 911, in non-emergency situations Crookston Police can be reached by calling 218-281-3111, or in person at 321 West Robert Street Crookston, MN 56716.

Although the University strongly encourages all members of its community to report allegations of sexual assault, dating violence, domestic violence and stalking to law enforcement it is the choice of the victim/survivor to file a report with law enforcement. Victims have the right to decline involvement with the police.

Filing a report with Security Services

University Security Services can be reached by calling 218-281-8530 or at in person at 1100 Centennial Hall.

University Security Services will assist any victim/survivor with notifying local police where appropriate upon the request of the victim/survivor.

Filing a report with the University of Minnesota

Victim/survivors of domestic violence, dating violence, sexual assault, or stalking who are interested in pursuing action through the University should report the incident promptly to the Title IX coordinator, Lisa Samuelson, 145-J Sargeant Student Center, 218-281-8507.

Making a report to the Title IX Coordinator will initiate an investigation by the University of Minnesota as well as the institutional disciplinary process. The Title IX Coordinator can offer resources and assistance in contacting the appropriate law enforcement agency, if the reporting party chooses to report to the police.

Upon contacting the Title IX Coordinator, reporting parties will be given written notice of the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services on campus and in the community, regardless of where the incident occurred.

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

(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.)
Preservation of Evidence

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. Timely reporting and a medical examination within 168 hours (7 days) is critical in preserving evidence of sexual assault and enhances the effectiveness of an investigation.

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents. These documents can be helpful in proving the alleged crime occurred and are helpful in obtaining court orders for protection.

While timely reporting aids the University of Minnesota in responding to crimes of sexual assault, dating violence, domestic violence, and stalking an individual can report an incident at any time.

Complainant Rights

You or a friend are called a “complainant” when you come forward to let us know of a personal instance of sexual harassment/sexual violence.

If you want to learn more about your rights or federal law related to Title IX, you can contact the U.S. Department of Education, Office for Civil Rights, at ocr@ed.gov or (800) 421-3481. You can also fill out a complaint form online through the Department of Education www2sed.gov/about/offices/list/ocr/complaintintro.html.

In order to eliminate a hostile environment, prevent the recurrence of a sexual violence, dating violence, domestic violence or stalking incident and address its effects, you as a complainant are entitled to remedies that include, but are not limited to, the following...

• The assurance that you and the alleged perpetrator will not attend the same classes
• Alternate housing arrangements in a different residence hall, house or apartment
• The availability of counseling services
• Access to sexual assault response team advocates
• The availability of medical services
• Academic support services, such as tutoring
• Arranging for you to re-take a course or withdraw from a class without penalty, including ensuring that any changes don’t adversely affect your academic record
• The review of any disciplinary action taken against you (such as if you skipped a class because the alleged perpetrator was enrolled and you wanted to avoid contact) to see if there is a connection between the harassment and the misconduct that may have resulted in you being disciplined
• The knowledge that you can file a complaint with local law enforcement at any time and that you have the option to be assisted by campus personnel in notifying such authorities

You also have the right...

• To present your case, which includes the right to adequate, reliable and impartial investigation of complaints; the right to have an equal opportunity to present witnesses and other evidence; and the right to the same appeal process, for both parties
• To be notified of the time frame within which your school will conduct a full investigation of the complaint, the parties will be notified of the outcome of the complaint and the parties may file an appeal, if applicable
• To have your complaint decided using a preponderance of the evidence standard (i.e. it’s more likely than not that sexual harassment or violence occurred)
• To be notified in writing of the outcome of the complaint
  You’re entitled to information about the sanction imposed on the perpetrator when the sanction directly relates to you
  The school can’t require you to abide by a non-disclosure agreement, in writing or otherwise, because
  the Clery Act requires that both parties be informed of the outcome, including sanction information, of any institutional
  proceeding alleging a sex offense
• To know that you can end the informal process at any time and begin the formal stage of the complaint process. (6)
  Protective interim steps may be taken to protect the complainant before the final outcome of the investigation is reached.
  You don’t have to wait!

You have the option to avoid contact with the alleged perpetrator. We’ll talk with you about this right away.

**On- and Off-Campus Contacts:**
If you experience sexual harassment, gender discrimination or sexual violence, we encourage you to reach out right away —
we are here to help.

Contacts:
• Title IX Coordinator, Lisa Samuelson, 218-281-8507 or samue026@umn.edu
• Director of Residential Life & Campus Security, Gary Willhite, 218-281-8530 or gwillhit@umn.edu
• Security Department (218-281-8531 or 218-289-0565).
• UMC Counseling Center (245 Sargeant Student Center) staff to assist students are Tim Menard, Director of Counseling
  Services (218-281-8571, menar021@umn.edu)
• Campus Nurse, Stacey Grunewald, (145F Sargeant Student Center, 218-281-8512, sgrunewa@umn.edu)
• Polk County Coordinated Victim Services- (Domestic Violence & Sexual Assault) at 877-625-8092, 24 hr. crisis or
  218-281-1554.
• Sexual Assault Nurse Examiner (SANE) service sponsored by Family Advocacy Center of Northern Minnesota. This
  service is available 24 hours a day at RiverView’s Emergency Department and the nurse at the desk will page the
  appropriate SANE nurse on call or patients can call RiverView Health at 218-281 9200. For more information on
  RiverView’s SANE Program, contact April Grunhovd at 218-281-9482 or Aria Trudeau at 218-333-6156.
• The National Domestic Violence Hotline is 1-800-799-7233 or 1-800-787-3224 (TTY)
• The Sexual Violence Center is a free and confidential off-campus resource available (612) 871-5111.
• Additional Assistance- UMC Students can also seek help from some of the University’s resources on the Twin Cities
  campus. If you would like assistance in notifying the proper law enforcement and/or campus authorities, you may call The
  Aurora Center at (612) 626-2929 or their Helpline at (612) 626-9111. The Helpline is available 24 hours a day, 7 days a week.
  The Aurora Center also provides crisis counseling and options or assistance with other needs you may have. Their website
  is www.umn.edu/aurora. You may also seek counseling with University Counseling & Consulting Services at (612) 624
  3323 or Boynton Mental Health at (612) 624-1444.
The Discipline Process

Alleged violations of the student conduct code are matters of concern to the University. Allegations of individual or group misconduct may be reported by Security Services, University departments, individual students, faculty/staff, or campus guests. Allegations of conduct code violations are forwarded to the Associate Vice Chancellor for Student Affairs 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.

The Associate Vice Chancellor has been entrusted with the responsibility of upholding the University of Minnesota Board of Regents Student Conduct Code (umn.edu/regents/policies/academic/Student_Conduct_Code.html) and administering the student discipline procedures.

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. This process will include timely notice of meetings at which the reporting party, accused party or both may be present and also provides each party with timely and equal access to any information that will be used during informal and formal disciplinary meetings and hearings. The University’s investigative and disciplinary process is conducted by officials who do not have a conflict of interest or bias for or against the reporting or accused parties and who receive annual training on: (1) sexual misconduct issues; and (2) techniques for protecting victim safety and promoting accountability in the investigative and hearing process.

For cases involving allegations of sexual assault, dating violence, domestic violence and stalking, the University of Minnesota disciplinary process will:

- 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 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;
- provide simultaneous written notice of the procedure for the accused student and the reporting party to appeal the results of the disciplinary proceeding;
- provide simultaneous written notice to both parties of any change to the results prior to the time the results become final; and
- provide simultaneous written notice to both parties advising when the results become final.

The investigative/disciplinary process used is determined based upon the status of the accused individual, there is separate process for accused students and accused employees.

Students

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

The University of Minnesota Crookston 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. Hearings regarding allegations of sexual assault, dating violence, domestic violence and stalking will be heard by the Student Conduct Committee (SCC).
The University of Minnesota Crookston 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 before the Student Conduct Committee (SCC)
• provide the opportunity for one campus-wide appeal of a finding of violation of the Code;
• Utilize a preponderance of the evidence (i.e., more likely than not) standard of proof

This summary describes the University’s general investigative and disciplinary process for cases involving sexual assault, dating violence, domestic violence, and stalking.

• The University of Minnesota Crookston’s Title IX Investigator will thoroughly investigate reports of sexual assault, dating violence, domestic violence and stalking as a neutral party. This person is trained annually on issues relating to investigating cases of sexual assault, dating violence, domestic violence and stalking will thoroughly investigate each report.
• The Title IX Investigator will first interview the reporting party to gather as much information as possible about the incident.
• The Title IX Investigator will then interview relevant witnesses including those identified by the reporting party.
• The Title IX Investigator will notify the accused student in writing about the complaint, available resources and how to schedule an interview to discuss the alleged violations.
• The Title IX Investigator will thoroughly explain the process to both parties during their respective meetings.
• The Title IX Investigator will interview the accused student and relevant witnesses identified by the accused student.
• It may be necessary to meet with the reporting party and/or accused student a second time to ask any additional questions which arose during the investigation process.
• Title IX Investigator will collect additional information such as copies of text messages, email correspondence, VM recordings, medical reports, video recordings from surveillance cameras when available, and any other relevant evidence.
• In the informal resolution process, Title IX Investigator will determine whether it is more likely than not that any of the University’s policies related sexual assault, dating violence, domestic violence and stalking have been violated. This is also known as a preponderance of the evidence standard.
• The Title IX Investigator aims to complete sexual misconduct investigations within 60 days.
• The Title IX Investigator will inform both parties in writing of the following: (1) the outcome of the investigation; and (2) a proposed resolution. If both parties agree to the outcome and proposed resolution, the University’s investigative process ends.
• Either party may disagree with the Title IX Investigator’s investigative outcome and/or the proposed resolution and may opt to initiate the University’s formal resolution process. In this formal process, the parties are afforded a hearing before a panel drawn from the Student Conduct Committee (SCC). The parties have five days to request a formal hearing.
• The SCC will convene a hearing within 30 days of notification.
• Either party may appeal the hearing panel’s decision. Both the reporting and accused parties may bring an advisor, advocate or support person to their any associated disciplinary meeting.
Please note that the University prohibits retaliation. Retaliatory conduct includes any form of intimidation, reprisal or harassment against individuals for reporting or otherwise participating in a University investigation of sexual assault, sexual harassment, stalking, relationship violence or retaliation.

**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

Possible sanctions:

- Academic sanction
- Warning
- Probation
- Required compliance
- Confiscation
- Restitution
- Restriction of privileges
- University housing suspension
- University housing expulsion
- Suspension
- Expulsion
- Withholding of diploma or degree
- Revocation of admission or degree

**Employee**

The Title IX Coordinator will notify the University of Minnesota Crookston’s Director of Human Resources so the case can be referred to the University’s Office of Equal Opportunity and Affirmative Action (EOAA) for a prompt investigation of any incidents of sexual assault, dating violence, domestic violence and stalking where the accused party is an employee. The EOAA will make recommendations for responsive actions based on their investigation. A preponderance of the evidence standard will be used in determining violations of policy.

The EOAA’s investigative processes 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 reporting party and the accused employee will be allowed to have a non-participating/non-witness support person present for interviews. The reporting party will not be required to mediate directly with the accused employee.

There is no formal hearing process available to employees, but employees may submit a written response to the outcome of any investigation for consideration and can request a review of the investigation process by the Associate Vice President for Equity and Diversity. Sanctions range from discipline to termination.

The EOAA will inform both parties of the outcome.

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://policy.umn.edu/hr/sexualharassment) in order to remedy any hostile environment.

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the University’s ability to respond to the complaint may be limited. The University will consider such requests for confidentiality in the context of its responsibility to provide a safe and non-discriminatory working and learning environment.
Policies & Disciplinary Procedures: Our Promise to You

- The University will investigate Title IX complaints in a prompt, fair and impartial manner
- We’ll take steps to prevent the recurrence of any harassment and to correct its discriminatory effects on the complainant and others, if appropriate
- Both parties can present witnesses and other evidence
- Mediation will not be used to resolve sexual assault complaints
- The time frame for a grievance investigation will typically take up to 60 days, unless its particularly complicated
- Both parties will be notified of the outcome of the complaint

Title IX Complaints & Criminal Investigations

If a case of alleged sexual harassment or sexual violence occurs, our school will promptly and equitably investigate under Title IX to determine what occurred. We’ll also take appropriate steps to resolve the situation. A campus Title IX investigation is different from any law enforcement investigation. You can tell a university employee about a Title IX complaint and use our campus grievance process. In addition, if you choose, you can file a report with the Crookston Police Department (218-281-3111 for non-emergencies). We can provide assistance, as needed. Our Title IX Coordinator and other supporters can help you decide the best course of action for you by describing our grievance procedures. Please ask!

Our Title IX Coordinator

Our campus Title IX Coordinator is available to you and responsible for...
- Overseeing all Title IX complaints and investigations to provide prompt, fair and equitable resolutions
- Identifying and addressing any patterns or systemic problems that arise
- Being available to meet with students, provide support and answer questions
- Working with other U of M System campus officials
- Coordinating training, education and communication pertaining to Title IX
- Not having other job responsibilities which may create a conflict of interest
- Being available to assist school law enforcement employees regarding how to respond appropriately to reports of sexual violence
- Ensuring that our institution carries out its Title IX responsibilities

Confidentiality Concerns

When it comes to confidentiality, we’ll be up front with you.

- We’ll take all reasonable steps to investigate and respond in a manner consistent with a student’s confidentiality request. We’ll let you know if we can’t ensure confidentiality due to overall community safety concerns.
- If a student requests confidentiality and decides not to press charges in a sexual violence case, a report of the incident must still be made in order to comply with the Clery Act (campus crime reporting law). The law allows us to protect you from retaliation.
- Licensed and pastoral counselors can talk with a survivor in confidence, unless a potential risk to health and safety becomes apparent.
- If the safety of others in the community could be at risk, the good of the whole may need to outweigh one student’s confidentiality request.
What to Expect from Student Advocates

If you are a victim of sexual harassment or sexual violence, you can fully expect our support to meet your varied needs. Here are some of the ways that student advocates — from coaches to residence hall staff to counseling, student life and other staff — can help you...

• Provide information about campus and community services
• Make referrals, as desired
• Go to the hospital and/or law enforcement office with you
• Help with filing a report
• Assist you in getting a protective order or other remedies such as housing and class schedule changes
• Provide an empathic listening ear
• Help with academic concerns
• Assist you in preparing for judicial meetings and accompanying you, if requested
• Meet with you on a regular basis to follow up
• Keep track of the details
• Assure you that the assault was not your fault

Responding to Retaliation

Title IX protects all college students from retaliation if they report sexual harassment or violence. If the alleged perpetrator or his/her friends taunt you, call you names or harass you in any way, report this immediately!

Our Title IX Coordinator and others are there as resources to take strong, responsive action if any retaliation or new incidents of harassment occur. We’ll be sure to keep letting you know that you’re never alone. We can connect you with resources that you need, they are plentiful here within our campus community. (8)

Helping a Friend

Do you have a friend who has experienced sexual harassment or sexual violence? In order to help him/her in the best ways possible, you can...

• Listen with compassion
• Direct him/her to available resources
• If the safety of others in the community could be at risk, the good of the whole may need to outweigh one student’s confidentiality request. (7)
• Not take everything on your shoulders

Getting the appropriate, trained professionals involved is the best thing you can do to help a friend get the real help he or she may need.

Every campus has a population of bystanders who support sexual violence. They may not mean to do so, yet by not intervening when they see something happening, not reporting actions or dismissing certain behaviors, they are essentially sending a message to perpetrators that their actions are okay.

Title IX & UMC

In compliance with Title IX, the University of Minnesota Crookston does not deny or limit any student or employee the ability to participate in or benefit from any program offered by the institution on the basis of sex or gender.
Definitions

Criminal Offenses

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

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

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

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

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

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

Manslaughter by Negligence: The killing of another person through gross negligence.

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

Sex Offenses

Sexual Assault: Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. The below crimes are specific examples of sexual assault.

Rape: is 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 the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

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

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

Additional Hate Crime categories (Note: these crimes are only reported in the annual statistics if the crime is considered a hate crime.)
Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: constructive possession is defined by Black’s Law Dictionary, sixth ed. as “where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.”)

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

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

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

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

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

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

VAWA Offenses
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. The existence of such a relationship shall be determined 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.

Domestic Violence: a felony or misdemeanor crime 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;
- 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.
**Stalking:** 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.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

**Geography**


**On Campus:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls. Also, any building or property that is within or reasonably contiguous to the area identified in the first part of this definition that is owned by the institution but controlled by another person, is frequently used by student, and supports institutional purposes (such as a food or other retail vendor).

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

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

This brochure is published annually by the University and made available to all current and prospective students, staff, and faculty.

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

The crime statistics disclosed in this report reflect reports of crime and not criminal charges or criminal convictions.

Summaries of Statistics for Crookston Campus

### Criminal Offenses - On campus

<table>
<thead>
<tr>
<th>Summary of statistics</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/nonnegligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex offenses - Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Fondling</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Nonforcible sex offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Criminal Offenses - On-campus Student Housing Facilities

<table>
<thead>
<tr>
<th>Summary of statistics</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/nonnegligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex offenses - Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>0</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Fondling</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Nonforcible sex offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Criminal Offenses - Noncampus

<table>
<thead>
<tr>
<th>Summary of statistics</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/nonnegligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex offenses - Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fondling</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Nonforcible sex offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
## Criminal Offenses - Public Property

<table>
<thead>
<tr>
<th>Summary of statistics</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/nonnegligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex offenses - Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fondling</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Nonforcible sex offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Hate Crimes

2017 – There were no reported hate crimes that took place in UMC’s Clery Geography
2016 – There were no reported hate crimes that took place in UMC’s Clery Geography
2015 – There were no reported hate crimes that took place in UMC’s Clery Geography

## VAWA Offenses - On campus

<table>
<thead>
<tr>
<th>Summary of statistics</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dating violence</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

## VAWA Offenses - On-campus Student Housing Facilities

<table>
<thead>
<tr>
<th>Summary of statistics</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dating violence</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

## VAWA Offenses - Public Property

<table>
<thead>
<tr>
<th>Summary of statistics</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dating violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
## Weapons, Drug, and Liquor Violations breakdowns, Crookston Campus

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Arrests - On campus</td>
<td>Arrests - On-campus Student Housing</td>
<td>Arrests Public Property</td>
</tr>
<tr>
<td>Weapons: carrying, possessing, etc.</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug abuse violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor law violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
# Weapons, Drug, and Liquor Violations breakdowns, Crookston Campus

## Disciplinary Actions

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total unfounded crimes</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Disciplinary Actions</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>On-campus</strong></td>
<td>On-campus</td>
<td>On-campus</td>
<td>On-campus</td>
</tr>
<tr>
<td><strong>Student Housing</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Public Property</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Weapons: carrying, possessing, etc.</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Drug abuse violations</strong></td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Liquor law violations</strong></td>
<td>23</td>
<td>23</td>
<td>0</td>
</tr>
</tbody>
</table>

## Unfounded Crimes

<table>
<thead>
<tr>
<th>Summary of statistics</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total unfounded crimes</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Residential Life Missing Person Policy

The purpose of this policy is to establish procedures for the University of Minnesota, Crookston response to reports of missing students. This policy applies to students who reside in University owned housing facilities. For purposes of this policy, a student may be considered a “missing person” if the person’s absence is suspiciously different from his/her usual pattern of behavior and/or unusual circumstances may have caused the absence. Such circumstances may include, but are not limited to:

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

Students age 18 and above and emancipated minors—Students will be given the opportunity online through the Housing & Residential Life (HRL) Resident Information Collection process to designate an individual or individuals to be contacted by the University no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. The designation will remain in effect until changed or revoked by the student or at the time the student is no longer a resident of University housing (or under the age of 18).

Students under the age of 18—Students under the age of 18 who are not emancipated are required to provide contact information for a custodial parent or guardian online through the HRL Resident Information Collection process. The University is required to notify a custodial parent or guardian no more than 24 hours after a student is determined to be missing in accordance with the procedures set forth below. The custodial parent or guardian contact information will remain in effect until the student reaches the age of 18 or is no longer a resident of University housing. This contact information will be registered confidentially, and will be accessible only to authorized campus officials. This information will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

Official notification procedures for missing persons

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

Campus communications about missing students

In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by the appropriate law enforcement authorities, who may consult with University Relations. All inquiries to the University regarding missing students, or information provided to any individual at the University about a missing student, shall be referred to University Relations.

Prior to providing the University of Minnesota community with any information about a missing student, University Relations shall consult with the University of Minnesota Police Department to ensure that communications will not hinder the investigation.
The University of Minnesota Crookston campus, has 5 facilities for student housing. Two are traditional style residence halls, three are apartment/suite style living. The chart below summarizes each facility’s fire safety system and the number of fire drills held during the 2017 calendar year.

<table>
<thead>
<tr>
<th>UM Crookston Student Housing</th>
<th>Number of Drills</th>
</tr>
</thead>
<tbody>
<tr>
<td>McCall Hall</td>
<td>3</td>
</tr>
<tr>
<td>Skyberg Hall</td>
<td>3</td>
</tr>
<tr>
<td>Centennial Hall</td>
<td>3</td>
</tr>
<tr>
<td>Evergreen Hall</td>
<td>3</td>
</tr>
<tr>
<td>Heritage Hall</td>
<td>3</td>
</tr>
</tbody>
</table>

Housing Regulations
Regulations regarding portable electrical appliances, smoking and open flames for all residence halls:

Electrical/Appliances
- Residents in traditional style residence halls are not allowed to have or use hazardous electrical appliances or cooking appliances, including; any appliances with open heating elements, including but not limited to oil popcorn makers, countertop grills, pizza bakers carousels, quesadilla makers, countertop sandwich makers, toasters, hot plates, toaster ovens, etc.
- Only refrigerators that are 4.3 cubic feet or smaller, and microwave ovens using no more than 700 watts, are allowed except for use in University-designated kitchen areas (e.g., apartment kitchens, residence hall kitchenettes). No other major appliances, including air conditioners or dishwasher units, are permitted.

Cooking
- Cooking is permitted only in University-designated kitchen areas. Cooking is not permitted in traditional style residence hall rooms.

Smoking
- Smoking any substance or creating smoke is not permitted in the residence halls/apartment complexes. This includes all public areas and all resident rooms and apartments. Chewing tobacco is not permitted inside the public areas within the residence hall/apartment complexes.

Fire Hazard
- It is prohibited to have open flames or other materials that constitute fire hazards on University housing property, including candles, candle warmers, incense, or other materials.
- Hookahs or any smoking paraphernalia that has the potential for an open flame are not allowed.
- Due to the hazardous materials in the following listed lighting devices, and the potential for fire and chemical safety hazards, halogen lamps, torchiere lamps, neon lighting, black lights, strobe lights, lava lamps, and decorative lighting (including any string or tube lighting with multiple outlets and plug adapters) are prohibited.
- Due to potential for fire, concealed extension cords, multiple outlet, and octopus adapters are prohibited. Residents may possess multiple strip outlets that are fused with at least 14 gauge wire and grounded cords 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.
**Student Housing Evacuation**

Procedures are covered yearly with residents. Each hall performs three fire evacuation drills each academic year.

**Evacuation Procedure**

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. Each hall conducts three fire drills per academic year.

**Fire Reporting**

For the purposes of including a fire in the annual fire safety report, fires should be reported to one of the following departments/people: Security Services, residence director, central housing, director of housing, or housing facilities.

**Fire Statistics**

2015 - 2016 - 2017

<table>
<thead>
<tr>
<th>Name of facility</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fires</td>
<td>Injuries</td>
<td>Deaths</td>
</tr>
<tr>
<td>Skyberg Hall</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>McCall Hall</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Centennial Hall</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Evergreen Hall</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Heritage Hall</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Fire Log**

The Department of Environmental Health & Safety, 218-281-8300, maintains a fire log of fires that occur in on-campus student housing facilities.

**Steps to Be Taken in Case of Fire**

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

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

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

The University of Minnesota does not have a system wide policy regarding the fire safety education and training for all students, faculty, and staff. Accredited clinical areas are required to have quarterly drills and policies in place. Housing and Residential Life adheres to state and federal laws regarding policy, training, and drills. The Department of Environmental Safety offers fire safety training to students, staff, and faculty upon request.
For More Information
To request copies of this brochure or to request this publication in an alternative format, contact the Office of Residential Life, 218-281-8531.

The University of Minnesota in an equal opportunity educator and employer.