

## 2006 CLERY ACT

### **Public Safety Department at St. Olaf College**

The Public Safety Department, located on the lower level of the Administration Building, is dedicated to the security, safety and protection of the entire college community consisting of approximately 3,000 undergraduate students and 800 faculty, staff, and administrators. Staffed with a director, seven full-time public safety officers, and one part-time public safety officer, Public Safety provides 24-hour incident response, security patrol and services to the St. Olaf community throughout the year. The safety and security of students, faculty, and staff remains one of St. Olaf Colleges primary concerns.

All members of the campus community are expected to support the efforts of the Public Safety Department in developing and maintaining a safe and secure living/learning environment. Public Safety strives to provide a safe college environment by following the procedures set forth in this document and encourages all community members to assume some responsibility for their own safety and security. If at any time a student or employee believes that appropriate security procedures are not being followed or that the College environment is not safe, please contact the Director of Public Safety at 646-3636.

### **Public Safety Mission Statement**

The mission of the Public Safety Department is *"To support and advance the educational objectives of St. Olaf College by fostering a safe, secure and stable environment for living, learning and working"*. The success of this mission depends on an interactive partnership between Public Safety and the students, faculty, administration, staff and visitors to the College. The foundation of this partnership is the realization that all students, faculty, administrators and staff must also accept their individual and collective responsibilities to make St. Olaf College an institution which fosters a civil, orderly and safe environment.

### **Community Reporting and Institutional Response**

To achieve a safe and secure campus environment, all members of the campus community are encouraged to report promptly any suspicious or criminal activity observed directly to Public Safety at x3666. Upon receipt of a call, the switchboard operator/dispatcher will gather preliminary information from the caller and when appropriate, dispatch a Public Safety officer to the location of the incident. The responding officer will investigate the complaint or concern and complete an incident report when appropriate. The Public Safety Department is the central reporting point for campus incidents and crimes but statistical data is gathered from several sources on campus. These include the Dean of Student Life Office, the Director of Residence Life, the Athletic Department and Judicial Affairs. Although pastoral and professional counselors are not required to report crimes due to their confidential counseling roles, they are encouraged to report statistical data for inclusion in this report. Reported violations of state or federal laws, college policy or suspicious activity are documented in reports maintained and archived by Public Safety.

Depending upon the nature of the incident, Public Safety will initiate the appropriate response according to college policy. If appropriate, the Northfield Police Department will be contacted to assist in resolving the incident. The Northfield Police Department and St. Olaf College Public Safety openly exchange information concerning security and crime related matters and continue to maintain a pro-active stance with respect to the safety and welfare of the St. Olaf College and the Northfield communities. In 2000, a confidential crime stoppers tip line was launched in the City of Northfield and community members are encouraged to use this number to help Public Safety and local law enforcement address criminal activity. All members of the St. Olaf community should memorize the following numbers to report criminal behavior and emergencies:

<b>St. Olaf Public Safety</b>	<b>3666</b>
<b>Northfield Police, Fire, and Rescue</b>	<b>9-911</b>
<b>Northfield Confidential Crime Tip Line</b>	<b>663-9494</b>

Emergency telephones are located near the main entrance to each residence hall, outside Buntrock Commons, outside the Dittmann Center, outside Old Main Annex, in the Skoglund parking lot, the Lincoln Lot and in parking lots I & J to encourage the prompt reporting of criminal and/or unacceptable behavior. Exterior phones are equipped with a stationary blue light above them so they are easily recognizable. Telephones are also located in the hallways of all campus buildings to facilitate prompt reporting. With the cooperation of the St. Olaf community, the Public Safety Department will continue to strive for a campus free from crime.

**Authority of Public Safety Officers**

St. Olaf Public Safety officers are charged with enforcing college policies as well as state and local laws where applicable, that occur on college property. The St. Olaf campus is considered private property and as such, access to and the ability to remain on campus may be denied based on inappropriate behavior. All persons must produce identification upon request by a Public Safety officer while on St. Olaf College property. St. Olaf Public Safety officers are not licensed police officers by the State of Minnesota. They are, however, empowered to make arrests pursuant to Minnesota Code Section 629.37 covering citizen's arrests. However in most instances, the Northfield Police will be summoned to the campus should circumstances warrant the arrest of the offender. St. Olaf continues to maintain a positive and on-going working relationship with state and local law enforcement agencies to address the impact of criminal behavior. Regular meetings are routinely held, both on a formal and informal basis, with the Northfield Police to discuss criminal activity and crime trends on the campus, near the campus and within Northfield.

**Building Security**

Residence Halls are secured by a key card system at predetermined hours by the residence hall staff. Other than the main doors, all exterior doors to the residence halls are locked 24 hours a day and are considered emergency exits complete with local alarms. The main doors to each residence hall are open, except during the evening hours when the key card system has been activated. Residence Life employs students as Hall Receptionists who are stationed at the main doors of each residence hall during the hours the main doors are unlocked. Public Safety rechecks residence hall exterior doors after the scheduled locking times in an attempt to ensure that the doors remain locked. Honor houses utilize an exterior and interior key system for the residents as well as a separate security lock which may be activated based on the occupancy status. All academic and administrative buildings are checked and secured daily at predetermined times by Public Safety staff. The College also employs a full-time locksmith to repair and replace locks that require attention to maintain the security of all campus buildings. Public Safety strives to see that all appropriate doors are locked and asks that any student or employee noticing an unlocked or propped door to report the location immediately to Public Safety at x3666.

**Community Awareness and Crime Prevention**

Crime prevention at St. Olaf College is based on minimizing or eliminating criminal opportunities and encouraging students and employees to be responsible for their own safety/security and the safety/security of others. Public Safety conducts crime prevention programs upon request to educate the St. Olaf community on measures the community can take to reduce the chances of becoming a victim of crime. These crime prevention programs consist of professionally produced videotapes, site-specific lecture materials and an open exchange among attendees. Crime prevention programs for students, faculty and staff can be arranged by calling the Director of Public Safety at x3636.

Crime prevention programs are conducted for all Area Coordinators, Resident Assistants, Junior Counselors, and Hall Receptionists prior to the beginning of each academic year. It is our intention to educate the residence hall staff since they may have the first immediate contact with the victims of crime. A crime prevention brochure, created by the Department of Public Safety, is distributed to each first-year student upon arrival at St. Olaf College. The brochure consists of proven crime prevention and personal safety tips as well as the proper procedure for reporting incidents to Public Safety. A similar brochure has been developed for faculty and staff and is included in their orientation packet provided when they begin employment.

When serious crimes are reported, as defined by the Crime Awareness and Campus Security Act (the Clery Act), Public Safety will distribute a "timely warning" (a crime alert) to inform the community that an incident has been reported, general information surrounding the incident and how incidents of a similar nature might be prevented in the future. These alerts are sent by electronic mail directly to students, faculty and staff and a hard copy notice is posted in the Public Safety Office. In addition, a "daily crime log" listing crimes reported to Public Safety is maintained in the Parking Office and available for review during normal business hours.

Each week during the academic year, Public Safety provides an incident summary to the student newspaper *Manitou Messenger*, to accurately inform the St. Olaf community regarding all incidents - not just crimes - reported and documented by the Public Safety Department. We believe that a well informed campus community will be empowered to take preventive measures that will ultimately reduce one's chances of becoming a victim of criminal activity.

### **Campus Sex Crimes Prevention Act**

Information regarding registered Level 3 sex offenders living in the State of Minnesota is maintained by the Minnesota Department of Public Safety, the Department of Corrections and the Bureau of Criminal Apprehension. Of the three levels defined by the State of Minnesota, Level 3 sex offenders are considered the most likely to re-offend. Information on Level 3 sex offenders may be obtained at the following web address: [www.dps.state.mn.us/bca](http://www.dps.state.mn.us/bca).

### **Addressing Sexual Assault Incidents**

St. Olaf College is committed to a safe and healthy environment and as such will not tolerate sexual assault and sexual harassment in any form. Sexual assault and sexual harassment are not only acts of disrespect, violence, aggression or coercion against an individual, but also are attacks on our College community. St. Olaf College encourages victims of sex offenses to report the incident to the Dean of Students Office, the Sexual Assault Resource Network (SARN), Public Safety and the Northfield Police. The St. Olaf College Sexual Assault and Sexual Harassment Policy can be found in its entirety in the St. Olaf student handbook called *The Book* ([www.stolaf.edu/stulife/thebook](http://www.stolaf.edu/stulife/thebook)).

In conjunction with residence life programming, St. Olaf College conducts educational programs on alcohol and other drug use and abuse and the awareness and prevention of sex offenses upon request. SARN also facilitates programs on sexual assault each semester in the residence halls. During Week One (orientation for First-Year students at the beginning of the academic year), students attend a program that addresses issues surrounding sexual assault, racism, alcohol use and gender issues. This program is primarily presented by members of the theater honors group who through role playing, depict and resolve issues that confront new students in a very powerful and realistic fashion.

Victims of a sexual offense should report the offense to the Dean of Students Office, SARN, Public Safety or the Northfield Police Department so that appropriate care can be provided. St. Olaf College will

support any sexual assault victim by working with the student in any capacity necessary such as contacting the Northfield Police Department, contacting a support person or group, contacting the student's academic advisor and professors, providing transportation to the hospital and by providing alternative classes or housing at the request of the victim if alternative classes or housing are reasonably available. Students have the option to notify local law enforcement authorities and will be assisted by campus authorities in notifying such authorities, if the student so chooses. All victims are encouraged to report the incident to the Northfield Police Department and file criminal charges, but the filing of charges is optional. If filing charges is a consideration, sexual assault victims should go to the Northfield Hospital to obtain a medical exam and preserve evidence that may be necessary for criminal prosecution as soon as possible. If charges are not being considered, victims are still encouraged to obtain a medical examination for the treatment of injuries, sexually transmitted diseases and pregnancy. As a result of the traumatic nature of sexual assault, survivors are strongly encouraged to seek support and counseling. Listed below are counseling and support services available free of charge to victims of sexual assault:

SARN	x3777
Counseling Center	x3062
Health Service	x3064
Hope Center	1-800-607-2330
Dean of Students Office	x3023

Sex offenses reported to Public Safety or the Dean of Students Office will be investigated promptly and appropriate action taken. If the accused (respondent) is a student and the victim (complainant) reports the incident to the College, an investigation will be initiated by a designee from the Dean of Students Office. If the accused is an employee of the College, the investigation will be conducted by a representative from the Human Resources Office. The investigation will include, at a minimum, separate interviews with the complainant and respondent. During their own interview, the accuser and the accused are entitled to have others present. A written fact finding report will be prepared by the investigator and presented to the Responsible College Authority. The Responsible College Authority will then determine whether sexual assault or sexual harassment has occurred which violates this policy, and if so, the disciplinary or other action that is appropriate. Following the final determination by the Responsible College Authority, the accuser and the accused shall be informed of the outcome alleging a sexual offense and the sanctions imposed. In all cases where there is a finding of a violation of the sexual assault and sexual harassment policy, the College will take prompt and appropriate action. Persons found responsible for rape, acquaintance rape or other sex offenses will be subject to strict disciplinary action by the College, up to and including discharge or expulsion. To obtain more information concerning the options available to victims of sexual violence, contact the Dean of Students, the Counseling Center or SARN.

### **Safe Ride**

St. Olaf College sponsors a Safe Ride Program to provide safe, vehicular transportation for students concerned about their personal safety both on-campus and to areas immediately adjacent to the campus from 7:00 P.M. to 1:00 A.M. each day classes are in session. The Safe Ride drivers are dispatched from the Buntrock Commons and rides may be obtained by calling x3058 during the hours listed above. This service is operated for personal safety reasons and will not transport groups of people. Also, the drivers will not provide transportation to downtown locations for appointments or leisure activities. The Safe Ride program is under the direction of the Public Safety Department and staffed entirely by students. During those hours Safe Ride is not operational, rides may be obtained by calling Public Safety at x3666.

## Reporting Areas

All crimes reported to Public Safety that occur on college property are contained in the statistics presented herein. St. Olaf College does not have off-campus student organizations recognized by the institution as student organizations with off-campus housing facilities. For the purposes of statistical crime reporting, reporting areas have been divided into on campus, residence halls, non-campus and public property. The residence hall category also includes honor houses and language houses in which students reside. The on-campus area is comprised of all central campus property. Non-campus includes outlying property owned by the college but not utilized in direct support of the educational mission such as the WCAL radio tower and the James farm. Public property includes St. Olaf Avenue from Lincoln Avenue to the St. Olaf Avenue entrance to campus and other streets bordering property owned by the College such as 1st and 2nd Street West from Lincoln Avenue, Lincoln Avenue, Greenvale Avenue and Highway 19 from Armstrong Road West to the edge of campus.

The Northfield Police Department, with assistance from Public Safety, has developed a city wide grid system which helps to identify any crimes reported on or near the campus that should be included in this report. Crimes reported in this manner will also be included in the crime statistics as presented based on the location of the crime. Typically, if a crime occurs in a reportable area that is addressed by local law enforcement authorities, a copy of their report will be forwarded to the Public Safety Department for a follow-up investigation.

## Crime Statistics

Statistical data is compiled from January 1 through December 31 of each year and is listed in the calendar year in which it was reported. Crimes are classified according to the Federal Bureau of Investigation Uniform Crime Reporting (UCR) system and the National Incident Based Reporting System (NIBRS). (1) Residential Facilities are a **sub-set** of the "on campus" total.

<b>2003</b>	<b>On</b>	<b>Non</b>	<b>Public</b>	<b>Residential (1)</b>
<b>Criminal Offense</b>	<b>Campus</b>	<b>Campus</b>	<b>Property</b>	<b>Facilities</b>
Criminal Homicide Total	0	0	0	0
Murder and Non negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offense (Forcible) Total	5	0	0	4
Forcible Rape	2	0	0	2
Forcible Sodomy	0	0	0	0
Sexual Assault with an object	0	0	0	0
Forcible Fondling	3	0	0	2
Sex Offense (Non Forcible) Total	0	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary Total	15	0	0	9
Forcible	7	0	0	2
Non forcible	8	0	0	7
Motor Vehicle Theft	3	0	0	0
Arson	0	0	0	0
<b>Arrest Statistics</b>				
Liquor Law Violations	2	0	0	1
Drug Violations	1	0	0	0
Weapons Violations	0	0	0	0
<b>Referred for Disciplinary Action</b>				
Liquor Law Violation	198	0	0	174
Drug Violation	3	0	0	2
Weapons Violation	0	0	0	0

<b>2004</b>	On	Non	Public	Residential (1)
<b>Criminal Offense</b>	Campus	Campus	Property	Facilities
Criminal Homicide Total	0	0	0	0
Murder and Non negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offense (Forcible) Total	2	0	0	1
Forcible Rape	0	0	0	0
Forcible Sodomy	0	0	0	0
Sexual Assault with an object	0	0	0	0
Forcible Fondling	2	0	0	1
Sex Offense (Non Forcible) Total	0	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	1	0	0	0
Burglary Total	6	0	0	6
Forcible	1	0	0	1
Non forcible	5	0	0	5
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
<b>Arrest Statistics</b>				
Liquor Law Violation	8	0	0	6
Drug Violation	0	0	0	0
Weapons Violation	0	0	0	0
<b>Referred for Disciplinary Action</b>				
Liquor Law Violation	143	0	0	129
Drug Violation	6	0	0	6
Weapons Violation	0	0	0	0

<b>2005</b>	On	Non	Public	Residential (1)
<b>Criminal Offense</b>	Campus	Campus	Property	Facilities
Criminal Homicide Total	0	0	0	0
Murder and Non negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offense (Forcible) Total	5	0	0	4
Forcible Rape	2	0	0	2
Forcible Sodomy	0	0	0	0
Sexual Assault with an object	0	0	0	0
Forcible Fondling	3	0	0	2
Sex Offense (Non Forcible) Total	0	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary Total	20	0	0	15
Forcible	4	0	0	1
Non forcible	16	0	0	14
Motor Vehicle Theft	0	0	0	0
Arson	5	0	0	0
<b>Arrest Statistics</b>				
Liquor Law Violation	3	0	0	3
Drug Violation	0	0	0	0
Weapons Violation	0	0	0	0
<b>Referred for Disciplinary Action</b>				
Liquor Law Violation	205	0	0	200
Drug Violation	6	0	0	6
Weapons Violation	0	0	0	0

## Hate Crime Statistics

Criminal Offenses	On Campus			Residence Halls		
	2003	2004	2005	2003	2004	2005
Murder and Non negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Arson	0	0	0	0	0	0

Criminal Offenses	Non-Campus			Public Property		
	2003	2004	2005	2003	2004	2005
Murder and Non negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Arson	0	0	0	0	0	0

## Definitions Used to Classify Criminal Offenses

### Criminal Homicide

- a. Murder and Non negligent Manslaughter - The willful (non-negligent) killing of one human being by another.
- b. Negligent Manslaughter - The killing another person through gross negligence.

### Sex Offenses (Forcible)

- a. Forcible Rape - The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- b. Forcible Sodomy - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- c. Sexual Assault with an Object - The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- d. Forcible Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against the person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

### Sex Offenses (Non-Forcible)

- a. Incest - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- b. Statutory Rape - Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Robbery - The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.  
Aggravated Assault - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury or by the presentation of a weapon.  
Burglary - The unlawful entry of a structure to commit a felony or a theft.  
Motor Vehicle Theft - The theft or attempted theft of a motor vehicle.  
Arson - Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, aircraft or personal property of another, etc.

### **Alcohol and Drug Policies**

By institutional policy, St. Olaf College chooses to be an alcohol and drug free community. We do so out of the conviction that this policy 1) promotes a caring environment; 2) enhances the atmosphere for study, learning, growth, work, and wellness; 3) supports members of the community affected by or concerned with the abuse of alcohol and other drugs; and 4) respects the rights of those who choose not to use alcohol or other drugs. Additional information concerning alcohol and other drug use may be found in *The Book*.

The possession, use, or distribution of alcoholic beverages is prohibited on the St. Olaf campus, on land owned by the college, and in college-owned houses in which students reside. Furthermore, the possession, use, distribution or sale of illegal drugs on all college property is strictly prohibited in accordance with college policy and State and Federal laws. College policies and State laws regarding alcohol and drug use are enforced by Public Safety, the residence life staff, other members of the campus community and when appropriate, the Northfield Police Department.

Students who choose to violate the alcohol policy, will face disciplinary action based on the severity of the infraction. A Level I offense is a first-time, less serious violation, a Level II offense is for a repeated or more serious first-time violation and Level III offenses are the most serious violations or repeated violations. Each level carries specific sanctions and is based on the appropriate level. The use, possession, distribution or sale of illegal drugs will be subject to disciplinary action up to and including dismissal from St. Olaf College. In addition to this information, we encourage all students, faculty and staff to review the Drug Free Schools and Communities Act publication which includes the legal sanctions of drug and alcohol violations as well as health risks, counseling, treatment and rehabilitation associated with drug and alcohol use and abuse.

### **Chemical Abuse Programs**

Prevention, Intervention, and Assistance Programs are available to all members of the St. Olaf Community to combat and cope with problems stemming from chemical use and abuse. Students are encouraged to contact the St. Olaf Health Service (x3064) or the Counseling Center (x3062) if they themselves or a friend are affected by chemical use or abuse. The above programs are also available for college employees through the Office of Human Resources (x3068).

### **Emergency Numbers**

<b>Public Safety</b>	<b>3666</b>
<b>Northfield Police, Fire, Ambulance</b>	<b>9-911</b>

### **Non-Emergency Numbers**

<b>Public Safety Dispatch</b>	<b>3666</b>
<b>Public Safety Office (with voice mail)</b>	<b>3770</b>

<b>Dean of Students Office</b>	<b>3023</b>
<b>Counseling Center</b>	<b>3062</b>
<b>Sexual Assault Resource Network (SARN)</b>	<b>3777</b>
<b>Safe Ride</b>	<b>3058</b>
<b>Northfield Crime Tip Line</b>	<b>663-9494</b>
<b>Northfield Police Department</b>	<b>645-4477</b>