



Public Safety Newsletter

St. Olaf College

September 1, 2009

Volume 1, Issue 5

This Month:

- Welcome to 2009-2010
- Campus Emergency Alert System
- Parking Policy
- Protection of Personal Property
- Safe Ride

Do you have a question or concern you would like to see addressed in a future newsletter?

E-Mail us at:
dpsnews@stolaf.edu

24-Hour Public Safety Dispatch:
On-Campus: 3666
Off-Campus: (507)-786-3666

Police, Fire & Ambulance 9-911
(Emergency)

Northfield Police 9-645-4477
(Non-Emergency)

Other Important Numbers:

Counseling Center	3062
Dean of Students	3023
Health Services	3063
Parking Office	2972
Safe Ride	3666
Sexual Assault Resource Network (SARN)	3777
Hope Center	1-800-607-2330

Welcome to the 2009-2010 Academic Year at St. Olaf College



On behalf of the Public Safety Department and Parking Office, welcome to St. Olaf College!

We are located in the Administration Building, room 114. Our department provides complete security, patrol and vehicle assist services for the entire campus twenty-four (24) hours a day. All members of the public safety staff are professionally oriented and competently trained to perform their duties and provide services for St. Olaf students, faculty, staff, and visitors to the campus. The goal of the Public Safety Department is to create and maintain a safe and secure campus living and learning environment.

It is the responsibility of each member of the St. Olaf community to help reduce crime and its effects. To assist our department in dispatching officers swiftly and efficiently, please provide the following information when reporting a crime:

- What you see and hear;
- The location of the incident;
- The number of people involved, and their description(s);
- Description of a vehicle and license number; and
- Your name and phone number.

We welcome your comments and suggestions regarding our department and its services. We look forward to assisting you during your time at St. Olaf College.

e2Campus: Campus Emergency Notification System

St. Olaf provides an emergency communication system on campus for students, staff and faculty. The system is in place to better prepare all members of the community to deal with emergencies or crises that might come up, including criminal acts or threats, or weather emergencies such as a tornado warning or a blizzard that could shut down the campus.

We strongly encourage students, staff and faculty who have texting capabilities, as well as those who do not, but do want emergency notification sent to an email address, to sign up for this service. If you are interested in receiving emergency notifications, go the following web page to sign up:

<http://www.stolaf.edu/emergency/notification>

Faculty, staff, and students who have already signed up for e2Campus please review your settings to ensure all of your information is current.



St. Olaf has contracted with a company called e2Campus to provide emergency text message service to cell phones, and e-mail notification in the event of an emergency. It is designed to provide timely information should campus operations be disrupted by major weather events or crisis and emergency situations.



2009 PARKING INFORMATION

Sat. Sept. 5 (First-Year Move-In Day)

Any student vehicle found parked on the upper part of campus after 1:00 AM Saturday September 5, WILL BE TICKETED AND/OR TOWED OFF CAMPUS AT THE OWNER'S EXPENSE.

Mon Sept. 7

Parking enforcement will be in effect on the upper part of campus. Residence halls open for upper-class students at 9:00 AM on Monday Sept. 7. Students will be allowed to park near their residence hall for TWO (2) HOURS to move in but the vehicle MUST be moved to the student sections of the Skoglund Lot, Lot I or Lot J after unloading. Vehicles blocking or impeding traffic flow will be ticketed and/or towed. Excessive fire lane violations will be enforced during this time.



Tue. Sept. 8

Students who applied for a parking permit in the Spring, can pick up their parking permits Tuesday Sept. 8 and Wednesday Sept. 9. Affix the permit in your vehicle and park in your assigned area. If the assigned area is full, students must park in the student sections of the Skoglund Lot, Lot I or Lot J. Students without permits MUST park ONLY in the student sections of the Skoglund lot, Lot J or Lot I.

Wed. Sept. 9 Upper Campus Parking Enforcement

FULL PARKING ENFORCEMENT ON THE UPPER PART OF CAMPUS BEGINS AT 6:00 AM. All vehicles on the upper part of campus, must display a current parking permit and be parked in their designated area.

Mon. Sept. 14 - FULL CAMPUS ENFORCEMENT BEGINS

ALL VEHICLES PARKED ON ANY CAMPUS PROPERTY MUST HAVE A VALID PERMIT DISPLAYED AND BE PARKED IN ITS DESIGNATED AREA OR IT WILL BE TICKETED.

Frequently Asked Questions: Campus Parking Policy

Q: Is the Parking Policy in effect over the weekends?

A: Yes, it is! There seems to be a misconception on campus that upper campus parking on the weekends is allowed, when in fact, the campus parking policy is in effect year-round, EVEN on the weekends!

Q: I got back to campus late, after the Parking Office was closed, so I just parked by my Residence Hall for the night. When I came out the next morning, I had a ticket! What gives?!

A: If the Parking Office is closed, you need to call Public Safety (x3666) to make arrangements on where to park. Public Safety is here twenty-four (24) hours a day, seven (7) days a week—so please call, even if it's 2:00 a.m.! This is especially important in the winter. With winter snow removal, there may be areas that need to remain free of cars, and by checking before you park, you can avoid being ticketed/towed!

Q: My friend borrowed my vehicle, and wound up receiving a ticket on it. What do I do?!

A: It is the responsibility of the permit holder to be sure anyone using their vehicle also observes all enforcement rules on campus, and it is the permit holder who is held responsible for any citations issued on his/her vehicle.

Q: I got a ticket, but I want to appeal it. What do I do?

A: All citation appeals MUST be turned in to the Parking Office (Administration 114) NO more than seven days after the issuance date of the ticket. Any tickets remaining unpaid after thirty (30) days are forwarded to the Business Office and applied to his/her tuition account.

Q: Do I need a permit for just one day?

A: Yes, temporary permits are available for \$3/day (up to two weeks, per semester).

Q: What's the difference between a temporary permit & a visitor permit?

A: A temporary permit is for students, who will have a car on campus for a short period of time. A visitor permit is for non-students who are visiting campus and will only be here a couple days. Visitors MUST obtain a Visitor Permit from either the Parking Office (during normal business hours) or Public Safety (after hours). While a Visitor Permit can be made out for several days, a NEW permit needs to be obtained (free of charge) each visit. Any campus visitor who receives a parking citation should immediately present the citation to the Parking Office or to the faculty or staff member they were visiting. The faculty or staff member will forward the citation, along with an explanation, to the Parking Office. A vehicle registered in the Parking Office cannot be considered a visitor. Visitor permits will not be issued or given to St. Olaf students.

Q: When does the "boot" get put on vehicles?

A: Any vehicle that does not display a current permit and has accumulated more than three (3) parking citations, will be booted. The owner forfeits the opportunity to receive a permit for the remainder of the year. The vehicle must be removed from campus immediately and all fines must be paid. Any vehicle displaying a current permit which has accumulated more than five (5) citations in Semester I or during Interim and Semester II combined, will be booted or towed. The permit will be revoked for the remainder of the year, the vehicle must be removed from campus and the fines must still be paid. Any subsequent parking violations (in either case) will result in the vehicle being booted and a \$75.00 fine imposed to remove the boot. There is a \$10.00 charge to remove the boot the first time it is placed on a vehicle.



Protecting Your Property

The theft of billfolds, purses, backpacks and jackets are some of the easiest and most common crimes on college campuses. If you follow these suggestions, your chance of becoming a victim will be reduced. If you do become a victim, your loss will be minimized.

When on campus:

- a) Do not leave your purse, backpack, laptop or jacket unattended in the libraries or study lounges.
- b) Always lock your bicycle to a bike rack and use a quality lock.

When in your residence hall/house:

- a) NEVER prop open an exterior door and NEVER open the door for someone you don't know.
- b) Lock the doors and windows to your room when it is unoccupied and when you are sleeping.
- c) Do not leave your wallet, purse, or large amounts of money in plain view in your room.
- d) If you have valuable jewelry in your room, store them in a locked suitcase or file where they are out of sight.
- e) Always require identification before allowing someone unfamiliar to enter your room.
- f) Record the make, model and serial numbers of all valuable property in your room, especially stereos, TV's, VCR's, computer equipment, and cameras.
- g) Keep your curtains drawn in the evening.

Minimizing your loss:

- a) Limit the amount of cash you carry with you.
- b) Separate your cash and credit cards.
- c) Keep a list of all credit card numbers and the issuing company phone number in a safe place.
- d) Participate in Operation Identification. Public Safety has engravers at our office. Make sure your property can be identified by recording model and serial numbers.



Safe Ride

St. Olaf College sponsors a ride service to provide safe late night transportation for students on campus and for those students who live off-campus, in areas immediately adjacent to the campus. Safe Ride operates out of Buntrock Commons from 7:00 PM—1:00 AM each days classes are in session. Public Safety officers will provide escorts at night during the hours Safe Ride is not operational.

As a general rule, Safe Ride will provide transportation to **one or two people**. This service is **NOT** designed to take students to downtown locations for shopping, dining or relaxation, **NOR** will rides be given to/from off-campus parties (even if the location is within the transport boundaries). Requests may be refused if deemed inappropriate. Requests for "group rides" [a group is defined as three or more people] **WILL** be denied.

Normal Service Area:

North—Lincoln Parkway
South—Highway 19

East—Spring Street North
West—Highway 19 entrance

Important Dates for September:

September is National Campus Safety Month

Sept. 4-6	Rice County Steam & Gas Engine Show
Sept. 5	Opening Day
Sept. 7	Labor Day
Sept. 9	First Day of Classes
Sept. 9-13	Northfield Defeat of Jesse James Days
Sept. 11-17	National Emergency Preparedness Week
Sept. 25-27	Family Weekend & Homecoming

Please visit our web sites at:

<http://www.stolaf.edu/stulife/safety>

<http://www.stolaf.edu/stulife/parking>

Mission Statement

Department of Public Safety

St. Olaf College

The mission of the Public Safety Department is:



"To support and advance the educational objectives of St. Olaf College by fostering and maintaining a safe, secure and stable environment for living, learning, and working."



Did you know?

Emergency telephones are located in the main entrance of each residence hall, outside the Dittmann Center (North & East sides), Christiansen Hall of Music loading dock, Buntrock Commons and in the Skoglund, Lincoln Lot, Lot I & Lot J parking lots to encourage the prompt reporting of criminal and/or unacceptable behavior. The blue light at the top of the outdoor phones is to help identify it's location.