

Safety and Security

GUSTAVUS ADOLPHUS COLLEGE



A Report to the Gustavus Community

October 1, 2004

**Department
of
Safety and
Security**

**EMERGENCY
(933) 8888**

**St. Peter Police
Department
(Police/Fire)**

9-931-1550

Nicollet County

Emergency

9-911

GUSTAVUS

GUSTAVUS ADOLPHUS COLLEGE

INTRODUCTION

Gustavus Adolphus College is located in St. Peter, Minnesota, a community of nearly 10,000 residents. The College enrolls approximately 2,500 students, some 2,000 of whom live on campus in College-owned residence halls and houses. The remainder are annually given approval to live off campus in the St. Peter community. Some 623 non-student employees work on campus as members of the faculty, staff and administration.

PURPOSE

In accordance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Gustavus Adolphus College provides the information and statistics herein to College students and employees, and to others upon request.

Questions or concerns about any of the policies or procedures outlined herein may be directed to the Director of Safety and Security (933-8809) or to the Dean of Students (933-7526).

SAFETY AND SECURITY DEPARTMENT

The Department of Safety and Security, housed in the basement of "A" section Room 34A of Norelius Hall (phone number 933-8888), is on duty 24 hours a day throughout the year. As the College's primary unit for supporting the personal safety of all students, employees and visitors, its mission is to provide the safest environment possible in which education may be pursued. Uniformed officers are responsible for

- **Supporting residence hall, academic building and grounds security**
- **Enforcement of parking, traffic and other College regulations**
- **Responding to personal safety concerns**
- **Addressing environmental health issues**
- **Crime prevention efforts**
- **Incident investigations**
- **Management of campus escort services.**

While Safety and Security officers are not commissioned police officers under Minnesota statutes the College has an excellent working relationship with local law enforcement and safety officials. Hiring practices for Safety and Security personnel include background checks coordinated through the St. Peter Police Department. Training in first aid, CPR, interview techniques, report writing, victim concerns and security procedures is provided to all officers.

In addition to maintaining its own radio frequency, Safety and Security has direct radio communication with the St. Peter Police Department and ambulance squad. Safety and Security also monitors the Minnesota statewide Emergency Law Enforcement and weather radio frequencies.

Safety and Security patrol officers work closely with city police and other officials who are called to campus to assist with emergencies, to investigate crimes and to apprehend



The Gustavus Adolphus College Safety and Security Department along with the St. Peter Police Department works to provide the safest environment possible in which education may be pursued.

those involved in criminal activity. It is the policy of Gustavus Adolphus College to report all Part I crimes and Part II crimes (as defined by the FBI Uniform Crime Reporting systems), and known violators of state or federal laws to appropriate law enforcement authorities. Violations of College polices are handled according to the Student Conduct Code and Campus Judicial Procedures or by appropriate College authorities.

SAFETY AND SECURITY: *a shared responsibility*

The cooperation and involvement of students and employees in their own safety and security is essential. Members of the campus community must assume responsibility for their personal safety and the security of their belongings by taking simple, common sense precautions. Rooms and offices should be locked when unoccupied. Security measures—such as alarms, door locks, or key access systems—should never be overridden or circumvented. Bicycles should be secured with effective locks. Students and employees must park in designated areas, and should keep their valuables secured in the trunk. Suspicious-looking individuals or unusual incidents on campus should be reported immediately to Safety and Security, members of the College staff, or to the St. Peter Police Department.

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Crime statistics are published annually and cover the three previous calendar years. Additional information regarding these statistics is available from the Department of Safety and Security (PO Box A-21, 800 West College Avenue, St. Peter, MN 56082).

These statistics follow the uniform crime reporting procedures of the Federal Bureau of Investigation.

They should be considered in relation to the occurrences of crime in society generally, College demographics and statistics from other institutions of similar description.

Crime statistics for the most recent three-year period are compiled from information obtained from the Department of Safety and Security, Saint Peter Police Department, Dean of Students Office, Counseling Center, Health Center, Campus Judicial and Student Organization Advisers. The Department of Safety and Security is responsible for the sorting, tabulation and dissemination of Campus Security Act Incidents information.

Crime Incidents are broken down into four geographic locations for reporting purposes:

ON CAMPUS

- Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls: **and**
- Property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as food or other retail vendor).

DORMITORIES OR OTHER STUDENT RESIDENCES

- A subset of "on campus" crimes, which includes only those crimes that were reported to have occurred in dormitories or other residential facilities for students on campus.

NON-CAMPUS BUILDINGS OR PROPERTY

- Any building or property owned or controlled by a student organization recognized by the institution: and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

PUBLIC PROPERTY

All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used in direct support of or in a manner related to the institution's educational purposes.

CRIME STATISTICS

A Report to the Gustavus Community

2001 CRIME STATISTICS					
Criminal Offense	On Campus	*Residential Facilities	Public Property	Non-Campus	TOTAL
Aggravated Assault	1	0	0	0	1
Arson	0	0	0	0	0
Robbery	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Burglary (TOTAL)	18	7	0	0	18
Forced Entry	4	0	0	0	4
Unlocked	10	7	0	0	10
Unknown	4	0	0	0	4
Criminal Homicide (TOTAL)	0	0	0	0	0
Murder & Nonnegligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offense (Forcible) (TOTAL)	3	3	0	3	6#
Forcible Rape	2	2	0	2	4
Forcible Sodomy	0	0	0	0	0
Sexual Assault w/Object	0	0	0	0	0
Forcible Fondling	1	1	1	0	2
Sex Offense (Non Forcible) (TOTAL)	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
ARREST STATISTICS					
Violation					
Liquor Law Violations	59	43	0	0	59
Drug Abuse Violations	0	0	0	0	0
Weapons Violations	0	0	0	0	0
REFERRED FOR DISCIPLINARY ACTION					
Liquor Law Violations	203	191	0	0	203
Drug Abuse Violations	7	3	0	0	7
Weapons Violations	0	0	0	0	0

* A subset of "on campus" crimes, which includes those crimes that were reported to have occurred in residential facilities.

Four of the Six incidents were reported to the Counseling Center, Student Health Service and/or the Chaplains' Office and were not investigated by Safety & Security or the St. Peter Police Department due to confidential reporting requirements.

CRIME STATISTICS

A Report to the Gustavus Community

2002 CRIME STATISTICS						
Criminal Offense	On Campus	*Residential Facilities	Public Property	Non-Campus	****Hate Crime Associated	TOTAL
Aggravated Assault	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Burglary (TOTAL)	10	6	0	0		10
Forced Entry	0	0	0	0	0	0
Non-Forced Entry	10	6	0	0	0	10
Criminal Homicide (TOTAL)	0	0	0	0		0
Murder & Nonnegligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offense (Forcible) (TOTAL)	0	0	0	0		
Forcible Rape	5#	5#	0	0	0	5#
Forcible Sodomy	0	0	0	0	0	0
Sexual Assault w/Object	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0
Sex Offense (Non Forcible) (TOTAL)	0	0	0	0		0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
ARREST STATISTICS						
Violation						
Liquor Law Violations	91	82	0	0	0	91
Drug Abuse Violations	3	2	0	0	0	3
Weapons Violations	0	0	0	0	0	0
REFERRED FOR DISCIPLINARY ACTION						
Liquor Law Violations	168	159	2	2	n/a	172
Drug Abuse Violations	12	12	0	0	n/a	12
Weapons Violations	0	0	0	0	n/a	0

* A subset of "on-campus" crimes, which includes those crimes that were reported to have occurred in residential facilities.

The following incidents were reported to the Counseling Center, Student Health Service and/or the Chaplains' Office were not investigated by Safety & Security or the St. Peter Police Department due to confidential reporting requirements.

CRIME STATISTICS

A Report to the Gustavus Community

2003 CRIME STATISTICS					
Criminal Offense	On Campus	*Residential Facilities	Public Property	Non-Campus	TOTAL
Aggravated Assault	0	0	0	0	0
Arson	0	0	0	0	0
Robbery	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Burglary (TOTAL)	6	4	0	0	6
Forced Entry	1	0	0	0	1
Non-Forced Entry	0	5	0	0	5
Criminal Homicide (TOTAL)	0	0	0	0	0
Murder & Nonnegligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offense (Forcible) (TOTAL)	6#	6#	0	0	6#
Forcible Rape	6#	6#	0	0	6#
Forcible Sodomy	0	0	0	0	0
Sexual Assault w/Object	0	0	0	0	0
Forcible Fondling	0	0	0	0	0
Sex Offense (Non Forcible) (TOTAL)	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
ARREST STATISTICS					
Violation					
Liquor Law Violations	81	73	0	0	81
Drug Abuse Violations	2	0	0	0	2
Weapons Violations	0	0	0	0	0
REFERRED FOR DISCIPLINARY ACTION					
Liquor Law Violations	127	117	0	0	127
Drug Abuse Violations	12	11	0	0	12
Weapons Violations	0	0	0	0	0

* A subset of "on-campus" crimes, which includes those crimes that were reported to have occurred in residential facilities.

The following incidents were reported to the Counseling Center, Student Health Service and/or the Chaplains' Office were not investigated by Safety & Security or the St. Peter Police Department due to confidential reporting requirements

**COMMUNITY REPORTING:
COLLEGE RESPONSE**

Students, faculty, staff and guests of the College are encouraged to immediately report any suspicious or criminal activity, safety concerns and emergencies to appropriate authorities. If you are a victim of a crime or a witness to one, you should do the following:

1. Call campus Security or the Saint Peter Police Department as soon as possible.
2. Obtain a description of the offender(s), including sex, age, race, hair, clothing and distinguishable features. Also attempt to obtain a description and license number of any vehicles involved. Note the direction taken by the offender(s) or vehicle(s) and report these to campus Security or city police.
3. Preserve the crime scene. Do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime scene until authorities arrive.

To file a voluntary confidential report call extension 8888.

The telephone numbers below are published in campus directories and the *Gustavus Guide*, posted on campus telephones and otherwise made known to members of the College community. A "Procedures for Emergency Care" brochure is provided annually to students as a convenient reference.

**EMERGENCY
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THREE-YEAR COMPARISON SUMMARY OF STATISTICS REPORTED TO SAFETY & SECURITY			
Criminal Offense	2001	2002	2003
Aggravated Assault	1	0	0
Arson	0	0	0
Robbery	0	0	0
Motor Vehicle Theft	0	0	0
Burglary (TOTAL)	18	10	6
Forced Entry	4	0	1
Non-Forced Entry	10	10	5
Unknown	4	0	0
Criminal Homicide (TOTAL)	0	0	0
Murder & Nonnegligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense (Forcible) (TOTAL)	6#	5#	6#
Forcible Rape	4#	5#	6#
Forcible Sodomy	0	0	0
Sexual Assault w/Object	0	0	0
Forcible Fondling	2	0	0
Sex Offense (Non Forcible) (TOTAL)	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
ARREST AND/OR PERSONS REFERRED FOR CAMPUS DISCIPLINARY ACTION			
Liquor Law Violations	262	263	208
Drug Abuse Violations	7	15	14
Weapons Violations	0	0	0

The following incidents, 6, 5, and were reported to the Counseling Center, Student Health Service and/or the Chaplains' Office in 2001, 2002, and 2003 and respectively were not investigated by Safety & Security or the St. Peter Police Department due to confidential reporting requirements.

The definitions listed are taken from the Federal Bureau of Investigation Uniform Crime Report (UCR) Handbook and used to classify the criminal offenses listed under Crime Statistics.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could 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 into a structure to commit a felony or 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; safe-cracking; and all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadone); and dangerous non-narcotic drugs (barbiturates, benzedrine).

Hate Crime: A criminal offense committed against persons, property or society that is motivated, in whole or in part, by an offender's bias against an individual's or a group's perceived race, religion, ethnic/national origin, gender, age, disability or sexual orientation.

Liquor Law Violations: The violation of laws or ordinances prohibiting the

manufacture, sale, transporting, furnishing, 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.)

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.)

Criminal Homicide

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

B. Negligent Manslaughter: 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 by putting the victim in fear.

Sex Offenses - Forcible: Any sexual act directed against another person, forcibly and/or against that person's will: or not forcibly or against the person's will where the victim is incapable of giving consent.

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/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental 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 that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses – Non-forcible: Unlawful, non-forcible sexual intercourse.

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.

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

Student housing at Gustavus is provided in eleven residence halls, two apartment buildings, and a number of houses on or adjacent to campus. All halls are co-educational by floor or section and, with two exceptions, contain a distribution of the classes. Each living unit is authorized to establish visitation periods for hosting other students and/or guests between the hours of 2 and 7 a.m.

Students must receive permission from the Office of Residential Life to live off campus. Generally, only juniors and seniors are considered for off-campus approval. The College does not provide supervision for off-campus housing.

In general, returning upper-class students select their own rooms and roommates. New students (first-year, transfer, and international exchanges) are assigned housing by the Office of Residential Life, based upon stated needs and/or interests. Students may request room assignment changes, which are generally accommodated as quickly as possible on a space available basis.

According to College policy, all guests in residence halls are to have a student host and are subject to all College regulations. Except for those sponsored by the College, overnight guests may not stay more than two consecutive nights. If a roommate objects to the presence of an overnight guest, that guest may not spend the night. Access to College residence halls by non-residents is on an "as needed" basis and incorporates a number of key control procedures.

To control entry to residential facilities, their exterior doors are locked 24 hours a day. Student night hosts, trained and supervised by Residential Life, go on duty in the halls nightly at 8 p.m. Students are issued and are expected to carry both a room key and an outside door key that allows access to their assigned hall and to no other. Keys are randomly numbered in the interest of added security. Safety and Security staff routinely check exterior doors during their tours of campus.

Standard locking mechanisms are used to secure doors and windows in student rooms. Residents are urged to use these safety features to protect themselves and their possessions. As the College's property insurance does not cover the personal effects of students residing in its living spaces, students and parents should check into coverage available through parents' insurance programs and take steps to ensure coverage in the event of a loss.

Live-in residence hall staff includes Head Residents, who are members of the College's professional staff, and Collegiate Fellows, students who serve as resident assistants, peer counselors, and academic advising resources. The Residential Life staff receives basic security training in emergency procedures and crime prevention, and designated members of the staff are on call during evening/night hours.

Floor/section and/or hall meetings are held at the beginning of each school year to inform residents about personal safety, housing security, and policy enforcement procedures. In addition, specific programs are held throughout the year in response to particular situations or as part of an ongoing educational effort.

College organizations and offices—including the Peer Assistants and the Dean of Students Office—also provide information on safety: brochures, posters, alerts, and summary incident reports. Students who receive permission to remain on campus during low occupancy periods such as holidays and vacations are specifically identified to campus Safety and Security personnel and are generally restricted to specific hall locations.

ACCESS TO CAMPUS FACILITIES

Campus facilities are open to students, employees, and guests during normal business hours. Because of the College's size and location, a formal policy for identification and admission of visitors has not been necessary; however, students and

staff are requested to notify staff members or local police of any suspicious persons or circumstances. Individuals not having legitimate business on campus may be arrested for criminal trespass. Trespass warning notices are posted near entrance and exit doors on campus buildings.

FACILITIES AND GROUNDS REVIEW

College personnel monitor the campus for irregularities and needed repairs of maintenance in facilities, grounds, and lighting. Safety and Security personnel are major factors in all landscape and lighting designs. College officials seek input from the campus community as well as from outside agencies in evaluating these needs.

CAMPUS ESCORT SERVICE

An on-campus walking escort service is provided for members of the College community from dusk to dawn by the Safety and Security Department. Handicap escorts are available 24 hours per day. Escorts may be requested by phoning extension 8888.



SUPPORT FOR ON-CAMPUS COLLEGE SPONSORED EVENTS

Any College or Student Activities-approved event on campus may seek appropriate assistance from the Safety and Security Department.

Assistance and support may range from simple communication and acknowledgement of the event to providing safety and/or security personnel and equipment on-site and dedicated to that event.

Initial contact regarding this assistance may be made by contacting the Safety and Security Department (ext. 8809); or in person at #34A Norelius Hall (basement of "A" Wing) at any time.

To support individual event needs, Safety and Security may have a "need to know" the following depending upon the type, size, etc. of the event a group wishes to sponsor on campus.

EVENT DETAILS THAT SAFETY AND SECURITY MAY NEED TO KNOW

a minimum of 2 weeks prior to the event.*

* (The magnitude of the event may necessitate a much greater notification.)

1. Event Specifics:
 - a. Type
 - b. Date(s)
 - c. Time(s)
 - d. Location(s)—include "back up" location(s)
 - e. Size of Audience (crowd size)
 - f. Sponsor(ship) [faculty/admin., etc.]
 - g. Contact Person(s)
 - i. Names, Addresses, Phone Numbers, etc.
 - ii. Specific Facility Needs/Requests: Buildings/Rooms that may need to be unlocked/locked; and, timing of same.

2. Parking/Transportation Concerns:

Need to:

 - a. Direct Traffic
 - b. Restrict/Reserve Parking (area of a lot, etc.)
 - c. Special Parking Concerns (handicapped/elderly)
 - d. Alternate Transportation Needs (i.e. golf carts)
3. Personal Safety/Medical Concerns:

Examples:

 - * On-site E.M.T. (coordinated through City Ambulance Director)
 - * C.P.R./First Responder Personnel
 - * First-Aid Station
 - * On-site Ambulance with crew
4. Extra Event Staffing:

Need for:

 - * "Event assigned" GAC Safety and Security Officer(s), Telecommunicator/Dispatcher, student assistants, etc.
 - * Knowledge of "Required Dress" (by Safety and Security Personnel for the event)
 - * "Off-Duty" City Police Officer(s)
5. Publicity Concerns/Restrictions:

Need to "Control" Admission/Attendance, Ticket Distribution Ticket Scalping/Bogus Tickets, etc.
6. Special/Extra Equipment Requirements:

Need for: Improved Communication (extra walkie-talkies, cellular telephones, etc.)
7. Obtaining Any/All Proper or Necessary Permits/Approvals

Examples:

 - Burn Permits, Site Inspections, Liability Reviews, etc.
 - Capacity/Audience Limitations (i.e. fire codes)
8. And...more,...we're sure.

FAST FACTS...

- Keys: All College-issued keys are randomly numbered for your protection. All lost Academic/Administrative keys should be immediately reported to the Safety and Security Department. All lost Residential Hall keys should be reported immediately to the Residential Life Office
- Parking: Campus parking lots are patrolled regularly. Parking rules and regulations are available from the Safety and Security Office.
- Vehicle Problems: In the event that you have a dead battery or have locked your keys inside your vehicle, you should contact Von Essen's Towing Service at 931-3410.
- Lost and Found: All persons associated with the College are encouraged to report all lost property to the Safety and Security Department. Safety and Security accepts and temporarily holds all found property.

Think
safety

INFORMING THE GUSTAVUS COMMUNITY

The following media are used, as needed, to keep the campus informed about safety and security issues, to report to the campus community crimes considered to be a threat to students and employees, and to encourage students and employees to be responsible in following stated security procedures and practices: *The Gustavian Weekly* (student newspaper), *The Yellow Sheet* (weekly faculty/staff newsletter), "Community-L" (e-mail distribution list that includes all College students and employees), campus forums, hall or floor meetings conducted by Residential Life and Student Affairs staff and consultants, crime prevention literature, Student Senate meetings, posted announcements, and mailings. Individuals wishing to file a timely report can contact the Safety and Security Office or Dean of Student's Office. The Safety and Security department maintains a daily log of all reported crimes for public view. Viewing of the Daily Log is made available Monday-Friday, 8 a.m. to 5 p.m.

CRIME PREVENTION EFFORTS

Gustavus Adolphus College's crime prevention programs seek to ensure that students, faculty and staff are aware that crime does occur on campus. At the beginning of the academic year, first-year student's are provided a program on campus safety and security, where a lecture, film, and question and answer period present an overview of crime prevention on campus. CFs (Collegiate Fellows), Area Coordinators, Head Residents and PAs (Peer Assistants) receive basic security training in emergency procedures and crime prevention.

A number of College publications, books, films, videos, pamphlets, and services are available to provide additional information in support of the

personal safety of students, faculty and staff. For a list of all such materials available or information about these publications, or about other programming options, contact the Dean of Students Office (ext. 7526) or the Department of Safety and Security (ext. 8809).

CONFIDENTIAL REPORTING

Members of the Gustavus Adolphus College community may confidentially report incidents in which they are victims or witnesses to campus security authorities. The identity of individuals making confidential reports will not become part of security records. While campus security authorities and counselors routinely encourage the reporting of crimes and other incidents, they will also make confidential reporting procedures known, as appropriate. Crimes reported confidentially will become part of the annual crime statistics report. In most cases, it will not be possible to investigate confidential reports. The purpose of a confidential report is to accede to wishes of confidentiality while also taking steps to ensure community safety.

SECURITY LOCKERS

Personal property lockers have been placed at the entrance to the Book Mark. These *coin-return* lockers are for temporary security of personal belongings. Lockers will be monitored nightly and unclaimed property will be removed and stored for a limited time by the Safety and Security Department. Owners may retrieve their unclaimed property by providing proof of ownership and payment of an administrative fee. Questions regarding this program may be directed to the Safety and Security Department.

SAFETY AND SECURITY PHONES

To support personal safety, the College has installed external "Safety and Security" telephones at various outdoor locations. External phones have also been installed at all academic buildings and residential halls. They provide callers with the ability to directly dial Campus Safety and Security (for escorts, emergencies or information) and the St. Peter Police Department. All Safety and Security phones with blue lights have the option of calling the Safety and Security Department or the St. Peter Police Department.



LOST AND FOUND

There is a campus Lost and Found program managed through the Safety and Security Department. Students, faculty and staff should call Safety and Security at extension 8809 to report any lost or missing items leaving a description along with their name and phone number. Anyone finding clothing, keys, books, jewelry, wallets, electronics, sports equipment or other items on campus should bring these found items to the Safety and Security Department.

The Safety and Security Department understands the impact of losing personal belongings and seeks to return lost and found items to the owners as quickly as possible.

INTRODUCTION

Gustavus is concerned for the well-being of all members of the academic community and for the quality of their relationships. One aspect of this concern involves the use of alcohol and other mood-altering drugs.

Gustavus Adolphus College has adopted and implemented a program, consistent with federal guidelines, to prevent the illicit use of drugs and abuse of alcohol by students and employees.

STANDARDS OF CONDUCT

Gustavus prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on its property or as part of its officially sponsored activities.

The College expects all persons to comply with state laws regarding the possession, sale, and use of controlled substances (e.g. illegal drugs) and to cooperate fully with all law enforcement agencies in the investigation of the possession, sale or use of illegal drugs.

Standards relating to this prohibition are further defined in the College's Alcohol/Drug policy, which is printed annually in the *Gustavus Guide*, the *Staff Handbook* and the *Faculty Handbook*.

INSTITUTIONAL SANCTIONS

Gustavus Adolphus College will sanction students and employees found responsible for violations of its alco-

hol and drug policies. Those sanctions include, but are not limited to, mandatory counseling and/or treatment, reassignment (of employment or housing space), and suspension and expulsion or termination of employment. Additionally, the responsible parties may be referred to civil authorities for violations of College regulations that are also violations of civil or criminal law.

STATE AND LOCAL ORDINANCES

- Open container—Up to \$700 fine (St. Peter)
- Underage consumption, possession, purchase or entering an establishment—Misdemeanor violation: \$700 fine and/or 90 days in jail (MN)—Up to \$700 dollar fine (St. Peter).
- Illegal purchase or consumption of alcohol—The Commissioner of Public Safety shall impose a 90-day suspension of driving privileges of any person (a) who is under the age of 21 years and is convicted of purchasing or attempting to purchase an alcoholic beverage if the person used a driver's license, permit, or Minnesota identification card in making the purchase or attempted purchase or (b) who lends a driver's license to someone under 21 to use to purchase alcoholic beverages.
- Consuming *any* alcohol while driving—The Commissioner of Public Safety imposes a suspension of driving privileges of any person who is under the age of 21 years and is convicted of consuming any amount of alcohol while operating a motor vehicle. The suspension period is 30 days for a first offense and 180 days for a second or subsequent offense. Fine up to \$700 and/or 90 days in jail.
- Social Host Liability—Anyone over 21 who knowingly serves alcohol to someone under 21 may be held civilly liable for any damages subsequently caused by the person under 21.
- Driving While Intoxicated (DWI—First Offense)—30-day license revocation (MN). Up to \$700 fine and 90 days in jail or both.
- Driving While Intoxicated (DWI—Second Offense or more)—Maximum fine of \$3,000 and/or up to one year in jail (MN). License revocation of not less than 180 days.
- Sale of alcohol to a minor; providing alcohol to a minor—Gross Misdemeanor fine up to \$1,000 and/or possible jail time (more than 90 days and less than one year).
- Possession of drug paraphernalia—Up to \$700 fine (MN).
- Possession or sale of 1 ounce or less of marijuana—Up to \$200 fine and participation in a drug education program (MN).
- Sale or possession of controlled substances (cocaine, narcotics, hallucinogens and large amounts of marijuana—dependent on kind and amount)—Up to 5 years in prison and/or \$1,000 fine (5th degree MN)—Up to 30 years in prison and/or \$10,000 (1st degree MN).

ALCOHOL

Short-term effects of excessive drinking may include: increased heart rate and skin temperature; loss of muscle control and hangover symptoms such as fatigue, nausea and headaches.

Alcohol abuse can also result in brain cell damage, mental illness and personality disorder, increased tension, loss of sexual function and blood disorders, as well as causing birth defects.

Long-term heavy drinking can lead to heart damage, increased risk of heart disease and heart failure. It can also increase the risk of ulcers and cancers of the liver, mouth, throat and stomach; cause degeneration of bone and muscle, brain damage, alcohol hepatitis and result in blackouts and memory loss.

Alcoholics starting their recovery may experience "DTs"—disorientation, shaking, memory impairment and hallucinations resulting from withdrawal.

COCAINE ("CRACK")

Cocaine, a stimulant most commonly inhaled as a powder, causes psychological and behavioral changes including over-stimulation, hallucinations, irritability, sexual dysfunction, psychotic behavior, social isolation and memory problems. Users progress quickly from infrequent use to dependence. "Crack," a refined cocaine derivative, is highly addictive and particularly dangerous, sometimes proving fatal even to the occasional user.

MARIJUANA

Marijuana has a psychoactive ingredient, tetrahydrocannabinol (THC), which causes increased heart rate, hallucinations, paranoia or panic, impaired memory and an altered sense of time. Use of marijuana can cause heart, lung, brain and nerve cell damage, and result in lung cancer, memory disorders, interference with psychological maturation, temporary fertility loss and psychological dependence.

AMPHETAMINES

Amphetamines, psychomotor stimulants such as "speed," "love drug," and "ecstasy," produce patterns of use and effects similar to those of cocaine: confusion, incoherent speech, anxiety, psychotic behavior, ringing in the ears, hallucinations and irreversible brain damage. Intense fatigue and depression can lead to suicide. Large doses may result in convulsions and death from cardiac arrest.

HALLUCINOGENICS OR PSYCHEDELICS

Drugs including LSD, mescaline, peyote, and phencyclidine (PCP or "angel dust") impair and distort one's perception of surroundings, cause bizarre mood changes and result in visual hallucinations. Discontinued use may cause "flashbacks"—distortions of virtually any sensation. Withdrawal may require psychiatric treatment for the accompanying persistent psychotic states. Suicide is not uncommon.

SOLVENT INHALANTS

Fumes from solvent inhalants, glue, lacquers and plastic cement cause problems similar to those resulting from alcohol. Incidents of hallucinations and permanent brain damage are more frequent.

PERSONAL SAFETY TIPS:

Gustavus Adolphus College strives to create and preserve a comfortable and safe campus environment. As full partners in this effort, students and employees are urged to take measures such as the following to enhance personal safety and security.

- Mark your books and other valuable possessions with your name; avoid leaving them unattended.
- Don't attach identification to your keys in the event that they are misplaced or lost.
- Immediately report the loss of room or building keys to Safety and Security.
- When you leave your automobile, make sure that the doors and windows are locked and that valuables are out of sight.
- Always lock your bicycle securely.
- When walking or jogging, don't wear headphones, which could prevent you from hearing approaching persons or automobiles.
- Don't jog in secluded areas after dark.
- Let friends or colleagues know if you will be away from your room/office, when you expect to return, and how you can be reached if needed.
- Don't hitchhike or pick up strangers.
- Use the campus escort system, as needed.
- Remain alert to your surroundings.



SEX OFFENSE POLICIES AND PROCEDURES

Gustavus Adolphus College considers any form of sexual assault to be a very serious offense, which will not be tolerated in its community. The College will assist any student, faculty member, or staff member who is a victim of sexual assault and will discipline any person who violates the policy against sexual assault.

I. WHAT IS SEXUAL ASSAULT?

Sexual assault is any physical contact of a sexual nature which occurs by force or coercion or which is directed at a person who is physically helpless or mentally impaired or incapacitated. Mental incapacitation includes intoxication. Sexual assault is not limited to sexual intercourse.

The College also has a Sexual Harassment Policy which can be obtained from the Dean of Students Office. Not all sexual harassment is sexual assault. All members of the Gustavus community should read and be familiar with the College's sexual harassment policy and procedures, as well as the policy against sexual assault. If you are not sure whether you have been sexually harassed or sexually assaulted or both, speak with one of the College staff members listed below or one of several Sexual Harassment Advisers identified annually through the Office of the President and the Dean of Students.

II. WHAT TO DO IF YOU BELIEVE YOU HAVE BEEN SEXUALLY ASSAULTED?

Get immediate help. Addressing immediate physical and emotional trauma is of paramount importance. Get to a safe place and call for help. Call 9-1-1, a friend, or one of the College's staff members following:

Jackie Alvarez,
Psychological Counselor
Phone: 933-6125 /931-6335

Henry Toutain,
Dean of Students
Phone: 933-7526 /934-6942

Brenda Reinholtz,
Health/Exercise Science Faculty
Phone: 933-7591/934-9204

Any of these individuals can help you get medical aid and provide other necessary support. One reason for timely medical attention is the retrieval of evidence if the assault has just occurred. Take care not to destroy evidence inadvertently by showering, douching, changing clothes or disturbing the scene of the assault.

Reporting the Assault — A victim of sexual assault may file a complaint with the College by reporting the assault to the Dean of Students/Vice President for Student Affairs, the Dean of the Faculty/Vice President for Academic Affairs, or the Vice President for Administration. Pursuant to the College's sexual harassment policy, the complaint may also be reported to and investigated by a Sexual Harassment Grievance Officer, if appropriate. A victim may also file a criminal charge with the St. Peter Police Department. The College, through its designated personnel, will help you in reporting an assault to the police and/or in filing a criminal charge if you choose to do so. Designated staff members will also accompany victims to the police station if they wish, and explain how to use the College's internal complaint processes.

III. YOUR RIGHTS AS A SEXUAL ASSAULT VICTIM

As stated above, you have the right to file criminal charges with the local law enforcement authorities and, upon request, are entitled to assistance from the College in notifying local law enforcement authorities.

You have the right to obtain assistance from the Crime Victims Reparations Board and the Office of Crime Victims Ombudsman:

Crime Victims Reparations Board and Crime Victims Ombudsman
1821 University Avenue North
N-465 Griggs-Midway Building
St. Paul, Minnesota 55104
Phone: 1-800-247-0390

You have the right to file a complaint with the College and have your sexual assault complaint investigated by the College and the right to participate in any disciplinary proceedings regarding the sexual assault complaint. If you wish, you may have a support person (or an attorney if you are represented by one) present with you at such proceedings. The accused has this right as well.

The College will notify you and the accused as to the outcome of any disciplinary proceeding regarding your complaint subject to the limitations of state and federal laws relating to data privacy practices.

The College will also promptly assist you, at the direction of law enforcement authorities, in obtaining, securing and maintaining evidence in connection with the sexual assault incident. The College will also assist you in preserving any materials relevant to a campus disciplinary proceeding.

The College will, in cooperation with law enforcement authorities, shield you from unwanted contact with the alleged assailant, including the transfer of the victim to alternative classes or alternative college-owned housing, if these options are desired, available and feasible.

IV. CONFIDENTIALITY

The College will respect the confidentiality of the sexual assault victim and the alleged offender(s) as much as possible, consistent with the College's legal obligations.

(continued on next page)

V. ONGOING SUPPORT

Because of the traumatic nature of sexual assault, victims are strongly encouraged to seek professional help. On-campus, free and confidential counseling services are available at the Counseling Center in the Johnson Student Union.

If you would like to receive more information about your options for pressing charges, for reporting an incident, for filing internal complaints, or for counseling, please contact the College staff members whose names and phone numbers are listed above.

There are also support resources outside the College community. The College Counseling Center maintains a list of local therapists, including clinical psychologists, social workers and psychiatrists in private practice. While the cost of counseling outside the College is not covered for students by college insurance, many have insurance benefits through their parents that will cover all or part of the cost of such counseling.

VI. CAMPUS SEX CRIMES PREVENTION ACT

The federal Campus Sex Crimes

TORNADO PREPAREDNESS

BEFORE A TORNADO

- Select a shelter; the best protection is afforded by an underground shelter or basement.
- Be familiar with the weather service alert and siren system; there is a "test" the first Wednesday of every month at 1 p.m. For further information, contact the County Emergency Management Office.

DURING A TORNADO

- Proceed to the designated shelters, if possible.
- Seek safety in an underground basement or in an interior part of the lowest level (closets, bathrooms, hallways). Get under something sturdy.
- If in a multi-level building, go to an interior hallway on the lowest floor

Prevention Act, enacted on October 28, 2000, went into effect on October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by the state concerning registered sex offenders may be obtained.

It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

Information regarding individuals on the registered sex offender list can be obtained from the St. Peter Police Dept., 102 S. Front St. and from the Minnesota Dept. of Corrections web site (<http://www.corr.state.mn.us>), or follow the link to the Department of Corrections from the Safety & Security website (<http://www.gustavus.edu/ncampus/security>).

THEFT (LARCENY)

Theft is defined as the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. It

possible. Remain away from outside walls. Assume a crouched position with arms over your head.

- Stay away from windows, particularly on the windward side, and avoid shelter in large rooms with large, unsupported roof spans.
- If outside in an automobile, do not try to outrace a tornado. Drive at right angles away from the tornado's path. If there isn't time or if you are on foot, take cover and lie flat in the nearest depression such as a ditch, culvert, excavation or ravine.

AFTER A TORNADO

- Wear sturdy shoes to protect your feet from possible broken glass.
- Check for injuries. Apply first aid. Do not attempt to move anyone seriously injured.
- Check for fire.

is the most commonly reported crime at Gustavus Adolphus College. Thefts can easily be prevented by following the steps below:

- Do not leave your valuables unattended (book bags, books, laptop computers, calculators, etc.).
- If you must leave valuables momentarily, ask a friend to watch them for you.
- Take advantage of the free temporary storage lockers located at the entrance of the Book Mark and Dining Service coat closet.
- Always lock your bicycle with a good bicycle lock device. We recommend that you use a "U"-locking device that can be bought at cost from the campus Book Mark.
- Lock your bicycle securely to an immovable object. Take advantage of the numerous bicycle racks on campus. If you see where there is a need for an additional bicycle rack, please contact Safety and Security.
- Put your name and driver's license number on all items of value.
- If you are a victim of a theft, report it immediately to campus security.
- Check utilities for damage and evacuate the building if a gas leak is present. Do not light matches or turn on electricity until you are certain there are no gas leaks.
- Avoid downed power lines.
- Check for structural damage; clear blocked exits.
- Check radio and phones and monitor official broadcasts. Do not use the phone except for emergencies.
- Use extreme caution when close to masonry structures.
- Do not call the security, police or fire department except in the case of an emergency (fire, severe injury or a gas leak). A delay in response time may be expected.
- Telephone a designated out-of-state person who can call other family members and friends to advise of your location and condition.

FIRE SAFETY

Preparing for emergencies well in advance is one of the most effective ways of dealing with potential disasters. In the case of a fire, knowing the steps to take can minimize problems.

Steps to follow if you see a fire:

1. Activate the nearest fire alarm.
2. "A-B-C" type fire extinguishers available in buildings can be used on most types of fires, but never endanger your life or the lives of others by using them. Even if the fire has been put out with fire extinguishers, the Fire Department still must be called to determine that the fire has been completely extinguished.
3. If you are on or off campus, alert Safety and Security at ext. 8888 or call 9-911. Give your name, address, location and extent of the fire.
4. Calmly alert people in the building and evacuate the building by following the EXIT signs. **DO NOT USE THE ELEVATORS.**
5. Once the alarm has been activated and immediate attention has been given by emergency personnel to the safety of others, close corridors, windows, doors and stairwells to prevent the spread of fire and smoke.

6. Remain outside the building at a safe distance.
7. Meet Safety and Security or fire personnel upon arrival to direct them to the fire. Inform Safety and Security and fire personnel of any special chemicals, biological or radiological hazards involved.

Steps to follow if you are caught in a fire:

1. Remain calm.
2. Before opening a door, feel it with the back of your hand. If it is hot:
 - Do not open the door.
 - Open the windows. If possible, lower the top half of the window to let out heat and smoke and raise the lower half to let in fresh air.

- Seal the cracks around the door with towels, linen or clothes. Soak these items in water, if possible.
- To attract attention, hand objects out of the window and shout for help.
- Keep low to the floor. Take short breaths to avoid inhaling smoke. Place a wet towel over your nose and mouth. Keep your head six to eight inches off the floor. If the door is not hot, brace yourself against the door and open it slowly. If hot air or fire rushes in, close the door. If you can leave, close all doors behind you and proceed to the nearest safe exit. Leave the building and stand clear of the fire. Help direct Safety and Security and fire personnel when they arrive.



**EMERGENCY
(933) 8888**

**ST. PETER POLICE DEPARTMENT
(POLICE/FIRE)
9-931-1550**

**NICOLLET COUNTY EMERGENCY
9-911**

**FIREARMS - WEAPONS
POLICY**

The unauthorized use, possession or storage of weapons, fireworks or explosives is prohibited on College premises (including in vehicles) or at any College-sponsored activity. Weapons may include, but are not limited to firearms, pellet guns, bows and arrows, martial arts equipment, switchblade knives, swords, large knives and clubs. The intentional possession or use of any such item constitutes a violation of the Student Code of Conduct.

CAMPUS

Counseling Center

Evaluation and assessment, support groups, counseling services. (Jacqueline Alvarez, Johnson Student Union, ext. 7027)

Office of Alcohol/Drug Education

Pre-assessment, alcohol and drug education, referrals, low-risk use and alcohol-free programming for students. (Judy Douglas, Campus Center Building, ext. 7665)

Peer Assistance Center

Peer counseling, workshops, referrals, drop-in center. (Campus Center Building, ext. 7607)

COMMUNITY

*Sioux Trails Mental Health Center**Outreach Office*

St. Peter, (507) 934-2652
Assessment and outpatient treatment, broad range of counseling services. 320 Sunrise Drive, Suite 13, St. Peter. (Toll free 1-800-247-2809).

*Immanuel St. Joseph Hospital,**Family Recovery Program*

Mankato (507) 345-2650
Assessment and in-take, evaluation, day and evening out-patient and in-patient treatment, family programs, co-dependency program, after-care and children's programs.

*New Ulm Medical Center**Substance Abuse Unit*

New Ulm (507) 345-1055
Assessment and in-take, outpatient and in-patient treatment, after-care, family program, relapse services.

Addiction Recovery Technologies of Mankato

Mankato (507) 345-4670
Assessments, day and evening out-patient treatment, relapse prevention, continuing care, walk-in clinic, family pro-gram, adult and adolescent programming.

MORE INFORMATION

College officials are happy to discuss any remaining questions or concerns that you may have about safety and security at Gustavus Adolphus College.

Please contact:

Raymond H. Thrower, Jr.

Director of Safety and Security

Phone: 933-8809

Section "A" Lower Level, Room 34A

Norelius Hall