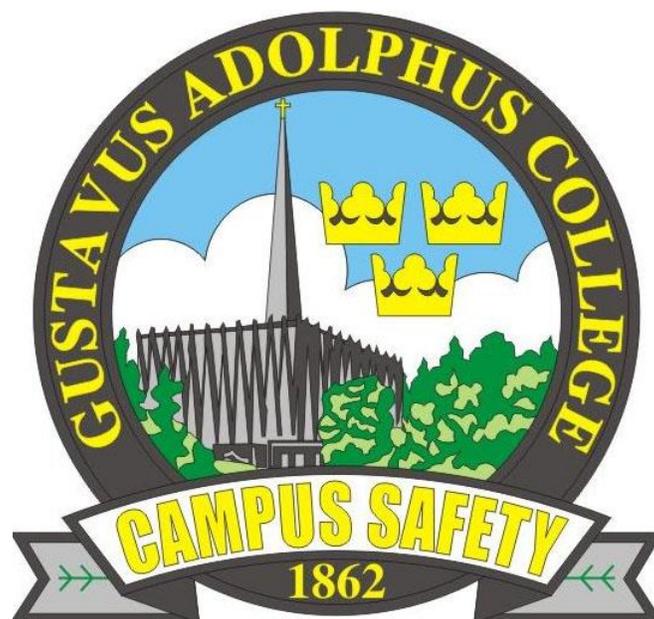


GUSTAVUS

GUSTAVUS ADOLPHUS COLLEGE

Department of Campus Safety
2013 Calendar Year Reports
For
Jeanne Clery Act
And
Fire and Life Safety

Published October 2014



Campus Safety

GUSTAVUS ADOLPHUS COLLEGE

A Report to the Gustavus Community

Gustavus Adolphus College is located in Saint Peter, Minnesota, a community of approximately 11,000 residents. The College enrolls approximately 2,600 students, 2,100 of whom live on campus in College-owned residence halls and houses. The remainders are annually given approval to live off campus in the Saint Peter community. Some 730 non-student employees work on campus as members of the faculty, staff and administration.

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, prospective 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 Campus Safety (507) 933-8809 or to the Vice President of Student Life and Dean of Students (507) 933-7526.

EMERGENCY NUMBERS

Department of
Campus Safety
(507) 933-8888

Saint Peter Police
Department
(Police/Fire)
(507) 931-1550

Nicollet County
Sheriff's Dept.
(Ambulance)
911

Index

<u>Page</u>	<u>Topic</u>
5	Department of Campus Safety
5	A Shared Responsibility
6	Community Reporting Procedures
6	Preparation of Disclosure of Crime Statistics
8	Crime Definitions
11	Crime Statistics Chart
12	Hate Crime Statistics
13	Emergency Notification
13	Evacuation Procedures
14	Notification to the Gustavus Adolphus Community about Reported Crimes
15	Statistical Disclosure of Reported Incidents
15	Missing Students Who Reside in On-Campus Housing
16	Security in Residence Halls
17	Access to Academic and Administrative Facilities
17	Facilities and Grounds Review
17	Campus Safety Safe Rides Program
18	Fast Facts
18	Security Awareness and Crime Prevention Programs
19	Partners in Community Safety (PiCS)
19	Confidential Reporting
20	Campus Safety Phones
20	Firearms – Weapons Policy
21	Lost and Found
21	The Drug-free Schools Act
22	Controlled Substances
23	Personal Safety Tips
25	Sexual Misconduct Policy
26	Definitions
34	Education and Prevention Programs
41	Procedures for Reporting a Complaint
44	Assistance for Victims: Rights and Options
47	Adjudication of Violations
48	Confidentiality
49	Sex Offender Registration
49	Title IX Coordinator

49	Emergency Response
50	Tornado Preparedness
51	Severe Weather Response
51	Severe Weather Definitions
52	Lightning Detection
53	Severe Weather Shelter Locations
54	Campus Border Patrolled by Campus Safety
55	Fire and Life Safety Report
56	Number of Fires, Their Causes, Associated Injuries and Property Damage
57	2013 Student Housing Facilities- Fire, Injury and Death Statistics
59	2012 Student Housing Facilities- Fire, Injury and Death Statistics
61	2011 Student Housing Facilities- Fire, Injury and Death Statistics
63	Fire Definitions
64	Resident Hall and Apartment Fire Drills
64	Fire and Life Safety Education
64	Fire Safety Improvements and Upgrades
64	Fire Evaluation Plan
64	Fire Reporting Procedures
65	Emergency Evaluation Procedures for Individuals With Disabilities
66	On-Campus Housing Facilities- Fire Safety Systems
67	Fire Safety Regulations
68	Fire Marshal's Directives
68	Smoking Policy
69	Fire/Life Safety Inspections
70	Questions and Concerns

Department of Campus Safety

The Department of Campus Safety, housed in the basement of “A” section Room 35A of Norelius Hall (phone number 507-933-8888), 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 and fire safety issues
- Crime prevention efforts
- Incident investigations
- Management of campus escort services.

While Campus Safety officers are not commissioned police officers under Minnesota statutes, the College has an excellent working relationship with local law enforcement and first responders. Some of the training officers receive includes first aid, CPR, interview techniques, legal issues, report writing, victim concerns, crisis intervention, defensive tactics, criminal investigation and evidence, alcohol and drug identification, and patrol and security procedures.

In addition to maintaining its own radio frequency, Campus Safety has direct radio communication with the Saint Peter Police Department, Nicollet County Sheriff’s Office, Saint Peter Fire Department, and River Edge Hospital Ambulance Service. Campus Safety also monitors the Minnesota statewide Emergency Law Enforcement and weather radio frequencies.

Campus Safety patrol officers work closely with city police and other public safety officials that are called to campus to assist with emergencies, to investigate crimes and to apprehend those involved in criminal activity. It is the policy of Gustavus Adolphus College to work with city police and other public safety officials on all Part I and Part II crimes (as defined by the FBI Uniform Crime Reporting systems), and known violations of state or federal laws to appropriate law enforcement authorities. Gustavus Adolphus College does have a written memorandum of understanding (MOU) with the Saint Peter Police Department. Violations of College polices are handled according to the Student Conduct Code and Conduct Board Procedures or by appropriate College authorities.

Campus Safety: 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 Campus Safety, members of the College staff, or to the Saint Peter Police Department. For more information/crime prevention tips, please visit the Campus Safety website at <http://gustavus.edu/safety/>

Community Reporting Procedures: General procedures for reporting crimes or emergencies

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

1. Call Campus Safety and/or the Saint Peter Police Department as soon as possible.
2. Obtain a description of the offender(s), including gender, age, race, hair, clothing and distinguishing 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 Safety and the Saint Peter 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 near the crime scene until authorities arrive.

Preparation of Disclosure of Crime Statistics

Crime statistics are published in the annual security report and cover the three previous calendar years. Additional information regarding these statistics is available from the Department of Campus Safety, 800 West College Avenue, Saint Peter, MN 56082.

Notification of the annual security report is made to all enrolled students, Faculty and Staff through two methods:

- Email
- Mail - the Campus Postal service sends a postcard

Both methods of notification provide the web site to access the report.

All prospective employees may obtain a copy from the Human Resources Department located in the Carlson Administration Building Room 210 or by calling (507) 933-7304.

All prospective students may obtain a copy from the Admissions Office located in the C. Charles Jackson Campus Center Room 212 or by calling (507) 933-7676.

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 Campus Safety, Saint Peter Police Department, Dean of Students Office, Residential Life Office, Counseling Center, Health Center, Chaplain's office, Campus Conduct, and Student Organization Advisers and other Campus Security Authorities.

Campus Safety sends a request each year to the Student Health Service center, which coordinates with the Counseling Center and the Chaplain's Office to encourage, on a voluntary and confidential basis, the reporting of crimes for inclusion in the annual disclosure of crime statistics when they deem it appropriate.

The statistics do not reflect any reports that might have been made to other departments or individuals at Gustavus unless those individuals or departments informed Campus Safety of the incident. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Pastoral, licensed health care providers, or professional counselors, when acting as a provider, are not required to report any crimes or incidents; however, Gustavus urges its counselors to provide "statistical information" should they become aware of a sexual assault incident.

The Department of Campus Safety is responsible for the sorting, tabulation and dissemination of information for the Campus Security Act Incidents and annual security report.

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.
- Any building or property that is within reasonably contiguous to paragraph (1) of this definition, that is geographic area that is owned by the institution, is frequently used students, and supports institutional purposes (such as food or other retail vendor).

On-campus Student Housing Facility

- 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. Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the on-campus student housing facility.

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 Definitions

The definitions listed are taken from the Federal Bureau of Investigation Uniform Crime Report (UCR) Handbook (National Incident Based Reporting System (NIBRS) Edition) and are 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.)

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays weapon, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

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: New reporting guidelines effective October 2010 determine three conditions that must be met to classify an incident as a Burglary.

1. There must be evidence of unlawful entry (trespass). This means that the person did not have the right to be in the structure at the time the incident occurred.
2. The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.
3. The structure was unlawfully to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.

Larceny/Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

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, gender, religion, ethnicity, national origin, sexual orientation, disability or gender identity.

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.)

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

Vandalism: To unlawfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

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.

Sexual Assault: An offense that meets the definition of rape, fondling, incest or statutory rape under the uniform crime reporting system of the Federal Bureau of Investigation

Rape

Penetration, no matter how slight, of the vagina or anus with any body part or object, oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator.

- Sexual penetration means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, or by a sex-related object.

Fondling

The touching of the private body parts of another person for the purpose of sexual gratification.

Incest

Sexual intercourse between persons who are related to each other within the degrees where in marriage is prohibited by law.

Statutory Rape

Sexual intercourse with a person who is under the statutory age of consent.

- All sexual assault offense definitions include instances in which the victim is incapable of

giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol).

- In all sexual assault offenses, physical resistance is not required on the part of the victim to demonstrate lack 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.

DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING INCIDENTS:

Domestic Violence

Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and the existence of such a relationship shall be determined based on the reporting party's statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

Definitions for domestic violence, dating violence, and stalking come from section 40002(a) of the Violence Against Women Act of 1994.

CRIME STATISTIC CHART						
Criminal Offense (reported by hierarchy)	Year	On Campus	*Residential Facilities	Public Property	Non-Campus	TOTAL
Murder & Non-Negligent Manslaughter	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
Negligent Manslaughter	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
Sex Offense (Forcible) Rape, Sodomy, Sexual Assault w/ Object, Forcible Fondling	2013	4#	4#	0	0	4#
	2012	5#	4#	0	1#	6#
	2011	9#	6#	0	0	9#
Sex Offense (Non Forcible) Incest, Statutory Rape	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
Robbery	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
Aggravated Assault	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
Burglary	2013	12	9	0	0	12
	2012	7	6	0	0	7
	2011	5	5	0	0	5
Motor Vehicle Theft	2013	1	0	0	0	1
	2012	0	0	0	0	0
	2011	2	0	0	0	2
Liquor Law Arrests	2013	53	32	2	0	55
	2012	59	22	0	0	59
	2011	56	43	0	0	56
Drug Abuse Arrests	2013	2	1	0	0	2
	2012	0	0	0	0	0
	2011	7	5	0	0	7
Weapons Arrests	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0

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

Incidents were reported to the Counseling Center, Student Health Service, Sexual Assault Response Team (SART), and/or the Chaplains Office in 2011 (6 of 9), 2012 (2 of 6), 2013 (2 of 4) and were not investigated by the Dean of Students Office, Campus Safety, or the Saint Peter Police Department due to confidential reporting requirements.

-- Data not collected for these years.

CRIME STATISTIC CHART						
Criminal Offense (reported by hierarchy)	Year	On Campus	*Residential Facilities	Public Property	Non-Campus	TOTAL
Liquor Law Violations Referred for Disciplinary Action	2013	232	77	0	0	232
	2012	151	119	0	0	151
	2011	145	128	0	0	145
Drug Law Violations Referred for Disciplinary Action	2013	46	40	0	0	46
	2012	50	44	0	0	50
	2011	51	36	0	0	51
Weapons Violations Referred for Disciplinary Action	2013	2	0	0	0	2
	2012	0	0	0	0	0
	2011	0	0	0	0	0
Arson	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
Domestic Violence	2013	0	0	0	0	0
	2012	--	--	--	--	--
	2011	--	--	--	--	--
Dating Violence	2013	0	0	0	0	0
	2012	--	--	--	--	--
	2011	--	--	--	--	--
Stalking	2013	1	0	0	0	1
	2012	--	--	--	--	--
	2011	--	--	--	--	--

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

Incidents were reported to the Counseling Center, Student Health Service, Sexual Assault Response Team (SART), and/or the Chaplains Office in 2011 (6 of 9), 2012 (2 of 6), 2013 (2 of 4) and were not investigated by the Dean of Students Office, Campus Safety, or the Saint Peter Police Department due to confidential reporting requirements.

-- Data not collected for these years.

Hate Crime Reporting

2013 – 1 on campus campus hate crime reported as race related destruction of property.

2012 – There were no hate crimes reported for 2012.

2011 – There were no hate crimes reported for 2011.

Emergency Notification

In the event of a confirmation of a significant emergency or dangerous situation, which poses an immediate threat to the health, or safety of members of the Gustavus Adolphus College community, the College has various systems in place for communicating information quickly to those individuals. Some or all of these methods of communication may be activated in the event of an immediate threat to the Gustavus Adolphus College campus community. These methods of communication include network emails, emergency text messages, calling of office, room, and mobile numbers, and emergency messages that scroll across computer screens when logged into the campus system. The college will post updates during a critical incident on the campus website at <http://www.gustavus.edu>. The College conducts annual testing of its emergency alert systems with reminders to the campus community to keep their emergency contact info up to date.

Members of the campus community who are interested in receiving information about emergencies on campus should sign up at <https://gustavus.edu/emergency>

All members of the Gustavus Community are required to notify the Department of Campus Safety of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or on-going threat to the health and safety of students and/or employees on campus. The Department of Campus Safety has the responsibility of responding to, and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the Department of Campus Safety has a responsibility to respond to such incidents to determine if the situation does in fact pose a threat to the community. If that is the case, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

The Department of Campus Safety will immediately notify the Department of Marketing and Communications. If the Department of Campus Safety and/or the Saint Peter Police Department confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Gustavus Community, the Department of Marketing and Communication will collaborate to determine the content of the message and will use some or all of the systems described above to communicate the threat to the Gustavus Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The Department of Marketing and Communication will, taking into account the safety of the community and without delay, determine the content of the notification and initiate the notification system unless issuing a notification will, in the judgment of the first responders (including, but not limited to: Department of Campus Safety, the Saint Peter Police Department, or the Saint Peter Fire and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Evacuation Procedures

A large-scale evacuation plan may be formulated by the college for a particular emergency or situation, in which case such a plan may be transmitted via the most appropriate channels of communication above.

Shelter in Place Procedures

If an incident occurs and the buildings or areas around where you are located become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances in the air, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter in place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter in Place” Guidance

If an incident occurs and the building you are in is “not” damaged, stay inside seeking an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If Campus Safety, the police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter in Place”

Pay attention for messages that might come via emergency notifications systems (phone, text, or the PA system). Follow the directions of any emergency response personnel on scene. Stay in a safe location through the time indicated in mass notifications, or until you get an ‘all clear’ notification.

How to “Shelter in Place”

No matter where you are, the basic steps to shelter in place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel.

- If you are inside, stay where you are. Collect any emergency shelter in place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel that are on the scene.
- Locate a room to shelter inside. It should be;
- An interior room;
- Above ground level; and
- Without windows or with the least number of windows.
- Shut and lock all windows (tightly seal) and close exterior doors.
- Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems as you are able.
- Turn on a radio or TV and listen for further instructions.

Notification to the Gustavus Adolphus College Community about Reported Crimes

In an effort to provide timely notice to the Gustavus Adolphus College community, and in the event of a serious incident, which may pose an ongoing threat to members of the Gustavus Adolphus College community, a blast email Crime Alert is sent to all students and employees on campus. Updates to the Gustavus Adolphus College community about any particular case resulting

in a Crime Alert may be distributed via blast email, may be posted on the Campus Safety website or may be shared with The Gustavus Weekly for a follow-up story. Campus Safety in campus buildings when deemed necessary may also post Crime Alert posters. When crime alerts are posted in campus buildings, they are printed on orange paper and posted in the lobby/entrance area of the affected building(s). The Director of Campus Safety and Vice President of Student Life reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Crime Alert is warranted. Crime Alerts may also be posted for any crime classifications, as deemed necessary.

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), Inside Gustavus (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 Campus Safety, Residential Life, Student Affairs, Peer Assistance and others, crime prevention literature, Student Senate meetings, posted announcements, and mailings. Individuals wishing to file a timely report can contact the Campus Safety Office or Dean of Student’s Office.

Campus Safety has a close working relationship with representatives from The Gustavus Weekly, a student newspaper, and an invitation is always open to meet with the Director of Campus Safety or designee to discuss crime on campus. A weekly crime log summary is sent for publication.

A daily crime log is available for review 24 hours a day on the Campus Safety website at <http://gustavus.edu/safety/incidents/> or at the Campus Safety office located in “A” section of Norelius Hall, in room 035A, from 8 a.m.–5 p.m. Monday through Friday, excluding holidays. The information in the crime log typically includes the case number, nature of the crime, date reported, date occurred, time occurred, general location, and disposition of each crime.

Statistical Disclosure of Reported Incidents

Incidents reported to Campus Safety that fall into one of the required reporting classifications will be disclosed as a statistic in this annual brochure published by Campus Safety.

Missing Students Who Reside in On-Campus Housing

If a member of the Gustavus community has reason to believe that a student is missing, he or she should immediately notify Campus Safety at (507) 933-8888. The Department of Campus Safety and the Saint Peter Police Department will generate a missing person report and initiate an investigation. If the missing student is under the age of 18 and is not an emancipated individual, Gustavus will notify the student’s parent or legal guardian immediately after Campus Safety has determined that the student has been missing for more than 24 hours.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Campus Safety in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Gustavus will notify that individual no later than 24 hours after the student is determined

to be missing. Students who wish to identify a confidential contact can do so at <https://gustavus.edu/emergency>

Security in Residence Halls

Student housing at Gustavus is provided in eleven residence halls, three apartment buildings, and a number of houses on or adjacent to the main campus. All halls are co-educational by floor or section and with three exceptions, contain a distribution of the classes.

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 non-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 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, exterior doors are locked 24 hours a day. Students are issued and are expected to carry both a room key and ID card that allows access outside doors. Each living unit provides for any on-campus student to gain access from 8:00 am – 11:00 pm to any residence hall. From 11:00 pm – 8:00 am only students living in each unit can gain access. Off-campus students are considered guests.

Keys are randomly numbered in the interest of added security. Campus Safety staff and Residential Life Collegiate Fellows routinely check exterior doors during their tours of campus. Since Gustavus cannot ensure that unauthorized persons will not enter into residence halls, students are strongly encouraged to lock their room doors at all times and to immediately report suspicious individuals to Campus Safety.

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 Faculty/Administrators in Residence and Area Coordinators, 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 and throughout each semester 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 personnel and are generally consolidated into the Southwest Hall hostel space.

Access to Academic and Administrative Facilities

Campus facilities are open during normal business hours (excluding holidays) to students, employees, and guests. 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 Campus Safety and the Saint Peter Police Department of any suspicious persons or circumstances. Individuals not having legitimate business on campus may be arrested for criminal trespass. For "after hours" access to certain facilities, students will need an "after hours" pass signed by authorized departmental personnel and a valid student and employee ID card must be presented to Campus Safety personnel to be admitted.

Facilities and Grounds Review

Campus Safety officers, as a part of their general patrol procedure, generate a work order to the Physical Plant Department when defective lighting or other unsafe conditions are discovered on Campus. Residential Life personnel, as part of their general patrol procedure, generate a work order to the Physical Plant Department when defective lighting or other unsafe conditions are discovered in Residential Halls.

Students, faculty, and staff are encouraged to report any safety or security concerns directly to the Department of Campus Safety or the Physical Plant Department.

Campus Safety Safe Rides Program

A Campus Safety student employee will be available to give safe rides from specifically marked locations from 6:00 p.m. to 1:30 a.m. every night during academic periods. The Safe Ride vehicle will be posted at several locations within the center of campus when not transporting students. Students calling the Safe Ride number, (x7000), will be directed to the nearest location to be picked up by the Safe Ride vehicle and transported to the closest marked drop off location. The driver will pick up and drop off at 14 designated locations (below). All pickup points are designated by posted yellow and black "Safe Ride" signs. After picking up students the driver will take them to the closest drop off location or the driver may stop and pick up more students on the way there if room is available in the vehicle. When a driver arrives at a called in pick up location, he/she will wait one

minute to pick up students; if the students are not there in one minute the driver will leave and the students will need to call for another pick up.

For more information, 24-hour medical escorts, or for walking escorts after 1:30 a.m., call Campus Safety at 507-933-8888 (x8888).

PICK-UP/DROP-OFF LOCATIONS

- NORELIUS HALL - Main door entryway by bench
- THREE FLAGS CIRCLE - West side of circle
- NORTH HALL - On circle drive sidewalk
- 7th STREET HOUSES - Front of Walker House
- RUNDSTROM HALL - Front of Rundstrom Hall
- SOHRE HALL - Across street from Sohre Hall
- ARBOR VIEW APARTMENTS - By Head Resident parking space
- MUSIC BUILDING SOUTH - South end of music building
- NOBEL HALL - SW entry by parking lot
- CHAPEL CIRCLE - NW side of the Chapel
- INTERNATIONAL HOUSE - Entryway of International House
- LUND CENTER - SE corner of building in Lund Circle
- COLLEGE VIEW APARTMENTS - NW entryway by Tennis Bubble
- CHAPEL VIEW TOWNHOMES - By fence around trash containers

Fast Facts

• **ID Cards:** ID cards have building access. Lost ID cards should be reported on the student/employees account page (gustavus.edu/account) as soon as possible.

• **Keys:** All College-issued keys are randomly numbered for your protection. All lost Academic/Administrative keys should be immediately reported to the Campus Safety 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 Campus Safety Office or you may visit the Campus Safety website at <http://gustavus.edu/safety>

• **Vehicle Problems:** In the event that you have a dead battery you can contact Campus Safety for assistance at (507) 933-8888. If you have locked your keys inside your vehicle, contact Von Essen's Towing Service at (507) 931-3410.



Security Awareness and Crime Prevention Programs

Gustavus Adolphus College's crime prevention programs seek to ensure that students, faculty and

staff are made aware that crime does occur on campus and steps they can take to lesson the chance of becoming a victim of crime on and off campus. It is easier and safer for all concerned to prevent a crime than it is to apprehend a criminal committing a crime. More importantly, when a crime is prevented, there is no victim.

Policing by prevention is a proactive approach that requires an informed public. The Campus Safety department believes that an informed public can better protect itself and help in the prevention of crime. Campus Safety invites discussion of potential security problems on campus and is available for open forums on security issues.

Throughout the year, Campus Safety takes every opportunity to speak on personal safety, crime prevention and crime reporting through the Partners in Community Safety program.

First-year students receive safety training during their first week of student orientation. Residential Life personnel (Collegiate Fellows, Residential Life Area Coordinators, Faculty/Administrator in Residence) and Peer Assistants receive basic security training on emergency procedures and crime prevention. Throughout the academic school year they assist the Campus Safety Department by providing an array of training topics on personal and health safety issues.

To keep the Gustavus Adolphus College community informed of incidents occurring on campus, Campus Safety in collaboration with The Gustavian Weekly publishes a list of weekly crime incidents and a crime prevention Tip of the Week.

A number of training sessions are available upon request such as personal safety, crime and violence prevention, crisis and emergency management planning, threat assessment, resident hall safety, sexual assault prevention, self-defense training, life safety and other safety programs. Publications, books, films, videos, pamphlets, and other services are also available upon request. For more information, please contact the Dean of Students Office (ext. 7526) or the Department of Campus Safety (ext. 8809) or the Campus Safety website at <http://gustavus.edu/safety>

Partners in Community Safety (PiCS)

The Partners in Community Safety program partners each campus residential Area Coordinator with two Campus Safety Officers to serve as a familiar resource for information and a point-of-contact in the event they ever need assistance. Each assigned officer works closely with Area Coordinators of the Office of Residential Life as well as resident students, Collegiate Fellows, and Faculty/Administrator in Residence. PiCS officers assist community members in defining problems, developing solutions, and implementing strategies to solve problems and prevent crimes. In addition to this, PiCS officers conduct investigations and facilitate a variety of educational programs including self-defense, bike safety and security, operation identification, drug and alcohol awareness, personal safety and property security.

Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still consider making a confidential report. With your permission, a

Campus Safety officer can file a report as to the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, employees, and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential dangers. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution, and when they involve allegations of sexual harassment (including sexual violence) are made available to the College's Title IX Coordinator. Reporting procedures applicable to allegations of sexual assault are further discussed later in this brochure.

Members of the Gustavus community may also use the Silent Witness Program anonymous reporting form located at the Campus Safety website at:

<http://gustavus.edu/safety/silentwitness/>

Campus Safety Phones

To support personal safety, the College has installed external "Campus Safety" 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 for emergencies or information.

All Campus Safety phones with blue lights have the option of calling the Campus Safety Department or 911 (Nicollet County Sheriff's Department/Ambulance).

Firearms - Weapons Policy

The personal possession of firearms in all campus buildings and on all campus property is strictly prohibited. This prohibition applies to all students, employees, independent contractors, and visitors, including those who have a valid permit to carry a concealed weapon. Individuals who possess a valid permit to carry a firearm may, however, keep it locked in the trunk or glove compartment of their vehicle in a campus parking lot. This prohibition does not apply to authorized security or law enforcement personnel. Individuals wishing to store firearms and ammunition at Gustavus Adolphus College can do so by bringing them to the Office of Campus Safety, Room 35A, Norelius Hall basement.

Except under circumstances noted above, students and employees are prohibited from using, storing or possessing weapons, fireworks, ammunition, or explosives on property owned or controlled by the College and/or in the course of any College program or employment. Weapons may include, but are not limited to: firearms, pellet guns, air rifles or BB guns, paintball guns, bows and arrows, sling shots, water balloon launchers, martial arts equipment, swords, switchblade and large knives, tasers and clubs.

If you are aware that an individual possesses a firearm, or other weapon or explosives in violation of this policy, please contact Campus Safety (933-8888) immediately.

Lost and Found

There is a campus Lost and Found program managed through the Campus Safety Department. Anyone can fill out a Lost Property Report on the Campus Safety web page, <http://gustavus.edu/safety/> or call Campus Safety 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 Campus Safety Department.

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

The Drug-free Schools Act

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 Adolphus College 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 alcohol 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 (Saint 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 (Saint 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 \$300 fine (MN).
- Possession or sale of one ounce or less of marijuana–Up to \$300 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).

Controlled Substances

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.

Hallucinogenic 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 keys to Residential Life, and building keys to Campus Safety.
- 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 and register your bicycle with the Department of Campus Safety.
- When walking or jogging, don't wear headphones, which could prevent you from hearing approaching persons or automobiles.
- Don't jog in secluded areas.
- 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 Safe Rides system, as needed.
- Remain alert to your surroundings.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME
STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION
ACT OF 2013

Gustavus Adolphus College does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, Gustavus Adolphus College issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a College official¹. In this context, Gustavus Adolphus College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community.

For a complete copy of Gustavus Adolphus College's policy governing sexual misconduct, visit <https://gustavus.edu/deanofstudents/policies/gustieguide/sexual-assault.php>.

The College has established a *Coordinated Community Response Team*². The team consists of members from Student Affairs, Human Resources, Campus Public Safety, Judicial Affairs, the Title IX Coordinator, the campus Clery Compliance Officer, campus Housing, clergy, select faculty and staff, and students. The team meets quarterly and is responsible for developing, reviewing, and revising protocols, policies and procedures for addressing violence against women on campus.

¹ A "College official" is defined as either a "Campus Security Authority" under the auspices of the Clery Act or a "Responsible Employee" under Title IX and further identified by your institution's sexual misconduct policy. Because three separate federal laws (Title IX, Title VII, and the Clery Act) as well as numerous states law have different reporting requirements, DSA recommends requiring all employees to report crimes reported to them to campus police or public safety within 24 hours (all can be assessed for Timely Warnings and those that meet the definition of a reportable crime, as defined by the Clery Act, will be included in the crime statistics in the Annual Security Report.) For sexual harassment and sexual violence, "responsible employees" as defined by Gustavus Adolphus College under the auspices of Title IX will have to disclose identifying information about the victim to the Dean of Students or Title IX Coordinator. There are exemptions to reporting for campus professional and pastoral counselors and medical doctors and nurses acting in those capacities from disclosing crime statistics or identifying information about the victim of sexual assault, unless the victim is a minor.

² The Department of Justice, Office of Violence Against Women FY 2013 Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence and Stalking on Campus Program requires grantees to establish a "Coordinated Community Response to violence against women on campus." This includes the establishment of a community response team, whose role is to ensure that the campus develops and implements effective policies and practices to prevent and respond to VAW on campus. The team is directed to meet on a regular basis to develop, review, and revise protocols, policies and procedures for addressing VAW. DSA provides this recommendation as a gold standard practice.

A. Definitions

There are numerous terms used by Gustavus Adolphus College in our policy and procedures.

Consent is defined in Minnesota as:

(a) words or overt actions by a person indicating a freely given present agreement to perform a particular sexual act with the actor. Consent does not mean the existence of a prior or current social relationship between the actor and the complainant or that the complainant failed to resist a particular sexual act.

(b) A person who is mentally incapacitated or physically helpless as defined by this section cannot consent to a sexual act.

(c) Corroboration of the victim's testimony is not required to show lack of consent.

Gustavus Adolphus College defines consent as:

- Clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create clear mutually understandable permission regarding willingness to engage in (and the conditions of) sexual activity.
 - Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
 - Previous relationships or prior consent cannot imply consent to future sexual acts.
 - In order to give consent, one must be of legal age (18).
 - In some instances, because of a person's power/authority, or the perception thereof, one individual may not be able to give consent to a given sexual encounter. For example, one individual who supervises another may not be able to obtain consent in an intimate encounter because the other person fears they might lose their job or status if they object to some or all aspects of the encounter. Power and authority may arise from a variety of areas including one's size, strength or reputation within the College.
 - Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (e.g., by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.

Sexual Assault: Means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. In the state of Minnesota, there are five degrees of criminal sexual conduct.

Criminal Sexual Conduct in the First Degree is defined as:

A person who engages in sexual penetration with another person, or in sexual contact with a person under 13 years of age as defined in section [609.341, subdivision 11](#), paragraph (c), is guilty of criminal sexual conduct in the first degree if any of the following circumstances exists:

(a) the complainant is under 13 years of age and the actor is more than 36 months older than the complainant. Neither mistake as to the complainant's age nor consent to the act by the complainant is a defense;

(b) the complainant is at least 13 years of age but less than 16 years of age and the actor is more than 48 months older than the complainant and in a position of authority over the complainant. Neither mistake as to the complainant's age nor consent to the act by the complainant is a defense;

(c) circumstances existing at the time of the act cause the complainant to have a reasonable fear of imminent great bodily harm to the complainant or another;

(d) the actor is armed with a dangerous weapon or any article used or fashioned in a manner to lead the complainant to reasonably believe it to be a dangerous weapon and uses or threatens to use the weapon or article to cause the complainant to submit;

(e) the actor causes personal injury to the complainant, and either of the following circumstances exist:

(i) the actor uses force or coercion to accomplish sexual penetration; or

(ii) the actor knows or has reason to know that the complainant is mentally impaired, mentally incapacitated, or physically helpless;

(f) the actor is aided or abetted by one or more accomplices within the meaning of section [609.05](#), and either of the following circumstances exists:

(i) an accomplice uses force or coercion to cause the complainant to submit; or

(ii) an accomplice is armed with a dangerous weapon or any article used or fashioned in a manner to lead the complainant reasonably to believe it to be a dangerous weapon and uses or threatens to use the weapon or article to cause the complainant to submit;

(g) the actor has a significant relationship to the complainant and the complainant was under 16 years of age at the time of the sexual penetration. Neither mistake as to the complainant's age nor consent to the act by the complainant is a defense; or

(h) the actor has a significant relationship to the complainant, the complainant was under 16 years of age at the time of the sexual penetration, and:

(i) the actor or an accomplice used force or coercion to accomplish the penetration;

(ii) the complainant suffered personal injury; or

(iii) the sexual abuse involved multiple acts committed over an extended period of time.

Neither mistake as to the complainant's age nor consent to the act by the complainant is a defense.

Criminal Sexual Conduct in the Second Degree is defined as:

A person who engages in sexual contact with another person is guilty of criminal sexual conduct in the second degree if any of the following circumstances exists:

- (a) the complainant is under 13 years of age and the actor is more than 36 months older than the complainant. Neither mistake as to the complainant's age nor consent to the act by the complainant is a defense. In a prosecution under this clause, the state is not required to prove that the sexual contact was coerced;
- (b) the complainant is at least 13 but less than 16 years of age and the actor is more than 48 months older than the complainant and in a position of authority over the complainant. Neither mistake as to the complainant's age nor consent to the act by the complainant is a defense;
- (c) circumstances existing at the time of the act cause the complainant to have a reasonable fear of imminent great bodily harm to the complainant or another;
- (d) the actor is armed with a dangerous weapon or any article used or fashioned in a manner to lead the complainant to reasonably believe it to be a dangerous weapon and uses or threatens to use the dangerous weapon to cause the complainant to submit;
- (e) the actor causes personal injury to the complainant, and either of the following circumstances exist:
 - (i) the actor uses force or coercion to accomplish the sexual contact; or
 - (ii) the actor knows or has reason to know that the complainant is mentally impaired, mentally incapacitated, or physically helpless;
- (f) the actor is aided or abetted by one or more accomplices within the meaning of section [609.05](#), and either of the following circumstances exists:
 - (i) an accomplice uses force or coercion to cause the complainant to submit; or
 - (ii) an accomplice is armed with a dangerous weapon or any article used or fashioned in a manner to lead the complainant to reasonably believe it to be a dangerous weapon and uses or threatens to use the weapon or article to cause the complainant to submit;
- (g) the actor has a significant relationship to the complainant and the complainant was under 16 years of age at the time of the sexual contact. Neither mistake as to the complainant's age nor consent to the act by the complainant is a defense; or
- (h) the actor has a significant relationship to the complainant, the complainant was under 16 years of age at the time of the sexual contact, and:
 - (i) the actor or an accomplice used force or coercion to accomplish the contact;

- (ii) the complainant suffered personal injury; or
- (iii) the sexual abuse involved multiple acts committed over an extended period of time.

Neither mistake as to the complainant's age nor consent to the act by the complainant is a defense.

Criminal Sexual Conduct in the Third Degree is defined as:

A person who engages in sexual penetration with another person is guilty of criminal sexual conduct in the third degree if any of the following circumstances exists:

- (a) the complainant is under 13 years of age and the actor is no more than 36 months older than the complainant. Neither mistake as to the complainant's age nor consent to the act by the complainant shall be a defense;
- (b) the complainant is at least 13 but less than 16 years of age and the actor is more than 24 months older than the complainant. In any such case if the actor is no more than 120 months older than the complainant, it shall be an affirmative defense, which must be proved by a preponderance of the evidence, that the actor reasonably believes the complainant to be 16 years of age or older. In all other cases, mistake as to the complainant's age shall not be a defense. If the actor in such a case is no more than 48 months but more than 24 months older than the complainant, the actor may be sentenced to imprisonment for not more than five years. Consent by the complainant is not a defense;
- (c) the actor uses force or coercion to accomplish the penetration;
- (d) the actor knows or has reason to know that the complainant is mentally impaired, mentally incapacitated, or physically helpless;
- (e) the complainant is at least 16 but less than 18 years of age and the actor is more than 48 months older than the complainant and in a position of authority over the complainant. Neither mistake as to the complainant's age nor consent to the act by the complainant is a defense;
- (f) the actor has a significant relationship to the complainant and the complainant was at least 16 but under 18 years of age at the time of the sexual penetration. Neither mistake as to the complainant's age nor consent to the act by the complainant is a defense;
- (g) the actor has a significant relationship to the complainant, the complainant was at least 16 but under 18 years of age at the time of the sexual penetration, and:
 - (i) the actor or an accomplice used force or coercion to accomplish the penetration;
 - (ii) the complainant suffered personal injury; or
 - (iii) the sexual abuse involved multiple acts committed over an extended period of time.

Neither mistake as to the complainant's age nor consent to the act by the complainant is a defense;

(h) the actor is a psychotherapist and the complainant is a patient of the psychotherapist and the sexual penetration occurred:

(i) during the psychotherapy session; or

(ii) outside the psychotherapy session if an ongoing psychotherapist-patient relationship exists.

Consent by the complainant is not a defense;

(i) the actor is a psychotherapist and the complainant is a former patient of the psychotherapist and the former patient is emotionally dependent upon the psychotherapist;

(j) the actor is a psychotherapist and the complainant is a patient or former patient and the sexual penetration occurred by means of therapeutic deception. Consent by the complainant is not a defense;

(k) the actor accomplishes the sexual penetration by means of deception or false representation that the penetration is for a bona fide medical purpose. Consent by the complainant is not a defense;

(l) the actor is or purports to be a member of the clergy, the complainant is not married to the actor, and:

(i) the sexual penetration occurred during the course of a meeting in which the complainant sought or received religious or spiritual advice, aid, or comfort from the actor in private; or

(ii) the sexual penetration occurred during a period of time in which the complainant was meeting on an ongoing basis with the actor to seek or receive religious or spiritual advice, aid, or comfort in private. Consent by the complainant is not a defense;

(m) the actor is an employee, independent contractor, or volunteer of a state, county, city, or privately operated adult or juvenile correctional system, or secure treatment facility, or treatment facility providing services to clients civilly committed as mentally ill and dangerous, sexually dangerous persons, or sexual psychopathic personalities, including, but not limited to, jails, prisons, detention centers, or work release facilities, and the complainant is a resident of a facility or under supervision of the correctional system. Consent by the complainant is not a defense;

(n) the actor provides or is an agent of an entity that provides special transportation service, the complainant used the special transportation service, and the sexual penetration occurred during or immediately before or after the actor transported the complainant. Consent by the complainant is not a defense; or

(o) the actor performs massage or other bodywork for hire, the complainant was a user of one of those services, and nonconsensual sexual penetration occurred during or immediately before or after the actor performed or was hired to perform one of those services for the complainant.

Criminal Sexual Conduct in the Fourth Degree is defined as:

A person who engages in sexual contact with another person is guilty of criminal sexual conduct in the fourth degree if any of the following circumstances exists:

(a) the complainant is under 13 years of age and the actor is no more than 36 months older than the complainant. Neither mistake as to the complainant's age or consent to the act by the complainant is a defense. In a prosecution under this clause, the state is not required to prove that the sexual contact was coerced;

(b) the complainant is at least 13 but less than 16 years of age and the actor is more than 48 months older than the complainant or in a position of authority over the complainant. Consent by the complainant to the act is not a defense. In any such case, if the actor is no more than 120 months older than the complainant, it shall be an affirmative defense which must be proved by a preponderance of the evidence that the actor reasonably believes the complainant to be 16 years of age or older. In all other cases, mistake as to the complainant's age shall not be a defense;

(c) the actor uses force or coercion to accomplish the sexual contact;

(d) the actor knows or has reason to know that the complainant is mentally impaired, mentally incapacitated, or physically helpless;

(e) the complainant is at least 16 but less than 18 years of age and the actor is more than 48 months older than the complainant and in a position of authority over the complainant. Neither mistake as to the complainant's age nor consent to the act by the complainant is a defense;

(f) the actor has a significant relationship to the complainant and the complainant was at least 16 but under 18 years of age at the time of the sexual contact. Neither mistake as to the complainant's age nor consent to the act by the complainant is a defense;

(g) the actor has a significant relationship to the complainant, the complainant was at least 16 but under 18 years of age at the time of the sexual contact, and:

(i) the actor or an accomplice used force or coercion to accomplish the contact;

(ii) the complainant suffered personal injury; or

(iii) the sexual abuse involved multiple acts committed over an extended period of time.

Neither mistake as to the complainant's age nor consent to the act by the complainant is a defense;

(h) the actor is a psychotherapist and the complainant is a patient of the psychotherapist and the sexual contact occurred:

(i) during the psychotherapy session; or

(ii) outside the psychotherapy session if an ongoing psychotherapist-patient relationship exists. Consent by the complainant is not a defense;

(i) the actor is a psychotherapist and the complainant is a former patient of the psychotherapist and the former patient is emotionally dependent upon the psychotherapist;

(j) the actor is a psychotherapist and the complainant is a patient or former patient and the sexual contact occurred by means of therapeutic deception. Consent by the complainant is not a defense;

(k) the actor accomplishes the sexual contact by means of deception or false representation that the contact is for a bona fide medical purpose. Consent by the complainant is not a defense;

(1) the actor is or purports to be a member of the clergy, the complainant is not married to the actor, and:

(i) the sexual contact occurred during the course of a meeting in which the complainant sought or received religious or spiritual advice, aid, or comfort from the actor in private; or

(ii) the sexual contact occurred during a period of time in which the complainant was meeting on an ongoing basis with the actor to seek or receive religious or spiritual advice, aid, or comfort in private. Consent by the complainant is not a defense;

(m) the actor is an employee, independent contractor, or volunteer of a state, county, city, or privately operated adult or juvenile correctional system, or secure treatment facility, or treatment facility providing services to clients civilly committed as mentally ill and dangerous, sexually dangerous persons, or sexual psychopathic personalities, including, but not limited to, jails, prisons, detention centers, or work release facilities, and the complainant is a resident of a facility or under supervision of the correctional system. Consent by the complainant is not a defense;

(n) the actor provides or is an agent of an entity that provides special transportation service, the complainant used the special transportation service, the complainant is not married to the actor, and the sexual contact occurred during or immediately before or after the actor transported the complainant. Consent by the complainant is not a defense; or

(o) the actor performs massage or other bodywork for hire, the complainant was a user of one of those services, and nonconsensual sexual contact occurred during or immediately before or after the actor performed or was hired to perform one of those services for the complainant.

Criminal Sexual Conduct in the Fifth Degree is defined as:

A person is guilty of criminal sexual conduct in the fifth degree:

(1) if the person engages in nonconsensual sexual contact; or

(2) the person engages in masturbation or lewd exhibition of the genitals in the presence of a minor under the age of 16, knowing or having reason to know the minor is present.

For purposes of this section, "sexual contact" has the meaning given in section [609.341, subdivision 11](#), paragraph (a), clauses (i) and (iv), but does not include the intentional touching of the clothing covering the immediate area of the buttocks. Sexual contact also includes the intentional removal or attempted removal of clothing covering the complainant's intimate parts or undergarments, and the nonconsensual touching by the complainant of the actor's intimate parts, effected by the actor, if the action is performed with sexual or aggressive intent.

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction

In the State of Minnesota "Domestic abuse" means the following, if committed against a family or household member by a family or household member:

- (1) physical harm, bodily injury, or assault;
 - (2) the infliction of fear of imminent physical harm, bodily injury, or assault; or
 - (3) terroristic threats, within the meaning of section [609.713, subdivision 1](#); criminal sexual conduct, within the meaning of section [609.342](#), [609.343](#), [609.344](#), [609.345](#), or [609.3451](#); or interference with an emergency call within the meaning of section [609.78, subdivision 2](#).
- (b) "Family or household members" means:
- (1) spouses and former spouses;
 - (2) parents and children;
 - (3) persons related by blood;
 - (4) persons who are presently residing together or who have resided together in the past;
 - (5) persons who have a child in common regardless of whether they have been married or have lived together at any time;
 - (6) a man and woman if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time; and
 - (7) persons involved in a significant romantic or sexual relationship.

Issuance of an order for protection on the ground in clause (6) does not affect a determination of paternity under sections [257.51](#) to [257.74](#). In determining whether persons are or have been involved in a significant romantic or sexual relationship under clause (7), the court shall consider the length of time of the relationship; type of relationship; frequency of interaction between the parties; and, if the relationship has terminated, length of time since the termination.

Dating Violence: Means violence committed by a person—

(a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship will be determined based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

Stalking: Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress.

The State of Minnesota further defines stalking as:

to engage in conduct which the actor knows or has reason to know would cause the victim under the circumstances to feel frightened, threatened, oppressed, persecuted, or intimidated, and causes this reaction on the part of the victim regardless of the relationship between the actor and victim.

B. Education and Prevention Programs

The College engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and faculty that:

- a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- b. Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c. Defines what behavior and actions constitute consent to sexual activity in the State of Minnesota;
- d. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;
- e. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.
- f. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

The College has developed an annual educational campaign³ consisting of presentations that include distribution of educational materials to all students; participating in and presenting information and materials during new employee orientation; participating in the Spring and Fall Faculty orientation program; presenting programs throughout the year on at least a quarterly basis, including sessions such as: skits, an annual poster series regarding the Role of Faculty in Assisting Students Who Disclose Abuse or an Assault.

The College offered the following **primary prevention and awareness programs for all incoming students** in 2013:

<u>Name of Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Complied with Section B a-e?</u>	<u>Which Prohibited Behavior Covered?</u>
Can I Kiss You? Mike Domitriz	8/15/2013	Alumni Hall	Yes	DaV, SA, S
Haven online risk reduction program	August 2013	N/A	Yes	DaV, SA
Distribution of resource booklet: <i>2013-14 Student Guide for Responding to Sexual Misconduct, Intimate Partner Violence and Stalking</i>	August 2013	N/A	Yes	DoV, DaV, SA, S
FY Student Orientation “Inside Scoop”	8/31/2013	Alumni Hall	Yes	DoV, DaV, SA & S*
Fall “Sex in the Dark” Workshops	11/19/2013, 11/24/2013	Residence Halls	Yes	DoV, DaV, SA & S*

❖ DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The College offered the following **primary prevention and awareness programs for all new employees** in 2013:

<u>Name of Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Complied with Section B a-e?</u>	<u>Which Prohibited Behavior Covered?</u>
Title IX Training	02/05/2013	N/A	Yes	DoV, DaV, SA & S*
Title IX Training	06/13/2013	N/A	Yes	DoV, DaV, SA & S*
Title IX Training	06/26/2013	N/A	Yes	DoV, DaV, SA & S*
Title IX Training	07/07/2013	N/A	Yes	DoV, DaV, SA & S*
Title IX Training	07/08/2013	N/A	Yes	DoV, DaV, SA & S*
Distribution of resource booklet: <i>2014-15 Student Guide for Responding to Sexual Misconduct, Intimate Partner Violence and Stalking</i>	August 2013	N/A	Yes	DoV, DaV, SA, S
Title IX Training	08/21/2013	Admissions	Yes	DoV, DaV, SA & S*
Title IX Training	08/27/2013	N/A	Yes	DoV, DaV, SA & S*
Title IX Training	08/29/2013	N/A	Yes	DoV, DaV, SA & S*
Title IX Training	09/06/2013	Admissions	Yes	DoV, DaV, SA & S*
Title IX Training	09/09/2013	N/A	Yes	DoV, DaV, SA & S*

The College offered the following **primary prevention and awareness programs for all new employees** in 2013:

<u>Name of Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Complied with Section B a-e?</u>	<u>Which Prohibited Behavior Covered?</u>
Title IX Training	09/10/2013	N/A	Yes	DoV, DaV, SA & S*
Title IX Training	09/12/2013	N/A	Yes	DoV, DaV, SA & S*
Title IX Training	09/23/2013	Writing Center	Yes	DoV, DaV, SA & S*
Title IX Training	09/25/2013	Chaplains	Yes	DoV, DaV, SA & S*
Title IX Training	09/27/2013	N/A	Yes	DoV, DaV, SA & S*

The College offered the following **ongoing awareness and prevention programs** for students in 2013:

<u>Name of Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Complied with Section B a-e?</u>	<u>Which Prohibited Behavior Covered?</u>
Distribution of resource booklet: <i>2014-15 Student Guide for Responding to Sexual Misconduct, Intimate Partner Violence and Stalking</i>	August 2013	N/A	Yes	DoV, DaV, SA, S
SART Training for Gustie Greeter Orientation Leaders	August 2013	Campus	Yes	DaV, SA
SART Training for Collegiate Fellows (Res Life student staff)	August 2013	Campus	Yes	DaV, SA
SART Training for Peer Assistants	August 2013	Campus	Yes	DaV, SA
Vagina Monologues	March 15 – 17, 2013	Alumni Hall, Student Union	No	DoV, DaV, SA, S
“The Sex Show”	2/15/2013	Alumni Hall, Student Union	No	DaV, SA
Conduct Board training on Sexual Misconduct	May 2013	Campus Center meeting rooms	Yes	SA
Step Up! Bystander training for student leaders	8/27/2013	Lund Center	No	DoV, DaV, SA, S
Step Up! Bystander training for sophomore athletes	8/27/2013 10/3/2013	Lund Center	No	DoV, DaV, SA, S

❖ DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The College offered the following **ongoing awareness and prevention programs** for **faculty** in 2013:

<u>Name of Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Complied with Section B a-e?</u>	<u>Which Prohibited Behavior Covered?</u>
Conduct Board training on Sexual Misconduct	May 2013	Campus Center meeting rooms	Yes	SA
Investigator Training on Sexual Misconduct	2/5/2013	Board of Trustees Room, Campus Center	Yes	SA
Sexual Assault Response Training	8/14/2013	Campus Safety	Yes	SA
Title IX Training	10/03/2013	Dining Services	Yes	DoV, DaV, SA & S*
Title IX Training	10/14/2013	Dining Services	Yes	DoV, DaV, SA & S*
Title IX Training	10/21/2013	Campus Safety	Yes	DoV, DaV, SA & S*
Title IX Training	10/24/2013	Music	Yes	DoV, DaV, SA & S*
Title IX Training	10/28/2013	Dean of Students	Yes	DoV, DaV, SA & S*
Title IX Training	10/30/2013	N/A	Yes	DoV, DaV, SA & S*
Title IX Training	10/31/2013	N//A	Yes	DoV, DaV, SA & S*
Title IX Training	11/4/2013	Music	Yes	DoV, DaV, SA & S*
Title IX Training	11/20/2013	N/A	Yes	DoV, DaV, SA & S*
Step Up! Bystander training for Student Life staff	11/21/2013	St. Peter Banquet Room	No	
Title IX Training	12/06/2013	N/A	Yes	DoV, DaV, SA & S*

❖ DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

C. Procedures for Reporting a Complaint

The College has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services, and additional remedies to prevent contact between a complainant⁴ and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. Students and employees should contact the Dean of Students Office at 933-7526 to request any accommodations.

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at Mayo Clinic Health System – Mankato, 1025 Marsh St., Mankato, MN. In Minnesota, evidence may be collected even if you chose not to make a report to law enforcement⁵ It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence as may be necessary to the proof of criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College hearing boards/investigators or police. Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. The College Sexual Assault Response Team Member will assist any victim with notifying local police if they so desire. The Saint Peter Police Department may also be reached directly by calling (507)931-1550, in person at 207 S. Front Street, Saint Peter. Additional information about the Saint Peter Police department may be found online at: <http://www.saintpetermn.gov/police>.

⁴ This document will use “victim” and “complainant” and “perpetrator” and “accused party” interchangeably. Each institution needs to use language consistent with their institutional policies.

⁵ Under the Violence Against Women and Department of Justice Reauthorization Act of 2005, starting in 2009, states must certify that they do not “require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.”

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Dean of Students, JoNes VanHecke, Campus Center 202, jvanhecke@gustavus.edu (507)933-7526 or Title IX Coordinator, Kirk Beyer, Director of Human Resources, Carlson Administration 211, kbeyer@gustavus.edu (507)933-6075.⁶ The College will provide resources to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Public Safety or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, the below are the procedures that the College will follow as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

⁶ The Title IX Coordinator is regarded as a “Responsible Employee” under Title IX and also a “Campus Security Authority” under the Clery Act. Statistical information less the victims identifying information will be provided to campus public safety or whomever at the institution compiles the annual crime statistics even if the victim chooses not to alert campus public safety personally.

Incident Being Reported:	Procedure Institution Will Follow:	Evidentiary Standard:
Sexual Assault, Dating Violence, Domestic Violence, and Stalking (if stalking is determined to be sexual in nature)	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care 2. Institution will assess immediate safety needs of complainant 3. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 4. Institution will provide complainant with referrals to on and off campus mental health providers, chaplain's office, etc. 5. Institution will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, "No Contact" directive between both parties 6. A student wishing to file a formal complaint regarding sexual misconduct perpetrated by another student will meet with the Dean of Students. 7. The Dean of Students will again review with the student on and off campus resources, options for protective measures, and options for reporting to local law enforcement. 8. Institution will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution 9. Investigation occurs and a finding is determined. 10. Institution will inform the complainant of the outcome of the investigation. Complainant can accept or reject the findings of the investigation. 11. If either party rejects the findings, a Sexual Misconduct Board hearing is convened. 12. Complainant is informed of the outcome of the hearing and has the opportunity to appeal to an Appeals Board. 13. Appeals Board hearing on the basis of record (if necessary). Process concludes. 14. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation 	Sexual assault, dating violence, domestic violence, and stalking cases are referred to the Dean of Students Office and are investigated and adjudicated using the <i>preponderance of the evidence</i> standard.

D. Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights. In Minnesota, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

- (1) the victim's right to apply for reparations to cover losses, not including property losses, resulting from a violent crime and the telephone number to call to request an application;
- (2) the victim's right to request that the law enforcement agency withhold public access to data revealing the victim's identity under section [13.82, subdivision 17](#), paragraph (d);
- (3) the additional rights of domestic abuse victims as described in section [629.341](#);
- (4) information on the nearest crime victim assistance program or resource;
- (5) the victim's rights, if an offender is charged, to be informed of and participate in the prosecution process, including the right to request restitution; .

A survivor has the right to file criminal charges with local law enforcement authorities, and, upon request, is entitled to assistance from the College in notifying local law enforcement authorities.

A survivor also has the right to obtain assistance from the Crime Victims Reparations Board and the Office of Crime Victims Ombudsman:

1821 University Avenue North
N465 Griggs-Midway Building
St. Paul, MN 55104
Phone: 1-800-247-0390

Further, Gustavus Adolphus College complies with Minnesota law in recognizing orders of protection and harassment restraining orders by:

any person who obtains an order of protection from Minnesota or any reciprocal state should provide a copy to Campus Safety. A complainant may then meet with Campus Safety to develop a Safety Action Plan, which is a plan for campus safety officers and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: safe ride services, escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc.

Orders of protection and harassment restraining orders may be available through Nicollet County Courts with assistance from Campus Safety or CADA.

To the extent of the victim's cooperation and consent, college offices, including Provosts Office, Residential Life, Counseling Center, Health Services, Dean of Students Office, Campus Safety, Title IX Coordinator and SART will work cooperatively to ensure that the complainant's health, physical

safety, work and academic status are protected, pending the outcome of a formal college investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services and assistance in notifying appropriate local law enforcement. These services can be sought through the Dean of Students Office and/or any member of the Sexual Assault Response Team (SART). Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The College does not publish the name of crime victims nor house identifiable information regarding victims in the Campus Safety departments Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by making that request to Deb Swanberg, Dean of Students Office, CC 202, dos@gustavus.edu (507)933-7526.

Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking

On-Campus

Counseling Center	Jackson Student Union 204	507-933-7027
Health Services	Johnson Campus Center 120	507-933-7632
Campus Safety	Norelius 035	507-933-8888
Multicultural Student Program and Services	Johnson Campus Center 101	507-933-7249
Office of the Title IX Coordinator	Carlson Administration 211	507-933-6075
SART	Johnson Campus Center 120	507-933-6868
Chaplains Office	Old Main 102	507-933-7446
Dean of Students Office	Johnson Campus Center 202	507-933-7526
Student Conduct Coordinator	Johnson Campus Center 202	507-933-7526

In the Saint Peter Area

Local Police	207 S. Front Street, St. Peter	507-931-1550
Rivers Edge Hospital	1900 N Sunrise Dr., St. Peter	507-931-2200
Committee Against Domestic Violence	Mankato, MN	507-477-0466
Nicollet/Sibley County Sexual Assault Services		Community Safe Line 1-800-630-4125
Nicollet County Courthouse	501 S. Minnesota Ave., St. Peter	507-934-7850
South Central Crisis Center		1-877-399-3040

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<http://www.mncasa.org> - Minnesota Coalition Against Rape

<http://www.msbw.org> - Minnesota Coalition Against Domestic Violence

<http://www.outfrontmn.org/programs/avp> - LGBT Anti-Violence Program

<http://www.rainn.org> – Rape, Abuse and Incest National Network

<http://www.ovw.usdoj.gov/sexassault.htm> - Department of Justice

<http://www2.ed.gov/about/offices/list/ocr/index.html> Department of Education, Office of Civil Rights

A complete list of online resource available to victims can be found at

<https://dps.mn.gov/divisions/ojp/help-for-crime-victims/Pages/resource-list-victims.aspx>.

E. Adjudication of Violations

Whether or not criminal charges are filed, the college⁷ or a person may file a complaint under the Sexual Misconduct Policy alleging that a student or employee violated the College's policy on Sexual Misconduct. Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Safety will automatically be referred to the Dean of Students or a Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

The college disciplinary process will include a prompt, fair, and impartial investigation and resolution process. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. The Sexual Misconduct Policy provides that:

1. The accuser and the accused student each have the opportunity to attend a hearing before a properly trained hearing board;
2. The accuser and the accused student each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing;
3. A student conduct decision is based on the preponderance of evidence standard, i.e. "more likely than not to have occurred" standard. In other words, the conduct process asks: "is it more likely than not that the accused student violated the university's Student Conduct Code?";
4. The accuser and the accused will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those result or disciplinary actions prior to the time that such results become final; and
5. The accuser and the accused each have the right to appeal the outcome of the hearing by filing a report for appeal form with the Conduct Coordinator and will be notified simultaneously in writing of the final outcome after the appeal is resolved.

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the college's policy against Sexual Harassment ([www.https://gustavus.edu/deanofstudents/policies/gustieguide/harassment.php](https://gustavus.edu/deanofstudents/policies/gustieguide/harassment.php).) in order to remedy any hostile environment.⁸ All conduct proceedings against students, however, will be

⁷ Title IX states that if an institution knows or reasonably should know of sexual harassment, to include sexual violence, the institution has a duty to investigate. Consequently, whether a complainant chooses to cooperate or not should not be the deciding factor for whether or not disciplinary charges are brought against an accused party. If an investigation determines that it is more likely than not that the institution's sexual misconduct policy was violated, then the "College" may assume the role of the complainant.

⁸ "Hostile Environment" is the term used by Title VII in employment law as it relates to action taken against a person in retaliation of a complaint of sexual harassment or for cooperating with a sexual harassment investigation. Under Title

resolved using the “Retaliation” section of the Sexual Misconduct policy, which reads: “It is a violation of College policy to retaliate against any person making a complaint of Sexual Misconduct and/or against a person cooperating in the investigation of (including testifying as a witness to) an allegation of sexual misconduct. For these purposes, ‘retaliation’ includes intimidation, threats, harassment, and other adverse action threatened or taken against any such complainant or third party. Retaliation should be reported promptly to the Dean of Students and may result in disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations of Sexual Harrassment or Sexual Misconduct.

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the university’s ability to respond to the complaint may be limited.

Confidentiality

The College will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law.

Sanctions and Protective Measures

In all cases, investigations that result in a finding of more likely than not that a violation of the POLICY occurred will lead to the initiation of disciplinary procedures against the accused individual. College sanctions including, admonition, disciplinary censure, disciplinary probation, suspension, and expulsion among others, may be imposed upon those determined to have violated this policy. The College may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking which may include some or all of the following actions: issuing a campus “no contact” order, modification of living arrangement(s), changes in class schedule(s), respondent’s interim suspension from campus pending a hearing, and reporting the matter to the local police. For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

The Title IX Coordinator will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: an order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or

IX, the term used is “retaliation.” Institutions may choose to provide both terms for clarification although it is not required.

multiple parties involved.⁹ Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Gustavus Adolphus College.

Sex Offender Registration

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a 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, volunteers services or is a student.

In Minnesota, convicted sex offenders must register with the Department of Corrections. You can link to this information, by accessing State Department of Corrections website at www.corr.state.mn.us/level3/level3.asp or National Sex Offender Registry at www.nsopr.gov.

Title IX Coordinator

The Gustavus Adolphus College Director for Human Resources serves as the college's Title IX Coordinator and the Assistant Dean of Students and Associate Provost serve as deputy coordinators. The coordinator and deputy coordinators oversee administrative investigations in compliance with Title IX requirements. To reach any of these individuals you may contact the following offices: the Human Resources Department (507-933-7304), the Dean of Students Office (507-933-7526), or the Office of the Provost (507-933-7541).

Emergency Response

The College conducts emergency response exercises each year, such as tabletop exercises, field exercises, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Campus Safety officers, Presidents Cabinet members and others have received training in Incident Command and Responding to Critical Incidents on Campus. The Incident Command System (ICS) is utilized when responding to incidents and Campus Safety officers work with Gustavus Adolphus College departments, and local first responder agencies to manage, mitigate, and recover from incidents.

⁹ Applicable law requires that, when taking such steps to separate the complainant and the accused, the College must minimize the burden on the complainant and thus should not, as a matter of course, remove the complainant from his or her job, classes or housing while allowing the accused to remain.

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 Saint Peter Police Department at (507) 931-1550.

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 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 out race 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, nails and other sharp debris.
- Check for injuries. Apply first aid. Do not attempt to move anyone seriously injured.
- Check for fire.
- 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 Campus Safety, 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.

Important Information

State of Minnesota
City: Saint Peter

County: Nicollet
Nearest Larger City: Mankato

Television Stations

Channel 4	Minneapolis/St. Paul
Channel 5	Minneapolis/St. Paul
Channel 11	Minneapolis/St. Paul
Channel 12	Mankato

Radio Stations

KRBI	105.5 FM	North Mankato
KDOG	96.7 FM	Mankato
KEEZ	98.9 FM	Mankato
KYSM	103.5 FM	Mankato
WCCO	830 AM	MPLS/St. Paul

Severe Weather Response

Be aware of your location and the location of the storm shelter in the building you are in.

SEVERE WEATHER WATCH IS ISSUED:

- Listen to local radio and TV stations for further updates.
- Be alert to changing weather conditions.

IF SEVERE WEATHER WARNING IS ISSUED:

1. If you are inside, go to a safe place in the building.
2. If you are outside, hurry to the basement of a nearby sturdy building or lie flat in a ditch or low-lying area.
3. If you are in a motor vehicle, get out immediately and head for safety.

Definitions

Civil Defense Sirens: In Minnesota, the sirens are ONE METHOD of notifying residents of the presence of a Severe Weather Warning. Sirens are designed for persons who are outdoors. Persons indoors are expected to be aware of the weather and to turn to an appropriate media channels for further information. If the siren has sounded and stopped, it should NOT be construed as an all clear. Rather, wait for the media to issue the all clear.

Severe Weather: In Minnesota, severe weather takes different forms depending on the season. In late spring through fall, severe weather can include thunderstorms, tornadoes, hail, and straight-line winds.

Severe Weather WATCH: Conditions are right for severe weather to occur.

Severe Weather WARNING: Severe weather has been confirmed and is moving in a direction that jeopardizes the local area. **GET TO SAFE AREA IMMEDIATELY!**

Straight Line Winds: Tornado strength winds that do not rotate but blow in straight lines.

Severe Thunderstorms: Rainstorms that include thunder and lightning, as well as the possibility of various sizes of hail.

Tornado: Conditions are right for a tornado when a hot humid air mass collides with a cold air mass.

Lightning Detection

Schneider DTN Weather Service shall be the provider for weather related conditions:

Any lightning detected within a 30 mile radius will prompt an advisory that weather is approaching. Any lightning detected within a 15 mile radius will prompt a warning and REQUIRE all participants and spectators on campus fields to take shelter in the Lund Center until there has been no lightning in the area for 30 minutes and the all clear signal is received.

SEVERE WEATHER SHELTER LOCATIONS

Student Residences

Adolphson House	Basement (away from windows)
Arbor View Apartments	Lower Level Bathrooms/Laundry Room
Chapel View Townhomes	Basement Bathroom
College View Apartments	Lower Level Bathrooms/Laundry Room
International Center	Basement Hallway
Gibbs Hall	Interior Hallways and Bathrooms
Norelius Hall	Basement Hallways and Stairwells
North Hall	Interior Hallway and Stairwell w/o Windows, Laundry Room
Pittman Hall	Interior Hallways (close all doors)
Peterson House	Basement (away from windows)
Prairie View Hall	Southwest Hall Basement Bathrooms
Rundstrom Hall	North Bathrooms (each floor)
Sjostrom House	Basement (away from windows)
Sohre Hall	Interior Hallways (close all doors)
Sorensen Hall	Interior Hallways/Basement Kitchen/Laundry Rooms
Southwest Hall	Bathrooms (all floors), Laundry Room
Ten-O-Nine House	Basement (away from windows)
Uhler Hall	Interior Hallways (all floors)
Walker House	Basement (away from windows)

Academic and Administrative Buildings

Administration	Basement - Interior Rooms w/o Windows
Beck Academic Hall	Basement, Bathrooms (All-floors)
Bernadotte Library	Basement - AV Classrooms, Rooms w/o Windows
Campus Center	Basement - Interior Hallways, Gustie Den, BookMark, Gallery
Christ Chapel	Basement, Bathrooms, Old Main, and Nobel
Confer/Vickner	Lower Level North Hallway, 2 nd Floor Computer Room, All Bathrooms
Interpretive Center	Bathrooms, Fine Art Building
Lund Center	Locker Rooms, Bathrooms, Room 224
Mattson Hall	Fine Arts Building – Basement Band Room
Nobel Hall	Basement Interior Hallways, Wallenberg, Auditorium, Rooms w/o Windows
Old Main	Basement - Interior Hallways, Men's Bathrooms (1 st and 2 nd floors)
Olin Hall	Basement Hallway, Interior Rooms w/o Windows
Physical Plant Shops	Building "A" Bathrooms and Conference Room
Schaefer Fine Arts	Interior Rooms w/o Windows, Bathrooms

Campus Border – patrolled by Campus Safety:





Gustavus Adolphus College
Fire and Life Safety Information for 2013

Published October 2014

Fire and Life Safety Information
Higher Education Opportunity Act of 2008

On August 14, 2008 President George W. Bush signed the Higher Education Opportunity Act of 2008. This law requires any institution maintaining on-campus student housing to issue an annual fire safety report. The report is to include statistics regarding the number and causes of fires, number of fire injuries and deaths and value of property damage. It must also include information on each on-campus student housing fire safety system, the number of regular mandatory fire drills, fire safety policies, education programs, and plans for any needed fire safety improvements.

The College developed this report to comply with this act and to better inform the Gustavus Adolphus College community - students, prospective students, parents, faculty and staff - on how fires affect the College's residential facilities. It includes all of the required information on fires, preventative actions, campus guidelines, and training that is conducted to reduce the likelihood and impact of campus fires.

Number of Fires, Their Cause, Associated Injuries and Property Damage

The following table lists all fires that have occurred in on-campus student housing facilities in the past 3 calendar years.

Fiscal Year	Total Number of Housing Facility Fires	Cause/Type	Number of Injuries	Property Damage in Dollars
2013	1	Unintentional/Cooking	0	5
2012	1	Unintentional/ Toaster Fire	0	0
2011	0	0	0	0

<u>2013</u>									
Student Housing Facilities	Total Fires in Each Building	Fire Number	Date	Time	Cause of Fire	Cause Categories	Number of Injuries that Required Treatment at a Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Adolphson House <i>1023 South 7th Street</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Arbor View Apartments <i>1616 West Jefferson Ave.</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Carlson International Center <i>800 W College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Chapel View Townhomes <i>1901 Chapel View Rd. *</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Chapel View Townhomes <i>1903 Chapel View Rd. *</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Chapel View Townhomes <i>1904 Chapel View Rd. *</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Chapel View Townhomes <i>1905 Chapel View Rd. *</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
College View Apartments <i>611 West College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Gibbs Hall <i>800 W College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Norelius Hall <i>611 West College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
North Hall <i>611 West College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Peterson House <i>1001 South 7th Street</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a

2013	Total Fires in Each Building	Fire Number	Date	Time	Cause of Fire	Cause Categories	Number of Injuries that Required Treatment at a Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Pittman Hall <i>800 W College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Prairie View Hall <i>800 W College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Rundstrom Hall <i>800 W College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Sjostrom House <i>1108 South 7th Street</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Sohre Hall <i>800 W College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Sorensen Hall <i>800 W College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Southwest Hall <i>800 W College Ave</i>	1	1	9/17/2013	1:18 pm	Cooking	Unintentional Fire	0	0	5.00
Ten-O-Nine House <i>1009 South 7th Street</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Uhler Hall <i>800 W College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Walker House <i>1017 South 7th Street</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a

2012									
Student Housing Facilities	Total Fires in Each Building	Fire Number	Date	Time	Cause of Fire	Cause Categories	Number of Injuries that Required Treatment at a Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Adolphson House <i>1023 South 7th Street</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Arbor View Apartments <i>1616 West Jefferson Ave.</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Carlson International Center <i>800 W College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Chapel View Townhomes <i>1901 Chapel View Rd. *</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Chapel View Townhomes <i>1903 Chapel View Rd. *</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Chapel View Townhomes <i>1904 Chapel View Rd. *</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Chapel View Townhomes <i>1905 Chapel View Rd. *</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
College View Apartments <i>611 West College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Gibbs Hall <i>800 W College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Norelius Hall <i>611 West College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
North Hall <i>611 West College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Peterson House <i>1001 South 7th Street</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a

<u>2012</u> Student Housing Facilities	Total Fires in Each Building	Fire Number	Date	Time	Cause of Fire	Cause Categories	Number of Injuries that Required Treatment at a Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Pittman Hall <i>800 W College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Prairie View Hall <i>800 W College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Rundstrom Hall <i>800 W College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Sjostrom House <i>1108 South 7th Street</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Sohre Hall <i>800 W College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Sorensen Hall <i>800 W College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Southwest Hall <i>800 W College Ave</i>	1	1	2/7/12	9:21pm	Toaster fire	Uninten- tional Fire	0	0	0.00
Ten-O-Nine House <i>1009 South 7th Street</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Uhler Hall <i>800 W College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Walker House <i>1017 South 7th Street</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a

* Became part of the Gustavus Adolphus College Residential Life housing on 08/01/12.

<u>2011</u> Student Housing Facilities	Total Fires in Each Building	Fire Number	Date	Time	Cause of Fire	Cause Categories	Number of Injuries that Required Treatment at a Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Adolphson House <i>1023 South 7th Street</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Arbor View Apartments <i>1616 West Jefferson Ave.</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Carlson International Center <i>800 W College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
College View Apartments <i>611 West College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Gibbs Hall <i>800 W College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Norelius Hall <i>611 West College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
North Hall <i>611 West College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Peterson House <i>1001 South 7th Street</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Pittman Hall <i>800 W College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Prairie View Hall <i>800 W College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Rundstrom Hall <i>800 W College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Sjostrom House <i>1108 South 7th Street</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a

2011									
Student Housing Facilities	Total Fires in Each Building	Fire Number	Date	Time	Cause of Fire	Cause Categories	Number of Injuries that Required Treatment at a Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Sohre Hall <i>800 W College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Sorensen Hall <i>800 W College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Southwest Hall <i>800 W College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Ten-O-Nine House <i>1009 South 7th Street</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Uhler Hall <i>800 W College Ave</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Walker House <i>1017 South 7th Street</i>	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a

* Became part of the Gustavus Adolphus College Residential Life housing on 08/01/12.

I. Definitions

Fire - Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire drill - A supervised practice of a mandatory evacuation of a building for a fire.

Fire-related injury - Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.

Fire-related death - Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire, or deaths that occur within one year of injuries sustained as a result of the fire.

Fire safety system - Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire including: Sprinkler or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights, smoke-control and reduction mechanisms, and fire doors and walls that reduce the spread of a fire.

Value of Property Damage - The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including contents damaged by fire, related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

Fire Log - A fire log is kept at the Department of Campus Safety open to the public during normal business hours. Gustavus Adolphus College maintains a fire log that records any fire that occurred in an on-campus student housing facility and includes information such as the nature, date, time and general location of each fire. The fire log entry, or an addition to an entry, shall be made within two business days of the receipt of information. The fire log for the most recent 60-day period shall be open to public inspection during normal business hours. Any portion of the log older than 60 days will available within two business days of a request for public inspection.

On-Campus Student Housing Facility – Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

II. Residence Hall and Apartment Fire Drills

Fire drills are held once a semester (Fall and Spring) for each residential facility. Fire drills are supervised evacuations of a building for a fire. The Departments of Campus Safety and Residential Life oversee fire drills. Students who fail to leave the building drill are fined and the incident is turned over to the campus conduct system.

III. Fire and Life Safety Education

Training is provided to all residents by the Residential Life staff at the beginning of the academic school year.

Residents are educated about evacuation procedures, room personalization guidelines, and the procedure for fire/life safety inspections. Information is provided to residents through floor/building meetings, the Gustavus Guide, flyers, posters in the halls, and emails.

The Campus Safety website and this publication serve as an additional resource material for educating the entire campus community.

IV. Fire Safety Improvements and Upgrades

Gustavus Adolphus College annually reviews the fire systems in our residential facilities and will make upgrades, repairs or revisions when problems are identified.

V. Fire Evaluation Plan

1. All faculty, staff, and students are required to evacuate the building when the alarm has sounded, and proceed slowly to the nearest exit and go directly to the pre-arranged evacuation site.
2. The last individual exiting a room should close door and proceed to the closest exit. If smoke hampers your means of egress, find an alternative route.
3. Never use an elevator to evacuate the building, as smoke will rise into the elevator shaft, placing everyone inside at serious risk. Handicapped individuals should go to the nearest staircase and wait for assistance.
4. Do not re-enter the building until the fire alarm has been silenced and Campus Safety or the Saint Peter Fire Department has indicated that it is safe to re-occupy. Inform Security and Campus Safety if anyone has been injured or cannot account for their presence.

VI. Fire Reporting Procedures

The following procedures should be followed if you discover a FIRE:

1. Proceed to the nearest pull box and call either Campus Safety 507-933-8888 or Emergency Dispatch at 911.
2. Provide the Communications Officer with your name, the building name, the fire location, and if there are any injuries.

VII. Emergency Evaluation Procedures for Individuals with Disabilities

1. If the occupant, resident, or visitor is located above or below the ground floor, do not use the elevator. Stay in your office or room, or see specific examples below.
2. If the occupant, resident, or visitor is located on the ground floor of the building, exit through the closest appropriate means of egress.
3. Campus Safety and give the Communication Officer you name, exact location, room number, and telephone number. Remain by the phone until firefighters arrive who can assist persons who are unable to evacuate.

On-Campus Housing Facilities Fire Safety Systems

The table below lists the safety systems in place at each of the residence halls, apartment buildings, and on-campus houses at Gustavus Adolphus College.

Residence Halls Apartment Buildings ILS Houses	Sprinkled	Smoke Alarms Single Station not Monitored (Operate Independently of Building Fire Alarm System	Smoke Detectors Monitored by Building Fire Alarm System	Fire Extinguisher Devices	Evacuation Plans/ Placards	Number of evacuation (fire) drills each academic year
Adolphson House <i>1023 South 7th Street</i>	Yes	Yes	Yes	Yes	Yes	2
Arbor View Apartments <i>1616 West Jefferson Ave.</i>	Yes	Yes	Yes	Yes	Yes	2
Carlson International Center <i>800 W College Ave</i>	Yes	Yes	Yes	Yes	Yes	2
Chapel View Townhomes* <i>1901 Chapel View Rd.</i>	Yes	Yes	No	Yes	Yes	2
Chapel View Townhomes* <i>1903 Chapel View Rd.</i>	Yes	Yes	No	Yes	Yes	2
Chapel View Townhomes* <i>1904 Chapel View Rd.</i>	Yes	Yes	No	Yes	Yes	2
Chapel View Townhomes* <i>1905 Chapel View Rd.</i>	Yes	Yes	No	Yes	Yes	2
College View Apartments <i>611 West College Ave</i>	Yes	Yes	Yes	Yes	Yes	2
Gibbs Hall <i>800 W College Ave</i>	Yes	Yes	Yes	Yes	Yes	2
Norelius Hall <i>611 West College Ave</i>	Yes	Yes	Yes	Yes	Yes	2
North Hall <i>611 West College Ave</i>	Yes	Yes	Yes	Yes	Yes	2
Peterson House <i>1001 South 7th Street</i>	Yes	Yes	Yes	Yes	Yes	2
Pittman Hall <i>800 W College Ave</i>	Yes	Yes	Yes	Yes	Yes	2
Prairie View Hall <i>800 W College Ave</i>	Yes	Yes	Yes	Yes	Yes	2
Rundstrom Hall <i>800 W College Ave</i>	Yes	Yes	Yes	Yes	Yes	2
Sjostrom House <i>1108 South 7th Street</i>	Yes	Yes	Yes	Yes	Yes	2
Sohre Hall <i>800 W College Ave</i>	Yes	Yes	Yes	Yes	Yes	2
Sorensen Hall <i>800 W College Ave</i>	Yes	Yes	Yes	Yes	Yes	2
Southwest Hall <i>800 W College Ave</i>	Yes	Yes	Yes	Yes	Yes	2
Ten-O-Nine House <i>1009 South 7th Street</i>	Yes	Yes	Yes	Yes	Yes	2
Walker House <i>1017 South 7th Street</i>	Yes	Yes	Yes	Yes	Yes	2
Uhler Hall <i>800 W College Ave</i>	Yes	Yes	Yes	Yes	Yes	2

* Became part of the Gustavus Adolphus College Residential Life housing on 08/01/12.

V. Fire Safety Regulations

A. Candles/Flammable Materials/Incense

Candles, incense, oil lamps, etc. (generally anything utilizing a wick or flame or consuming flammable material, including such things as decorative candles, potpourri simmer pots, and Sterno cans) are NOT allowed in residence hall rooms, College owned apartments or houses. Violations are subject to citations and/or other disciplinary action. Storage of volatile materials or other flammables (e.g. gasoline) is likewise not permitted.

B. Electrical Appliances

Students may utilize electrical appliances in residence halls such as: radio, tape recorder, television, personal computer, record/CD player, pop-up toasters, electric coffee pot, personal lamp, popcorn popper (in student rooms only), fan, shaver, portable hair dryer, other personal care appliances, clock, microwave oven, and compact refrigerator (see “Microwave Ovens” and “Refrigerators” sections for detailed information on restrictions). Heating or cooking appliances with open coils, hot plates, air conditioners, sun lamps, hot tubs, and electric blankets may not be used in student rooms. Torchiere lamps are permitted, but only with incandescent or compact florescent light bulbs. Halogen lamps are NOT permitted.

Violations for illegal appliances are issued a citation.

Electric extension cords are not to be used in a manner that may create a fire hazard (such as running a cord under a rug/carpet or in a place where the insulation may be worn out). Students are cautioned to be very careful with electrical appliances and extension cords. Tampering with electrical systems (e.g., installing dimmer switches, ceiling fans, etc., or altering wiring, etc.) is prohibited for the safety of all residents and the general upkeep of the building.

C. Fire Safety: Evacuation Instructions

All students and guests are expected to respond appropriately whenever a fire alarm is sounded. Each person is expected to observe the fire safety guidelines. Violations are issued a citation. Whenever an alarm is sounded: 1) leave lights on in the room; 2) close and lock the door; 3) all individuals must leave the building using the nearest exit; 4) remain outside until the staff gives the all-clear sign. Failure to leave the building during the sounding of a fire alarm is a violation of both state and College codes. Violations are issued as citations.

D. Fire Safety Equipment

Fire extinguishers, fire alarms, smoke detectors, sprinklers, and other fire and safety equipment are placed in the halls for the safety of the residents in the building. Misuse of fire and safety equipment is a serious violation of both state and College codes.

VI. Fire Marshal's Directives

The College is concerned about the safety and welfare of the students living in the residence halls and has both a legal and moral responsibility to see that the State Fire Marshal's directives are met. Gustavus cannot and will not play games with fire and safety standards, policies, and procedures. The intent of these directives is very clear: to make Gustavus residence halls as safe as possible. Students may not do anything or keep anything in the residence halls that will increase the risk of fire or explosion or that is contrary to the directives of the State Fire Marshal's office or the terms of the College's insurance policies. Misuse of fire and safety equipment including, but not limited to, fire extinguishers and fire alarms is a violation of both College regulations and state laws. The State Fire Marshal's Office has notified Gustavus Adolphus College that the following cannot be allowed in students' rooms.

- A. Carpeting and Carpet Pad:** Carpeting and carpet pads are permitted. Due to the concern of fires, all carpet and pad must be cut to allow the door to open freely.
- B. Construction or Modification that Increases the Risk of Fire or Decreases Safety** (paneling, platforms, wood floors, and other projects that make use of wood or other flammable materials): The Deputy State Fire Marshal has okayed the bunking of beds using a minimum of 2x4s and 4x4s. Barn board, paneling, 1x12s, platforms, plywood, particleboard, etc., is allowed. If students choose to loft their beds, they are to use the bed frame and must not set the mattresses on a plywood platform. Use of wood and other flammables **MUST** be kept to an absolute minimum.
- C. Door Obstructions:** Doors must be able to easily open to their full capacity. There must be a clear and easy exit from each room that may be readily located in the case of fire, smoke, sleepiness, intoxication, darkness, or the confusion in an actual emergency.
- D. Flammable Materials Hanging from or Draped Across Ceilings:** The Deputy Fire Marshal has specifically banned any and all flammable materials hanging or draped from the ceiling, including hanging room dividers (whether hanging from the ceiling or suspended below it). He has agreed to allow wall hangings (flat against the wall) but has suggested these be made of a fire resistant material.
- E. Residential Sprinkling System:** The residence hall hallways and each room contain sprinklers that will activate either through the presence of fire or misuse. Should a student set off the sprinkler system, as a result of misuse whether within or outside their room, s/he will be held liable for all damages, plus a \$700 fine.

Residents violating these directives are legally liable for both civil and criminal negligence should a fire or other related problems occur. Additionally, should the College discover violations, the student(s) responsible are subject to formal disciplinary action.

VII. Smoking Policy

Gustavus Adolphus College prohibits smoking in any of the campus facilities.

All public facilities at Gustavus Adolphus College, including residence hall rooms, corridors, and lounges, are designated “tobacco-free” as provided by Minnesota’s Clean Air Act. Use of tobacco is NOT permitted within student rooms anywhere on campus. Students who smoke or use chewing tobacco may live in any residence hall (except Prairie View and Norelius A Tower and Norelius Section 1C) but must smoke/use “chew” outside the residence hall. “Butt stops” are provided outside each campus building for smokers to utilize in disposing of cigarette butts.

VIII. Fire/Life Safety Inspections

Throughout the academic school year, a residence life staff person will do fire/life inspections of your room. Should a violation be found, you will receive a letter indicating what the violation was, and you will be expected to immediately comply. If the violations have not been corrected after an unannounced re-inspection, you and/or your roommate will be fined and will be subject to disciplinary action.

Some common violations are as follows:

- Extension cords and multi-tap electric units without a breaker
- Items stored closer than 18 inches from a sprinkler head
- Blocking of electrical panels
- Blocking of egress (exit) pathways
- Evidence of burning of candles, incense, or tobacco products
- Evidence of cooking; or cooking appliances, even if unused
- Evidence of a heavy load of combustibles in a room, on the walls, or ceiling
- Covering a door with paper or other combustible material
- Use of electrical wiring, devices, appliances that are modified or damaged
- Use of portable heater
- Tampered with smoke detector
- Use of halogen lamp/lighting
- Unsafe lofting or raising of beds - including rooms with no guardrails
- Strings of lights, twinkle lights, and holiday lights
- Any other situation deemed unsafe by the staff inspector

Questions and Concerns

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:

JoNes VanHecke, Vice-President for Student Life, C. Charles Jackson Campus Center, Room 202C,
(507) 933-7526.

Carol Brewer, Director of Campus Safety, Section "A" Lower Level, Room 35A, Norelius Hall,
(507) 933-8809.
