

Hamline University



2022 Annual Security and Fire Safety Report (Includes data from calendar year 2021)

POLICIES.SERVICES.STATISTICS

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Welcome Letter from Director Cantu Delgado

In partnership with all the members of the Hamline University community, Hamline Public Safety strives to make your experience at the University a positive one. This is only possible by working in collaboration with community partners. Public Safety works hard to provide a safe and healthy environment and believes that an informed community is a stronger community. Communication, information and trust are key components of this successful collaboration.

The Annual Security and Fire Safety Report (ASFSR) is one method of providing critical information to the Hamline community. Publication of this report is required by the Higher Education Opportunity Act and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This report provides information necessary for students, staff and faculty to make informed decisions. Highlighted in the ASFSR are university policies, procedures and programs as they pertain to Hamline Public Safety. Included are policies for responding to emergency situations, sexual offenses, dating violence, domestic violence and stalking. Additionally, the report contains three years of Clery reportable crime statistics for the campus.

This report contains data from the calendar year 2021. Hamline Public Safety acts as the coordinating agency in preparing this report, but it truly is a university wide effort. Contributors include Student Affairs, Title IX, General Counsel, Residence Life, Campus Health Services, HumanResources, and other departments across campus. Working in partnership with the community to address issues that affect all of us is the only way to reduce crime and maintain a safe campus.

All policies and procedures discussed in this report are applicable to all Hamline owned or leased properties. If you have any questions about Hamline Public Safety please visit our website at: <https://www.hamline.edu/offices/security/> , call us at (651) 523-2100 or stop by our office located in Sorin Hall.

Sincerely,

Illiana Cantu Delgado

Director, Hamline Public Safety

Hamline Public Safety

Hamline Public Safety provides a full range of Hamline Public Safety services to the St. Paul Hamline community 24 hours a day, 7 days a week, 365 days a year. Public Safety consists of 1 director, 4 full time shift sergeants, 8 full time officers, 1 lead dispatcher, 1 full time dispatcher, student dispatchers and student officers.

Hamline Public Safety is not a police department. Personnel do not possess law enforcement (arrest) authority. However, personnel do utilize private person arrest authority pursuant to Minnesota State Statute 629.37 when appropriate. The jurisdiction of Hamline Public Safety remains within campus and ends on the property lines. As employees of Hamline University, Public Safety is responsible for enforcement of University policies. In addition to its enforcement role, Hamline Public Safety maintains the university's safety walking escort program and motorist assistance program.

The department is committed to the philosophy of community-oriented campus safety and works closely with residential life, student affairs, and human resources. The department maintains a collaborative working relationship with the St. Paul Police and Minnesota State Patrol as well as social service agencies. These relationships ensure timely and effective responses not only to criminal activity but to identifying and providing resources to those in need.

Hamline Public Safety employees address, alone or in conjunction with law enforcement personnel, violators of state law, federal law and University policy. Violators of state or federal laws are reported to local law enforcement authorities, while violations of University policies are administered under the Hamline University student code of conduct or through human resources.

There is no working memorandum of understanding between Hamline University and any law enforcement agency regarding investigation of criminal incidents. Hamline is an active participant in the Ramsey County Sexual Assault Protocol Team, and has a working relationship with the local law enforcement agencies regarding practice and process within this context.

Reporting Procedures

Emergency and Campus Security Procedure

It is imperative that all crime and suspicious activity be reported to Hamline Public Safety accurately and promptly. By working together, the university community and Public Safety can reduce crime on campus. Members of the university community may report criminal activities or other emergencies in several ways. Hamline Public Safety officers can take reports in the Public Safety office located in Sorin Hall, via phone by calling (651) 523-2100, or at a mutually convenient on campus location.

When contacting Hamline Public Safety or emergency services, relay the following information:

- Who you are (name, student, faculty, staff)
- Where you are
- What is happening
- What or whom you need

When speaking to Hamline Public Safety or emergency services dispatchers, do not hang up first; the dispatcher may need additional information.

Upon receiving a call, the Public Safety dispatcher will gather pertinent information and dispatch a Public Safety officer to your location. Remember to always make the victim, environment, yourself, and others safe. Also follow any special emergency procedures that have been relayed to you.

Always try to work with Public Safety, emergency officials, and other staff members involved to solve the problem. When following up after an incident, always communicate with anyone who needs to know about the situation. All reported violations of university policies; state and federal laws are documented in incident reports by Hamline Public Safety.

Emergency Call List:

- **Fire Emergency:** In the event of a fire on campus, pull the nearest alarm box and evacuate the building. Call Hamline Public Safety at (651) 523-2100 to report the fire, and they will call 911.

- **Medical Emergency:** In the event of a medical emergency, call Hamline Public Safety at (651) 523-2100, and they will respond to the scene of the emergency immediately and call 911 as appropriate.
- **Police Emergency:** In the event of a police emergency, call Hamline Public Safety at (651) 523-2100. Hamline Public Safety Officers will respond immediately and contact the police as appropriate.
- **Facilities Emergency:** In the event of a physical plant emergency, call Hamline Public Safety at (651) 523-2100 and Hamline Public Safety officers will respond immediately and contact facilities as appropriate.

While we encourage all campus community members to promptly report all crimes and other emergencies directly to Hamline Public Safety, we recognize that some may prefer to report to other individuals or university offices. When the victim of a crime elects to or is unable to make such a report, a list of departments/titles that students and employees can report criminal offenses is included as Appendix A.

All Hamline Public Safety incident reports involving students or residential life facilities are referred to the office of Student Affairs for review and referral for potential action, as appropriate. Hamline Public Safety will investigate a report when it is deemed appropriate. Additional information obtained via any investigation will also be forwarded to the office of student affairs and residential life. A person reporting a crime to Hamline Public Safety has the right to report the crime to SPPD by calling 911 or the non-emergency number. Hamline Public Safety officers regularly discuss this option with the victim of a crime and will assist the victim with that process.

All incidents of criminal behavior will be assessed for investigation. Hamline Public Safety will refer the reporting party and/or victim to other university departments as appropriate. In all cases, victims will be encouraged to contact local law enforcement authorities; Hamline Public Safety can assist in this. Victims always have the right to decline notifying local law enforcement. Please note that under Minnesota law, a hospital medical provider may be required to notify law enforcement of a reported sexual assault; however the complainant may decline to speak with a law enforcement officer or participate in a criminal prosecution.

Hamline Public Safety officers act as agents of Hamline University while they are on duty. Hamline Public Safety officers can detain alleged perpetrators of criminal acts through citizen arrest for transfer to the St. Paul police.

Hamline Public Safety officers provide safety escort services to members of the university community or visitors on a 24-hour basis to and from any on-campus location. Off campus escorts may be provided under certain circumstances and can be arranged through the Dean of Students Office or the Director of Public Safety.

Reporting Suspicious Persons or Activity

University facilities are designed for use by members of the Hamline community only, to include students, faculty, staff and sanctioned visitors. People not fitting this description should be reported to Hamline Public Safety and will be asked to leave campus. All Hamline University buildings are accessible to members of the campus community during hours designated by the University.

Reporting Guns on Campus

The policy of Hamline University has always been to prohibit guns, rifles, and all other weapons on campus. The campus “property” is defined as the physical place of business, and includes but is not limited to: all buildings, driveways, streets, sidewalks or walkways, parking lots, parking garages, and other parking areas, as well as university vehicles. This prohibition includes students, faculty, and staff, as well as vendors, sub-contractors, and visitors. Anyone encountered on campus with a weapon will be directed to leave campus immediately. It is our view that safety of our students and staff mandates that we continue to do all we can to preserve and maintain a safe haven for learning. Hamline University is a peaceful community dedicated to nonviolence, and the introduction of guns will not be tolerated.

Reporting Responsibilities

All identified Campus Security Authorities who become aware of an alleged violation of university policy, student code of conduct, or criminal law, are required to report the allegation to the Hamline Public Safety department. Campus Security Authorities are identified as the

president, provost, vice presidents, academic deans, dean of students, associate deans, department chairs (academic and administrative), director of human resources, registrar, resident assistants and public safety staff. All other students, faculty, and staff members who become aware of an alleged violation of university policy, student code of conduct, or criminal law are strongly encouraged to report the allegation to the same campus officials. The above people have significant responsibility for student and campus activities (excluding counselors) and must report potential criminal activity of which they are aware to campus Hamline Public Safety.

Confidential Reporting Procedures

Victims of crime who do not want to pursue action within the University system or the criminal justice system may still consider making a confidential report. With your permission, a Hamline Public 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 University can keep an accurate record of the number of incidents involving students, employees, and visitors; determine where there is a pattern of crime regarding 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 the incident may need to be announced in a timely warning, if an ongoing threat is present. Reporting procedures applicable to allegations of sexual assault are further discussed later in this report.

Licensed counselors in the Counseling Center, the chaplain and rabbi are not obligated to report incidents, since those individuals are viewed as confidential resources. The counseling staff, chaplain and rabbi will inform the persons they are counseling of Hamline's process and procedures to report as well as how to report crimes locally, when appropriate; additionally, they may when a student requests to report on a voluntary and confidential basis support that student coming forward to the appropriate reporting party.

Timely Warnings

In accordance with the Jeanne Clery Act, timely warnings are required to be distributed when there is evidence of a serious or continuing threat to students or employees on the campus. Timely warnings are issued when any of the above are reported to the university within five (5) days of occurrence. The Director of the Hamline Public Safety Department will collaborate with all necessary parties to prepare and distribute timely warnings. If circumstances dictate, the Director of Hamline Public Safety is authorized to distribute time warnings without collaboration.

In addition to crimes against people, timely warnings are issued for any emergency that may cause a threat to the health and safety of the HU campus community. Timely warnings are primarily distributed through the Hamline ALERT system via text and/or email. Depending on circumstances, timely warnings may also be published through campus bulletins and/or residence hall bulletins. All students, faculty and staff are enrolled into the Hamline Alert every semester.

Users are encouraged to log into this system and verify/update their cell phone number, if available, to receive more timely information.

Users should go to <https://hamlineuniversity.bbcportal.com/> to login.

Your username is your Hamline email address and your password is the same as your login. Please see Hamline Public Safety if you have any questions.

Emergency Notifications

Hamline University will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty or staff occurring on campus. Hamline University has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat. These methods of communication include but are not limited to the Hamline Alert, a system that provides email and text message alerts to the campus community, the Hamline University website, Instagram, Facebook and Twitter pages as well as a mass notification system. Hamline Alert is an opt-out program. Please contact Hamline Public Safety if you have any questions.

If Hamline Public Safety confirms that a significant emergency or dangerous situation exists, Hamline Public Safety personnel will activate emergency notification procedures to provide immediate notification to the threat of the University community. All emergency notifications will be sent to the entire Hamline University community because many students, faculty, and staff are traveling to/from campus.

The Director of Hamline Public Safety and the Director of Communications (or their designee) will determine when it is appropriate to communicate information to the larger community external from Hamline University. Hamline Public Safety will, without delay and considering the safety of the community, determine the content of the notification and initiate the notification, unless issuing a notification will, in the professional judgment of responsible authorities, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The content of the notification will be determined through a variety of resources including but not limited to using cameras, going near the area, or communicating with law enforcement who will be responding directly to the affected area. The content of the notification will not contain identifying information about the reporting person or victim (if not the same).

The Director of Hamline Public Safety or Director of Communications (or their designee) will provide timely updates. Timely updates may be released via the University website, University email, Instagram, Twitter, Facebook or HU Alert.

Testing Emergency Response and Evacuation Procedures

Evacuation drills are coordinated by Hamline Public Safety each semester for all residential facilities, administrative and academic facilities. Students, faculty and staff learn the locations of emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term evacuation. Residence Life advises resident students about one of the two drills. Hamline Public Safety and residence life staff on scene will communicate information to students regarding developing situations or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. At Hamline University, evacuation drills are used to educate and train occupants on issues specific to their building. During the drill, occupants “practice” drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the University an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by Hamline Public Safety and residence life staff to evaluate egress and behavioral patterns. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration. All reports include a description of the exercise, the date, the time and whether it was announced or unannounced.

Students receive information about evacuation and shelter-in-place procedures during their first-floor meetings and during other educational sessions that they can participate in throughout the year. The residence life staff is trained in these procedures as well as act as an on-going resource for the students living in residential facilities. “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.

University Policies and Regulations

Access to Campus Facilities

Hamline University buildings and grounds are available to students, staff, and faculty and their guests, and to University guests or contractors with reason to enter for activities that are officially approved. HU business hours are 8:00-5:00 PM, Monday-Friday. This excludes holidays and times when the university is officially closed. Hamline Public Safety officers check and lock all academic buildings daily, at predetermined times. Controlled access to buildings is provided by external card access readers. All residential buildings have card access and remain locked 24/7/365. Access is also monitored using cameras and a video management system.

Requests for Hamline University access cards are processed by the Hamline Public Safety department and residence life. All residential areas at Hamline are locked and inaccessible to anyone other than floor or building residents, Hamline Public Safety and facilities staff, 24 hours a day. Residents are always required to escort visitors within residential areas.

The Hamline Public Safety department regularly checks all residence hall exterior doors to ensure the doors remain locked. If you notice an unlocked or propped door that should be locked, immediately report the location to Hamline Public Safety. Fire exit doors in all buildings are alarmed and the appropriate authorities will be notified and respond accordingly when they are engaged.

Lost keys shall be immediately reported to the Hamline Public Safety department. Resident students should additionally report lost keys to residence life. Locks may be changed any time a student loses their room key.

Alcohol and Drug Policies

Hamline University chooses to be an alcohol (limited) and drug free community. We do so out of the conviction that this policy:

- Promotes a caring environment;
- Enhances the atmosphere for study, learning, growth, work, and wellness;
- Supports members of the community affected by or concerned with the abuse of alcohol and other drugs; and
- Respects the rights of those who choose not to use alcohol or other drugs.
- Hamline University's Alcohol and Illegal Drug Use by Student policy can be viewed [here](#)

The possession, use, or distribution of alcoholic beverages is prohibited in most areas of the Hamline campus. Exceptions are university sponsored events and alcohol used by students of legal age in their private residence. Furthermore, the possession, use, distribution, or sale of illegal drugs on all University property is strictly prohibited in accordance with university policy, State and Federal laws. University policies and State laws regarding alcohol and drug use are enforced by Hamline Public Safety, the residence life staff, concerned members of the campus community and the St. Paul Police Department.

To comply with the requirements of the Drug Free Workplace Act of 1988 (DFWA), Hamline University prohibits the unlawful manufacture, distribution, dispensation, possession or use of controlled substances by employees on University premises or while conducting University business off the University premises. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences. Employees must report for work on time and in an appropriate mental and physical condition for work and must remain in that condition during their work hours. Employees who violate this policy will be subject to appropriate disciplinary action that may include, but is not limited to, counseling, mandatory participation in an appropriate rehabilitation program, a warning, probation, suspension, discharge and referral to the proper law enforcement authorities for prosecution.

These policies apply to all full-time and part-time students and all full-time and part-time employees, including faculty, administration, exempt and non-exempt, union employees and any student employees and interns. Prevention, Intervention, and Assistance Programs are available to all members of the Hamline Community to combat and cope with problems stemming from chemical use and abuse. Students are encouraged to contact the Hamline Health & Counseling Services Office (651-523-2204) if they themselves or a friend are affected by chemical use or abuse. Programs are also available for university employees through the Office of Human Resources (651-523-2210).

Missing Students

Anyone receiving a missing student report is required to immediately bring it to the attention of the Hamline Public Safety Department by calling (651) 523-2100. Hamline Public Safety, in collaboration with the Dean of Students office will initiate an investigation. After assessing the missing person information, should Hamline Public Safety determine the student appears to be missing and has been missing for more than 24 hours; Hamline University will notify the St. Paul Police Department. The Dean of Students office will notify the student's emergency contact person (if one is provided) no later than 24 hours after the student is determined to be missing.

If the missing student is under 18 years of age and is not an emancipated individual, Hamline University will notify the student's parent or legal guardian immediately after Hamline Public

Safety has determined that the student is missing. In addition to registering an emergency contact, students residing in on-campus housing have the option to confidentially identify an individual to be contacted by Hamline University in the event the student is determined to be missing for more than 24 hours. Only University officials and law enforcement will have access to the confidential contact information. This policy does not preclude Hamline University from initiating internal missing person procedures in less than 24 hours if circumstances warrant faster implementation. [Missing Student Policy](#)

[Sexual Misconduct Policies and Procedures](#)

[Title IX Sexual Harassment Policy](#) outlines Hamline University's community expectations to support a campus free from sexual harassment in accordance with Title IX, provides for recourse for those individuals who believe that they have been subject to sexual harassment which constitutes sex discrimination in Hamline's education program or activity, within our Clery Geography, and in the United States, and references the [procedures](#) for determining whether a violation of this policy has occurred.

Title IX defines sexual harassment, as more fully set forth below, to include conduct on the basis of sex in the United States that is: unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies the complainant equal access to a Hamline education program or activity ("Unwelcomed Conduct"); sexual assault, dating/intimate partner violence, domestic violence (herein, dating violence and domestic violence are jointly "relationship violence"); stalking; any instance related to a quid pro quo stipulation involving a Hamline employee; and any related retaliation.

Hamline University has a second policy to address sexual misconduct [Non-Discrimination, Harassment, Retaliation Based on Protected Class Status, and Intimate Relationships Between Employees and Students](#), this policy has a broader scope and addresses the University's prohibition of sexual harassment outside of Clery geography. For the purposes of this report, all information to follow will be aligned with the Hamline University Title IX Sexual Harassment Policy and Procedures.

Consistent with our mission and values, Hamline University is committed to developing and educating the whole person and to investing in the personal and professional growth of all community members. We also seek to maintain a safe and nurturing learning and working environment. Sexual Harassment is a violation of a person's rights, dignity, and integrity and will not be tolerated at Hamline University. This policy addresses,

Sexual Harassment defined as conduct on the basis of sex that satisfies one or more of the following:

- (1) Unwelcome Conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to a Hamline education program or activity; or
- (2) An employee conditioning the provision of an aid, benefit, or service of a Hamline education program or activity on an individual's participation in Unwelcome Conduct (quid pro quo);
- (3) Sexual Assault, Dating Violence, Domestic Violence, or Stalking.

Questions or concerns regarding sexual discrimination, sexual harassment or sexual misconduct may be directed to Hamline's Title IX Coordinator:

Patti Kersten, Dean of Students and Title IX Coordinator (651-523-2421),
106 West Hall
1536 Hewitt Avenue
M.S. C1901
St. Paul, MN 55104

Questions or concerns may also be directed to the Office of Civil Rights of the United States Department of Education.

Prohibited Conduct / Definitions

Sexual Harassment

Hamline prohibits sexual harassment. Sexual Harassment addressed under this policy includes conduct on the basis of sex in a Hamline education program or activity in the United States that satisfies one or more of the following:

- i. Quid Pro Quo Sexual Harassment

Quid pro quo sexual harassment is unwanted sexual advances, requests for or exchange of sexual favors or other verbal or physical conduct of a sexual nature by an employee and submission to or rejection of such conduct is conditioned on or relates to the provision of an aid, benefit or service of a Hamline educational program or activity.

Examples of quid pro quo sexual harassment include, but are not limited to:

- Punishing or threatening to punish a refusal to comply with a sexual-based request.
- Offering a benefit (such as a grade, promotion, or athletic participation) in exchange for sexual favors or other verbal or physical conduct of a sexual nature.

ii. Unwelcome Conduct

Unwelcome Conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to a Hamline education program or activity.

Dating/Intimate Partner Violence

Dating/intimate partner violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be determined based on the statement of the individual alleging the dating/intimate partner violence and with consideration of the following factors:

- the length of the relationship;
- the type of relationship; and
- the frequency of interaction between the persons involved in the relationship.

Dating/intimate partner violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating/intimate partner violence does not include acts covered under the definition of domestic violence.

Dating/intimate partner violence is also prohibited by Minnesota law. See Minnesota Statutes Section 518B.01.

If a report brings forth more than one instance of dating/intimate partner violence that meets the jurisdiction of this policy, all related incidents are to be included within said

case regardless if they meet the jurisdiction requirements set forth in this policy.

Domestic Violence

Domestic violence includes felony or misdemeanor crimes of violence committed by:

- a current or former spouse or intimate partner of the victim;
- a person with whom the victim shares a child in common;
- a person who is a current or former cohabitant of the victim as a spouse or intimate partner
- a person similarly situated to a spouse of the victim under Minnesota's domestic or family violence law; or
- any other person against an adult or youth victim who is protected from that person's acts under applicable domestic or family violence laws of Minnesota (or, if the crime occurred outside of Minnesota, the jurisdiction in which the crime of violence occurred). In addition to the relationships described above, Minnesota law defines domestic violence to include violence committed between parents and children, blood relatives, persons who are presently residing together or who have resided together in the past, persons involved in a significant romantic relationship, and a man and woman, if the woman is pregnant and the man is alleged to be the father.

Domestic violence is also prohibited by Minnesota law. See Minnesota Statutes Section 518B.01. While not exhaustive, the following are examples of conduct that can constitute domestic violence: (1) physical harm, bodily injury, or assault; (2) the infliction of fear of imminent physical harm, bodily injury, or assault; or (3) terroristic threats, criminal sexual conduct, or interference with an emergency call.

If a report brings forth more than one instance of domestic violence that meets the jurisdiction of this policy, all related incidents are to be included within said case regardless if they meet the jurisdiction requirements set forth in this policy.

Stalking

Stalking is engaging in a course of conduct directed at a specific person based on sex that would cause a reasonable person (1) to fear for their safety or the safety of others;

or (2) to suffer substantial emotional distress. Under this policy:

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through others (by any action, method, device, or means), follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Stalking behavior includes, directly or indirectly, i.e., through third parties, but is not limited to:

- Repeated, unwanted and intrusive communications by phone, mail, text message, email and/or other electronic communications, including social media.
- Repeatedly leaving or sending the victim unwanted items, presents or flowers.
- Following or lying in wait for the victim at places such as home, school, work or recreational facilities.
- Making direct or indirect threats to harm the victim or the victim's children, relatives, friends or pets.
- Damaging or threatening to damage the victim's property.
- Repeated posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth that would cause a person to feel threatened or intimidated.
- Unreasonably obtaining personal information about the victim.
- Cyber harassment such as distribution of photographs or video of a sexual nature without consent.

Stalking is also prohibited by Minnesota law. See Minnesota Statutes Section 609.749.

As defined by Minnesota law, stalking means “to engage in conduct which the actor knows or has reason to know would cause the victim under the circumstances to feel frightened, threatened, oppressed, persecuted, or intimidated, and causes this reaction on the part of the victim regardless of the relationship between the actor and victim.”

If a report brings forth more than one instance of stalking that meets the jurisdiction of this policy, all related incidents are to be included within said case regardless if they meet the jurisdiction requirements set forth in this policy.

Sexual Assault

Sexual assault is any actual or attempted sexual contact with another person without that person's consent. As used in this policy, sexual contact includes intentional contact by the respondent with the victim's genital area, groin, inner thigh, buttocks, or breasts, whether clothed or unclothed. Sexual assault includes but is not limited to an offense that meets any of the following definitions:

- Rape: the 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, or oral contact with the sex organ of another person, without consent.
- Fondling: the touching of the private body parts (including the genital area, groin, inner thigh, buttocks, or breast) of another person for the purpose of sexual gratification, without consent including instances where the complainant is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
- Incest: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape: sexual intercourse with a person who is under the statutory age of consent; in Minnesota the age of consent is 16.

Sexual assault is a crime under Minnesota law. See, Minnesota Statutes, Section 609.341 et seq. As defined by Minnesota law, criminal sexual conduct includes non-consensual sexual contact and non-consensual sexual penetration as those terms are defined in Minnesota Statutes, Section 609.341.

If a report brings forth more than one instance of sexual assault that meets the jurisdiction of this policy, all related incidents are to be included within said case regardless if they meet the jurisdiction requirements set forth in this policy.

Retaliation

It shall be a violation of this policy to retaliate against anyone who has brought forward a complaint pursuant to this policy, provided testimony, or otherwise participated in proceedings conducted under this policy. Persons who feel that they have been retaliated against should immediately contact the Title IX Coordinator. Speech protected by the First Amendment does not constitute retaliation. Notwithstanding, disciplinary actions taken by Hamline University in response to an individual making a materially false statement does not constitute retaliation.

Defining Consent, Coercion, and Incapacitation

Consent

Consent is words or overt actions by a person clearly and affirmatively communicating a freely-given present agreement to perform a particular sexual act. Words or overt actions clearly communicate consent when a reasonable person in the circumstances would believe those words or actions indicate a willingness to participate in a mutually agreed-upon sexual activity. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and obtaining consent. It is the responsibility of the person initiating the specific sexual activity to obtain consent for that activity.

The conditions of obtaining consent are subject to the following:

- Consent can only be given if one is of legal age. In Minnesota, the legal age of consent is 16 years old.
- Consent is a mutually understood and freely given “yes” not the absence of “no”;
- Consent to one form of sexual activity cannot imply consent to other forms of sexual activity.
- Consent can be withdrawn at any time. When consent is withdrawn, the sexual activity for which consent was initially provided must stop.
- Silence or failing to resist does not imply consent.
- Previous relationships or previous consent does not imply consent to future sexual acts.
- An existing sexual, romantic, or marital relationship does not imply consent.
- Prior sexual activity with other individuals does not imply consent.

- Consent cannot be procured, expressly or implicitly, by use of force, intimidation, threats, or coercion.
- There can be no consent to sexual activity with someone known to be - or who should be known to be - mentally or physically incapacitated including due to use of drugs or alcohol.
- Use of alcohol or other drugs will never function to excuse behavior that violates this policy.

Coercion

Coercion refers to intimidation that would compel an individual to do something against their will by the use of psychological pressure, physical force, or threats of severely damaging consequences. Coercion is more than an effort to persuade or attract another person to engage in sexual activity. Coercive behavior differs from seductive behavior based on the degree and type of pressure someone used to get consent from another.

Incapacitation

Incapacitation means the physical and/or mental inability to understand the fact, nature, or extent of the sexual situation. Incapacitation may result from mental or physical disability, sleep, unconsciousness, involuntary physical restraint, or from the influence of drugs or alcohol. With respect to incapacitation due to drug or alcohol ingestion, incapacitation requires more than being under the influence of drugs or alcohol; a person is not incapacitated just because they have been using drugs or drinking. Where drugs and/or alcohol are involved, incapacitation is determined based on the facts and circumstances of the particular situation looking at whether the individual was able to understand the fact, nature, or extent of the sexual situation, whether the individual was able to communicate decisions regarding consent or the withdrawal of consent, and whether such condition was known or reasonably known to the respondent or a reasonable person in the respondent's position. Use of drugs or alcohol by the respondent is not a defense against allegations of sexual misconduct and does not diminish personal accountability or criminal liability.

Amnesty from Application of Student Alcohol and Illegal Drug Use Policy for Reports of Sexual Harassment

The University strongly encourages students to report instances of sexual harassment.

Hamline recognizes that students who have been drinking or using drugs at the time of an incident of actual or suspected sexual harassment may hesitate to report because of potential discipline consequences for their own conduct. Therefore, individuals who report instances of sexual harassment, and individuals who participate as a witness in an investigation into allegations of violations of this policy, will not be disciplined by Hamline for any violation of its drug and alcohol policies in which they might have engaged in connection with the reported incident. Hamline may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.

Educational programs and campaigns to promote the awareness of domestic violence, dating violence, sexual assault, and stalking, including primary prevention and awareness programs for all incoming students and new employees and ongoing prevention and awareness campaign.

In conjunction with Title IX, student affairs offices and programs, student organizations, human resources and athletics, Hamline University provides educational and training programs on alcohol and other drug use and abuse and the awareness and prevention of sex offenses upon request. Additional education and training programs for students are available from several sources.

All new full-time faculty and University employees are required to complete online training courses in Vector Solutions called, "Hamline Employee Sexual Misconduct and Title IX Sexual Harassment Training" and "Protecting Children on Campus: Preventing Sexual Abuse." These programs educate employees on understanding, recognizing, refraining from, and reporting instances of sexual harassment and sexual abuse, including working with minors. The University policies are intended to eliminate, prevent, and address the effects of sexual misconduct and are posted on the University website and linked in several places, including the in our policies pages, and the faculty handbook. Key university employees have participated in extensive Title IX training including the Title IX coordinator and deputy coordinator, Title IX investigators, adjudicators, senior staff and program directors in the Office of Student Life, Hamline Public

Safety, Human Resources and other members of the President's Leadership Team. Additional prevention programs supplementing our online training include our Step UP! Bystander Training program which we offer to employees, as well as students.

Education and Prevention Programs

Hamline University is committed to the prevention of Sexual Misconduct that includes the prevention of Dating Violence, Domestic Violence, Sexual Assault and Stalking and prohibits these crimes. The following information includes the trainings, programs and campaigns in place to address the knowledge of our policies, procedures and response, support and prevention work.

New Student Trainings:

- First year students attended Summer Orientation in the summer and during this program, students and parents received a letter from the Title IX Coordinator addressing the topic and included information about prevention, response and our policy prohibiting sexual misconduct: sexual assault, domestic violence, dating violence and stalking.
- All new students, including graduate students, to the University are required to take an on-line sexual misconduct training program through Vector Solutions, In addition undergraduates complete Vector Solutions with modules on Title IX, sexual violence prevention and bystander behavior, alcohol and drugs, and mental health.
- First year students attend Fall Orientation 2 days before classes begin in the fall. They are required to attend an extended program on respect: Respect self, others and community. Included within the program is information about consent, respectful relationships, bystander intervention, policies, Title IX and the Universities approach to response, support and prevention
 - Transfer students attend a one day Fall Orientation which includes a 60-minute program that includes information about Title IX, consent, respectful relationships, bystander intervention programs, policies, and the university's approach to response, support and prevention.

All Students

- All students are encouraged to use the information within Vector Solutions for information about to increase their awareness and to assist with prevention of all forms of sexual misconduct. Students continue to have access to the information their entire time as a student.
- Annual information is sent to students about our University's prohibition of sexual misconduct and sexual harassment, policies prohibiting conduct, procedures for response to reported incidents and support for those bring forth reports.
- Athletes—University student athletes are provided with sexual misconduct training including matters of prevention and awareness and bystander intervention, on an annual basis, in accordance with NCAA requirements.

New Employees

- HR Training. All new employees attend new-hire training that includes information about title IX, policies and procedures
 - On-line Training. All new employees are required to complete the employee module of Vector Solutions on sexual misconduct including our policies and procedures
 - In person training. All new employees are required to attend an hour-long session about Title IX and the University's policies, procedures including response, support, prevention and their role in reporting. In addition, a clear message that our university prohibits all acts of sexual misconduct.

All Employees

- All employees have access to Vector Solutions sexual misconduct awareness training through our learning device: Canvas.
- In person training for new employees is also available for current employees.
- Confidential resources of the campus receive specific training centered on their role as a confidential resource.
- First responders and employees with heightened responsibility have specific training. Awareness and Prevention Campaigns (continuous throughout year)

Bystander Intervention Programs

StepUP! is the Hamline University bystander intervention program. There is a team of students, faculty and staff who are trained to present the sessions. Sessions are offered throughout the year in this bystander intervention program designed to educate specific groups, students, faculty and staff about how to be proactive in helping others. StepUP! teaches participants how to recognize and act when opportunities to think more intersectionality and inclusively in how we respond to concerns and interrupt unwelcomed actions in our community present themselves.

Additional Programs and Campaigns

- Poster series about consent, policies, amnesty, and reporting are up around campus
- All bathrooms and offices across campus had new brochures and resources cards
- Sexual health, healthy relationships, and safer sex education, as well as drug and alcohol programming through Peer Wellness, and the Women's Resource Center.
- Safer Sex. Women's Resource Center: provides sexual health supplies across campus and in our residential halls.
- Toilet Tribune: Peer Wellness Educators Monthly Newsletter that includes sexual health, sexual assault awareness, domestic/dating violence information and awareness monthly
- Campus wide student programming, and programming by and for specific groups includes:

Jan 2021

1/7 - StepUP! Bystander Training - open/student athletes (Step UP! Training - staff)

1/7 - StepUP! Bystander Training for Trainers (Step UP! Training - staff)

1/12, 1/14, 1/19, 1/21 - Sexualities & Gender Diversity Programs 4 part Training Series

1/20 - Step UP! Training with athletics (Step UP!)

1/20 - Step UP! Training with athletics (Step UP!)

1/21 - Step UP! Training with athletics (Step UP!)

Spring 2021

2/12 - Feminist Friday: Stalking and Stan Culture (Women's Resource Center)

2/19 - Feminist Friday: Dating Violence (Women's Resource Center)

2/22 - Love Your Body (Peer Wellness)

- 2/26 - Feminist Friday: Things Sex Education Didn't Teach You (Women's Resource Center)
- 3/7 - Step UP! Training - Delta Tau (Step UP!)
- 3/17 - Mythbusting the Binary Sexualities & Gender Diversity Programs)
- 3/31 - Trans Day of Visibility (Sexualities & Gender Diversity Programs and Spectrum)
- 4/9 - Feminist Friday: What is Sexual Violence Awareness Month (Women's Resource Center)
- 4/16 - Journeys to Healing: Transforming Sexual Violence through Art (WRC & CJL)
- 4/22 - Step UP! Student Training (Step UP!)

Fall 2021

- 8/17 Step UP! Bystander 101 with RAs and NSMs (Step UP!)
- 8/18 Step UP! Bystander 101 with HUPB and SALD (Step UP!)
- 8/31 It's About Respect Orientation Program (Title IX, Step UP!)
- 9/13 Step UP! Bystander 101 (Step UP!)
- 9/18 Sexual Health Training (Peer Wellness)
- 9/23 Love in the Time of Tinder (Peer Wellness)
- 9/27 Step UP! Bystander Training for HUSC Student Organization Leaders (Step UP!)
- 10/6 Sex in the Dark (Peer Wellness)
- 10/10 Coming Out Vigil (Spectrum)
- 10/21 Take Back The Campus (Women's Resource Center)
- 10/25 Queer Sex Ed (Spectrum)
- 11/1 StepUP! Bystander Training 101 (Step UP!)
- 11/8 Step UP! Bystander Training for athletes (Step UP!)
- 11/9 Step UP! Bystander Training for athletes (Step UP!)
- 11/11 Step UP! Bystander Training for athletes (Step UP!)
- 11/14 Step UP! Bystander Training for athletes (Step UP!)
- 11/16 Step UP! Bystander Training for athletes (Step UP!)
- 11/17 Wasted Wednesdays (Peer Wellness)
- 11/18 Step UP! Bystander Training for athletes (Step UP!)
- 11/19 Feminist Friday: Reproductive Justice (Women's Resource Center - staff)
- 12/2 Title IX: Everything you need to know
- 12/6 Step UP! Bystander Training for Theta Chi (Step UP!)
- 12/9 Step UP! Bystander Training for athletes (Step UP!)

Confidential Resources

Hamline University encourages all community members to report any incident of sexual harassment. Hamline recognizes, however, that there are many barriers to reporting, including individual, social and cultural, and not every individual will choose to make a formal complaint

with Hamline or with local law enforcement. For those individuals who are not prepared to make a report or initiate an investigation or other action by Hamline, there are several confidential resources available for students, staff, and faculty. Confidential communications are those communications which legally cannot be disclosed to another person, without the reporter's consent, except under very limited circumstances such as allegations involving the physical or sexual abuse of a child (under the age of 18) or vulnerable adult or an imminent threat to the life of any person. A person who speaks to a confidential resource should understand that, if the person does not report the concern to a non-confidential resource, Hamline will be unable to provide certain supportive actions or protective measures that would require involvement from Hamline, such as issuing a mutual no-contact directive, as described below, or conduct an investigation into the particular incident or pursue disciplinary action.

The following on-campus resources are confidential:

For Students:

Counseling and Health Services Center
Available during regular office hours.
Manor Hall, Room 16 (basement level; courtyard entrance on the campus side)
651-523-2204

For Students and Employees:

Chaplain
Kelly Figueroa-Ray
Available during regular office hours.
Anderson Center, Room 318
651-523-2315

For Employees:

Employee Assistance Program (EAP)
Available 24 hours a day.
1-866-757-3271

The following off campus resources also are confidential:

Regions Hospital Emergency Room
640 Jackson Street, St. Paul
651-254-3306 (ER is open 24/7)

SOS - Sexual Violence Services of Ramsey County
24-Hour Counseling, Advocacy, Information and Referral
651-266-1000

St. Paul Domestic Abuse Intervention Project
24-Hour Counseling, Advocacy, Information and Referral
651-645-2824

OutFront Minnesota
24-Hour Anti-violence crisis support line for LGBT victims
1-800-800-0350 (Option 3)

Procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred

What to do following an assault or incident of domestic violence, dating violence, or stalking

As soon as possible after an assault, an attempted assault, a perceived assault, or other violent act or incident of stalking, victims should talk to someone who they trust. That someone may be a friend, a counselor, the Title IX Coordinator or other professional staff person at the university, a university Public Safety officer or a police officer. The university recognizes that with incidents of sexual violence it can take weeks, months or even years before victims realize that an assault did indeed take place. Nevertheless, the university encourages victims of sexual violence to:

- Report the incident to the Department of Public Safety and/or the police;
- Seek support from appropriate medical resources
- Utilize on-campus and/or off-campus counseling resources
- Contact the Title IX Coordinator or other University Official with Authority to report the incident

Reporting to Hamline Representatives

All Hamline community members are strongly encouraged to provide information regarding any incident of sexual harassment to the Title IX Coordinator or others deemed official of the

complaint who have authority to institute corrective measures on behalf of the complainant. At Hamline those with authority are:

Title IX Coordinator/ Dean of Students, Patti Kersten
Available 24 hours a day.
Direct Number: 651-523-2948
Office: 651-523-2421
To contact the Title IX Coordinator after business hours,
Call Public Safety Dispatch at 651-523-2100
pkersten01@hamline.edu
West Hall 106

Deputy Title IX Coordinator/Sexualities and Gender Diversity Program
Director, t. aaron hans
Available 24 hours a day.
Direct Number: 651-523-2380
To contact the Title IX Deputy Coordinator after business hours,
Call Public Safety Dispatch at 651-523-2100
tahans@hamline.edu
Anderson Center 321

Hamline Director of Human Resources
Available during regular office hours.
651-523-2021
Manor Hall Suite 33

Public Safety
Available 24 hours a day.
651-523-2100
Sorin Commons

Public Safety can assist in contacting St. Paul Police if desired by victim
St. Paul Police
Emergency - 911
Non-emergency - (651) 291-1111

On-line Reporting

Hamline University also provides an [on-line reporting form](#). This form also allows for anonymous reporting (see anonymous reporting).

Anonymous Reports

In the event a person chooses, for whatever reason, not to come forward, Hamline will accept anonymous reports of Sexual Harassment. Reports may be filed anonymously using [Hamline's anonymous on-line reporting form](#) without requesting further action

from Hamline. The individual making the report is encouraged to provide as much detailed information as possible to allow Hamline to investigate the report and respond as appropriate. Hamline may be limited in its ability to investigate an anonymous report unless sufficient information is furnished to enable Hamline to conduct a meaningful and fair investigation.

Emergency Resources and Reporting Options

Hamline University encourages all individuals who believe they have experienced an incident of sexual assault to seek assistance from a medical provider and/or law enforcement immediately. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response. Hamline University will assist any Hamline community member to get to a safe place and will provide transportation to the hospital, coordination with law enforcement, and information about Hamline University's resources and complaint processes. Assistance is available 24 hours a day by calling Hamline Public Safety (651-523-2100) who can also assist in contacting the St. Paul Police (911 (emergency) or 651-291-1111 (non-emergency)).

Those who experience sexual assault may pursue any or all of the following options on an emergency basis:

- Seek immediate medical attention. Hamline University refers sexual assault victims to Regions Hospital (651-254-3306) located at 640 Jackson Street in Saint Paul. Sexual assault victims may go to the Regions Emergency Department (ER) by themselves or with a friend, for up to 10 days/240 hours after a sexual assault for a Sexual Assault Nurse Examination (SANE).
- Call Hamline Public Safety 651-523-2100 and/or Residential Life Staff for protection, transportation to seek medical care, and to report the assault or call the police at 911 or 651-291-1111 (St. Paul).
- Communicate with any or all of the resources identified in this policy, including the Title IX Coordinator, to seek support and/or to initiate the complaint process under this policy.

Preserving Evidence of sexual assault

At Regions Hospital, sexual assault victims will be met at the hospital by a specifically trained Sexual Assault Nurse Examiner (S.A.N.E.) and a Sexual Offense Services advocate (S.O.S.). The S.A.N.E. nurse will provide sensitive expert medical care and will collect forensic evidence if

desired by the victim, for up to 10 days/240 hours. The S.O.S. advocate is confidential and will provide emotional support and confidential counseling.

It is important for a sexual assault victim to consider preserving evidence, if at all possible. Victims are encouraged to not change clothes, bathe, shower, brush their teeth, or go to the bathroom before going to the ER. If clothing is changed, bring clothing worn during the assault to the hospital, preferably placing each item in a separate paper bag. Also consider bringing any tampon or pad worn. Try not to urinate before going to the hospital. If you must urinate, do so in a cup to bring with you and try not to wipe after urinating.

Options regarding law enforcement and campus authorities

Victims have the right to notify law enforcement authorities about an incident of sexual assault, domestic violence, dating violence, and stalking and to be assisted by campus authorities in notifying law enforcement if the victim chooses to make a report. The University will comply with a student's request for assistance in notifying law enforcement authorities. Victims also have the right to decline to notify authorities. On request, Department of Public Safety will assist law enforcement officials in a timely fashion in obtaining, securing and maintaining evidence in connection with an incident of sexual violence. Victims are always encouraged to report incidents to the Title IX Coordinator to learn more about available supportive measures and process options that may be available.

Restraining Orders and No-Contact Directives

Harassment restraining orders and orders for protection are legal orders issued by a state court that forbid someone from harassing and/or making contact with another. A harassment restraining order is a civil court order issued against a reported harasser, regardless of the relationship between the reported harasser and the victim, that orders the harasser to stop harassing the victim and/or to have no contact with the victim. An order for protection is a civil court order that protects one family or household member from domestic abuse by another family or household member. Petition forms to apply for Harassment Restraining Orders or to seek an Order for Protection are through Ramsey County. Please contact the Title IX Coordinator for information and assistance in obtaining court orders for protection.

A no-contact directive is a Hamline-issued directive that prohibits one or all parties from communication or contact with another. No-contact directives may be mutual or one-sided. Generally, no-contact directives issued pending the outcome of an investigation will be mutual and serve as notice to all parties that they must not have verbal, electronic, written, or third party communication with one another. To request a no- contact directive from Hamline, individuals should contact the Title IX Coordinator.

Procedures for institutional disciplinary action in reports of alleged domestic violence, dating violence, sexual assault or stalking.

Response and Resolution Procedures Generally

The Title IX Coordinator oversees the resolution of sexual harassment reported through Hamline University’s complaint processes. The University follows its [Procedures for Addressing Title IX Sexual Harassment Complaints](#). These procedures describe in detail the steps, timelines, and decision-making process followed as part of processing a formal complaint. A voluntary resolution process is also available for resolving allegations.

Options for Interim Measures and Reasonable Accommodations

Hamline University encourages all community members to report any incident of sexual harassment. Regardless, however, of whether an individual chooses to file a formal report of sexual harassment to Hamline University or to the police, there are supportive and reasonable protective measures available to Hamline students, faculty, and staff to prevent further acts of harassment.

A request for supportive measures may be made to the Title IX Coordinator regardless of filing a formal report. The Title IX Coordinator is located in the Dean of Students Office, West Hall 106, 651-523-2948. The range of potential supportive measures may include:

- Assisting with a leave of absence from work or school;
- Assisting with financial aid;
- Modifying on-campus or work study workplace or academic schedules or responsibilities;

- Providing alternative housing, academic, or workplace arrangements;
- Providing safety escorts to and from campus;
- Referring the student or employee to appropriate resources for developing a safety plan, seeking medical attention or counseling, or seeking legal assistance;
- Screening phone calls, transferring harassing calls to Public Safety, and removing employee or student's name from directories.

Equitable Rights and Opportunities for the Parties

In the investigative process, the responsibility lies with the Title IX Coordinator to conduct an investigation to reach a determination regarding the appropriate policy and procedures. In all policies and procedures the complainant and respondent can expect the following:

equitable procedures that provide both parties with a prompt and impartial investigation and resolution conducted by individuals who receive annual training on conduct prohibited by the policy;

- an equitable opportunity to identify relevant witnesses and other evidence and to suggest possible questions to be asked of witnesses during the investigation, and to present such witnesses and evidence during a live hearing, if any;
- an opportunity to meet with the Investigator(s) and present information on their own behalf, including written and oral statements and physical exhibits;
- an opportunity to receive similar and timely access to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the complaint, including evidence upon which Hamline University does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation;
- timely written notice of meetings and hearings, including the date, time, location, participants, and purpose;
- the opportunity to have an advisor of the individual's choice, accompany the individual to meetings and proceedings that are part of the response and resolution process.;
- the opportunity to determine when and whether to provide or repeat a description of an incident of reported sexual misconduct, and to be informed of the consequences, if any, of not providing or repeating such a description. A decision not to provide or repeat a

description of an incident involving reported sexual misconduct may impact the outcome of the investigation or hearing because the recommendation or determination regarding responsibility made by the Investigator(s) and the determination regarding responsibility by an appointed hearing panel in matters involving a live hearing will be based on a Preponderance of the Evidence.

- The provision of remedies to a Complainant/Reporting Party where a determination of responsibility for sexual harassment has been made against Respondent/Responding Party

Notice of Outcome/Decision

The Hearing Committee will review the case to determine: (a) whether the facts, as alleged, are true; and (b) whether the facts found to be true constitute sexual harassment in violation of the Title IX Sexual Harassment policy. A preponderance of the evidence standard of proof will govern all matters under these procedures.

The Hearing Committee will deliberate confidentially. The decision of the Hearing Committee will be made by majority vote. The decision will be in writing and will state specifically the Hearing Committee's determination, including findings of fact supporting the determination and a statement of, and rationale as to whether a violation of the Title IX Sexual Harassment policy has occurred. The decision will also include finding of fact supporting the determination and a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility.

Sanctions

For Students found responsible for violations of the Title IX Sexual Harassment policy.

For those circumstances where the Hearing Committee finds that a violation of policy has occurred, by a student, the Designated Official will review the finding with the Hearing Committee and they shall then assess what, if any, sanctions may be appropriate; prior student conduct records will be considered in sanctions.

The sanctions may include, but are not limited to, depending on the severity of the sexual harassment and past history, those listed below. Progressive discipline is not required. A more severe penalty may be imposed for a first offense or before any lesser penalty.

- Community Service;
- Counseling;
- Eviction from campus housing or suspension of campus housing eligibility;
- Loss of eligibility for intercollegiate athletics, extracurricular and co-curricular activities including academic sponsored programs;
- Loss of privileges;
- Loss of educational programming;
- No contact directives;
- Notifications to academic advisor(s), supervisor(s), coach(es), and mentor(s);
- Probation;
- Reprimand or warning;
- Termination of campus access;
- Termination of campus employment;
- University suspension; and
- University expulsion.

Any sanction may be accompanied by required corrective action, such as treatment and/or counseling. Prior disciplinary records may be used in determining sanctions.

The Designated Official will send written notice of the determination regarding remedial measures to the Party directly impacted by such measures and will send a separate written notice to the other Parties stating generally that corrective action has been identified.

For Employees found responsible for a violation of the Title IX Sexual Harassment policy.

For those circumstances where the Hearing Committee finds that a violation of policy has occurred, by an employee, the Designated Official will review the finding with the Hearing Committee, Director of Human Resources, the appropriate Dean or supervisor, and they shall then assess what, if any, sanctions may be appropriate.

The sanctions may include, but are not limited to, depending on the severity of the sexual harassment and past history, those listed below. Progressive discipline is not required. A more severe penalty may be imposed for a first offense or before any lesser penalty.

- Community service;
- Continued employment or attendance at the university being subject to certain conditions;
- Counseling;
- Demotion or reassignment of teaching or supervisory responsibilities;
- Denial of salary increases;
- Loss of eligibility for the tuition waiver program;
- No contact directives;
- Probation;
- Reprimand or warning;
- Suspension from attendance at the university for a specific period, or suspension of employment without compensation for a specified period;
- Termination of campus access; and
- Termination of employment.

Any sanction may be accompanied by required corrective action, such as treatment and/or counseling. Prior disciplinary records may be used in determining sanctions.

The Designated Official will send written notice of the determination regarding remedial measures to the Party directly impacted by such measures and will send a separate written notice to the other Parties stating generally that corrective action has been identified.

Appeal Procedures

Either Party may appeal the Hearing Committee's decision by submitting a written request to the Title IX Coordinator within five (5) days of the electronic transmission of decision. Grounds for appeal are limited to the following grounds:

- (1) procedural irregularity that affected the outcome of the matter;

(2) new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and/or,

(3) The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against the Parties generally or an individual Party that affected the outcome of the matter.

Training for Campus Official who Conduct Response and Resolution Process

The response and resolution procedures are conducted by officials who receive training on issues related to domestic violence, dating violence, sexual assault, and stalking and training on how to conduct an investigation and hearing process that protects the safety of the victims and promotes accountability. Such training is provided annually, or more frequently, and an official must receive training prior to his or her involvement in the response and resolution procedure.

Training topics include: Information on identifying and analyzing relevant evidence; effective techniques for questioning witnesses, including trauma-informed techniques, procedural rules for conducting investigations, including the standard of review and providing equitable opportunities to the parties; writing investigative reports, and understanding law enforcement investigations in sexual assault and domestic and dating violence situations.

Adviser and Support Person

Adviser: Each Party has the right to an Advisor. The Advisor is not a Party. The Advisor may not direct communications to the University or another Party, except as provided under these procedures. The Advisor may accompany a Party to any interview of the represented Party, and any meeting or investigation follow up with the represented Party. Prior to the hearing, if any, the Advisor may not direct the answers of the Party they represent and may not interfere with the investigation process. During the hearing, if any, the Advisor may ask the other Party and any witnesses all relevant questions and follow-up questions, including those challenging credibility, on behalf of the Party they represent.

Support Person: Each Party has the ability to have a Support Person of their choice with them through all aspects of the process. The Support Person is not a Party to the proceedings and cannot be a witness. The Support Person may accompany the Party for which they have been

appointed to any interview, meeting, or investigation follow up interview or meeting involving such Party. The Support Person may also accompany the Party for which they have been appointed to the hearing, if any, provided the Support Person does not interfere with the process by addressing the Hearing Committee, the other Party, or witnesses, and other limitations as determined by the Hearing Committee.

Crime Statistics Reporting

Definitions of Clery Reportable Crimes

The statistics in this report are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law as defined below.

University Security submits the annual crime statistics published in this report to the Department of Education. These statistics are also published and made available to the University community and public via the University Security website and the availability of a hard copy of the report located in the Hamline Public Safety office in Sorin Hall. The statistical information gathered by the Department of Education is available to the public through their website. A daily crime log is available at the Hamline Public Safety office in Sorin Hall during regular business hours and online through the University Security website.

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.

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, etc.

Burglary

The unlawful entry of a structure to commit a felony or a theft.

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.

Disciplinary Referrals

The referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction imposed by the University.

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.

Drug Abuse Violations the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Hate Crime A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator biased against the victim. This bias is preformed based on race, gender, religion, sexual orientation, ethnicity, national origin, disability, or gender identity. In addition to other crimes listed in the report hate crime statistics will be included for the following:

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

- Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
- Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- Destruction/Damage/Vandalism of property: to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

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.

Liquor Law Violations

The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Negligent Manslaughter

The killing of another person through gross negligence.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle.

Murder and Non-negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

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

Any sexual act directed against another person without the consent of the victim, including instances when the victim is incapable of giving consent. For Clery Reporting purposes the following crimes are reported under Sexual Assault:

- Rape: the penetration, no matter how slight, of the vagina or anus, with any body part of object, or oral penetration by the sex organ of another person, without the consent of the victim.
- Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent.
- Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent. The statutory age of consent in the state of Minnesota is 16.

Weapon Law Violations

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

Definitions of Clery Geography

On-Campus

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and any building

or property that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

Non-Campus Building or Property

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

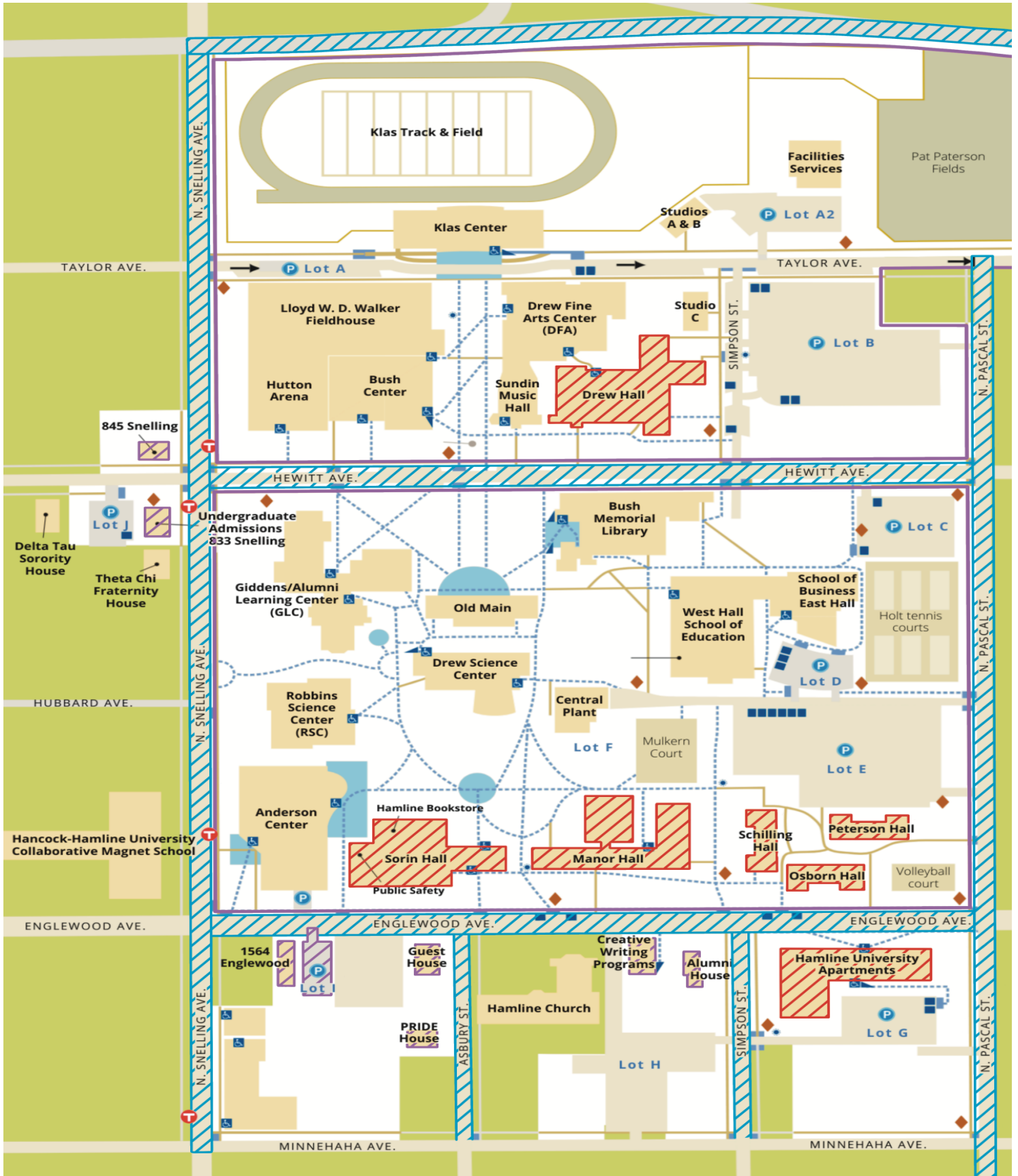
Hamline University Clery Geography Map

Clery Geography Map Key

Purple lines indicate On Campus Buildings and boundaries

Blues lines indicate Public Property boundaries

Squares with Red Hash Marks indicated On Campus Housing Facilities



Procedures for Preparing Annual Disclosure of Crime Statistics

Crime statistics are gathered from, but not limited to, the following sources: University Security, Residential Life, Title IX Office, Office of Student Affairs, campus security authorities, and local law enforcement agencies of on-campus, residential facilities, non-campus, and public property locations. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

Crime Statistics (data from calendar year 2021)

Criminal Offenses	On Campus			On Campus Student Housing Facilities			Public Property			Non-Campus		
	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021
Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	1	2	0	1	2	0	0	0	0	0	0
Fondling	0	0	3	0	0	3	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	1	0	0	1	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	1	0	0	0	0	0	0
Burglary	1	2	0	0	1	0	0	0	0	0	0	1
Motor Vehicle Theft	6	5	1	0	1	0	0	1	3	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	0	1	0	0	1	0	0	0	0	0	0	0
Drug Abuse Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Law Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	1	0	0	1	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	2	1	2	0	1	0	0	0	0	0	0	0

*Statistics for University housing facilities are recorded and included in both the all on-campus category and the on-campus student housing facilities category.

Hate Crimes

No hate crimes were reported in calendar years 2019, 2020, or 2021.

Sex Offender Notification

The Federal Campus Sex Crimes Prevention Act, effective October 28, 2002, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state regarding registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

The Minnesota Bureau of Criminal Apprehension administers a predatory offender registration and tracking program. Any questions about the program may be directed to the Criminal Assessment Program at 1-888-234-1248 or (651)-603-6748.

Information regarding the program can be found at the following website:

<https://dps.mn.gov/divisions/bca/bca-divisions/investigations/Pages/predatory-offender-registrations.aspx>

General information on registration requirements and notification procedures can be accessed from the City of St. Paul:

<https://www.stpaul.gov/search/node/Sex%20Offender%20Notification>

Information on Level 3 sex offenders may be obtained at the following web address:

<https://coms.doc.state.mn.us/publicregistrantsearch>

Residential Fire Safety and Policies and Procedures

The following guidelines are to be followed due to fire safety concerns. Electrical appliances are permitted in student rooms provided their use does not disturb other residents and that its state of repair is not a fire hazard. Safety, insurance, and health code standards require certain restrictions be placed on the use of some electrical appliances in the halls. Appliances with an open coil or burner, air conditioners, hot plates, grills, skillets, halogen lamps, gas appliances, microwave ovens, toasters, toaster ovens, and ceiling fans are not allowed in student rooms. Kitchen cooking must be confined to designated cooking areas. No student owned microwaves, toasters, toaster ovens, or hot plates are allowed in residence hall rooms. All electrical

appliances brought to the campus by students are subject to inspection and approval by the university.

The safety of every student is of paramount importance to the University. Residence halls have been equipped with various emergency systems and equipment to help ensure student safety. As such, the tampering with and/or misuse of fire and safety equipment, including fire alarms, fire doors, fire extinguishers, fire hoses, smoke alarms, exit signs, heat sensors, and any other safety equipment, poses a serious threat to life and property and will result in a \$500 fine. The starting of any fire on university property without written authorization is strictly prohibited. Hamline reserves the right to take disciplinary action through the appropriate university channels and/or local law enforcement agencies.

For safety reasons, observe the following:

- Due to the significant risk of fire, the burning of candles, incense or other open flames are not permitted in residence hall rooms. With continuous monitoring, and with the permission of the area coordinator, lit candles are permitted in public areas for programs, dinners and other special events.
- No materials may be draped or affixed overhead (i.e. on the ceiling or over light bulbs).
- Flammable substances, such as gasoline and cleaning fluids, are not to be used or stored in University residences.
- No storage of flammable materials, such as wood (including sheets of wood), empty boxes, excessive amounts of paper or cardboard.
- Do not overload the electrical outlets. The university recommends only one appliance per outlet. Also, multiple outlet 'octopus' plugs are not allowed, as they can be a fire hazard.
- If an extension cord is needed, use a heavy-duty extension cord, preferably one equipped with a circuit breaker. Use them in a manner that will not create a fire hazard (i.e. running them under carpet, overloading outlets, etc.).
- Splicing of electrical wires or removal of any outlet plates or light switch plates is prohibited.
- All holiday decorations (Christmas greenery) must be fireproofed. A fireproofing service is provided by Facilities. All greenery should be taken to Facilities who will

fireproof the greenery and deliver it to the student's room within 24 hours. All greenery should be tagged, indicating that it has been officially fireproofed.

- Electrical appliances should not be left unattended. Once an appliance has been used, be sure to unplug it.
- Refrigerators may not be placed in closets. There must be proper circulation behind the unit to allow the heat that is displaced to be circulated.
- Items stored too close to heating units are extremely dangerous. Keep a three-foot clearing. Waste should be disposed of as soon as possible.
- The hallways must be kept free of debris and personal items.

Students assume financial responsibility for having these items removed after the first week of classes. At the beginning of each break, the residence hall staff enters each room to check for potential fire hazards, electrical problems, as well as safety and energy concerns. With decreased occupancy during breaks, there is greater potential for fires to remain undetected until severe damage has occurred. Smoking is not permitted on campus. Students who wish to smoke must go off campus.

Appliance Use and Storage

Certain equipment and household items are not permitted in the residence halls. The list of equipment not allowed in the residence halls includes, but is not limited to:

- Air Conditioners
- Halogen Lamps
- Water Beds
- Charcoal or Gas Grills and any type of Outdoor Fire Pit
- Hot Plates
- Motorbikes
- Motorcycles
- Candles
- Incense
- Toasters
- George Foreman style grills
- Microwave Ovens (which are not the Micro fridge unit)

Other items which may pose health and safety concerns may be restricted. Holiday decorations must be fire resistant, and no live trees and wreaths or unattended lights are permitted.

Procedure for Faculty and Staff in Case of Fire

All faculty, staff and students should learn the evacuation routes and stairwell locations for all campus buildings they frequently occupy. During an evacuation for fire or another emergency, occupants are encouraged to take personal belongings (purse, wallet, HU card, cell phone, etc.) and follow the evacuation procedures for their building (close your door, proceed to the nearest exit and use the stairs, not the elevators). Once you have evacuated, seek shelter in the nearest campus building. If Hamline Public Safety, law enforcement, or fire department personnel are on the scene, follow their directions.

Plans for Future Improvement in Fire Safety

Future improvements will be made as needed as part of the ongoing assessment process.

Residential Fire Safety Tips

Living in a residence hall is commonly associated with new responsibilities, including keeping your residence hall space safe. A few tips to keep your space fire safe include:

- Locate your residence hall's evacuation plans. Learn them and evacuate the building every time the fire alarm goes off.
- Familiarize yourself with the HU policy to know what items are permitted and what items are prohibited. If you discover a fire or smell smoke, activate the building fire alarm by pulling the nearest manual pull station.
- Check your room door before opening by using the back of your hand. If the handle is hot, do not open the door. Call Hamline Public Safety at 651-523-2100.
- Check for smoke and fire outside your window. If safe to do so, open your window and hang a sheet outside to alert emergency response personnel to your location.
- If your clothes catch on fire, STOP, DROP, and ROLL wherever you are. Cover your face and roll from side to side until the flames are out.
- If you have a disability (permanent or temporary) that could impede your ability to evacuate, make sure to speak with your resident advisor and resident director about alternative arrangements to evacuating.

- Emergency response personnel are notified of students who have permanent or temporary disabilities.

Annual Fire Safety Report

Additional HEA Amendments in 2008 required that the University report fire statistics in an annual fire safety report that can be embedded in the annual security report. Each on campus student housing facility fire safety system includes fire alarms, smoke detectors, fire extinguishers, and emergency exit signage. The Hamline Public Safety department performs bi-annual residence hall fire drills.

Hamline University Fire Safety Systems in Residential Facilities

Residential houses occupied by student groups upon approval from University Residential Life staff. Hamline University Board of Trustees also owns residential homes at 862 Pascal, 1515 Minnehaha (duplex), 1471 Minnehaha, 1479 Minnehaha, 463 Minnehaha (4-plex), 1561 Minnehaha, 1521 Minnehaha, 1549 Minnehaha, 1555 Minnehaha, 1434 Taylor Ave W., and 900 Holton. These houses are leased exclusively in tenant agreements with non-student private parties. As a landlord Hamline University inspects fire alarms and fire extinguishers. Hamline University President's residence is at 1027 Summit Ave and is occupied solely by the President of Hamline University and her family.

Hamline University on Campus Student Housing Fire Statistics

Residential Facility	Sprinkler	Fire Alarm	Smoke Detection	Fire Extinguisher	Evacuation Plans and Placards	Number of Fire Drills	Year
Drew Hall 1523 Hewitt Ave	Y	Y	Y	Y	Y	2	2019
						2	2020
						2	2021
Hamline Apartments 1470 Englewood	Y	Y	Y	Y	Y	2	2019
						2	2020
						2	2021
Manor Hall 1513 Englewood		Y	Y	Y	Y	2	2019
						2	2020
						2	2021
Osborn Hall 1481 Englewood		Y	Y	Y	Y	2	2019
						2	2020
						2	2021
Peterson Hall 1475 Englewood		Y	Y	Y	Y	2	2019
						2	2020
						2	2021
Schilling Hall 1485 Englewood		Y	Y	Y	Y	2	2019
						2	2020
						2	2021
Sorin Hall 1536 Englewood	Y	Y	Y	Y	Y	2	2019
						2	2020
						2	2021
Res House #1 (Hmong House) 1475 Minnehaha		Y	Y	Y	Y	2	2019
						2	2020
						2	2021
Res House #2 (HALO House) 1485 Minnehaha		Y	Y	Y	Y	2	2019
						2	2020
						2	2021
Res House #3 (Black Student Collective house) 737 Asbury		Y	Y	Y	Y	2	2019
						2	2020
						2	2021

2021					
Residential Facility	# of Fires	Cause of Fire	Injuries related to fire that resulted in treatment at a medical center.	# of deaths related to the fire	Value of property damage
N/A	0	N/A	0	0	0
2020					
Residential Facility	# of Fires	Cause of Fire	Injuries related to fire that resulted in treatment at a medical center.	# of deaths related to the fire	Value of property damage
N/A	0	N/A	0	0	0
2019					
Residential Facility	# of Fires	Cause of Fire	Injuries related to fire that resulted in treatment at a medical center.	# of deaths related to the fire	Value of property damage
N/A	0	N/A	0	0	0

Appendix A
University and Community Confidential Resources

On Campus Confidential Resources

Counseling and Health Services Center

Manor Hall, Room 16 (basement level; courtyard entrance on the campus side)

651-523-2204

Religious and Spiritual Life Office-Chaplain

Rev. Nancy Victorian Vanguard (Jan 1- August 30, 2021)

Rev. Kelly Figueroa-Ray (August 30 - Present)

Anderson Center in the Wesley Center

(651) 523-2750

Rabbi Esther Adler

Anderson Center in the

Wesley Center

(651) 523-2750

Off-Campus Confidential Resources

Regions Hospital

Emergency Room

640 Jackson Street

St. Paul, MN

(651) 254-3456 (ER is 24/7/365)

S.O.S. - Sexual Violence Services of Ramsey County

24-Hour Counseling, Advocacy, Information and Referral

651-266-1000

St. Paul Domestic Abuse Intervention Project

Office and 24-Hour Crisis Line

651-645-2824

Out Front Minnesota

24-Hour Anti-violence crisis support line for LGBT victims

1-800-800-0350 (Option 3)

Appendix B
University and Community Non- Confidential Resources

On-Campus Non-Confidential Resources

Hamline Public Safety

24/7/365

Sorin Hall -1 st floor

651-523-2100

security@hamline.edu (non-emergencies only)

Hamline Dean of Students and Title IX Coordinator

Dr. Patti Kersten

8am-5pm, Monday-Friday

651-523-2948 (direct)

651-523-2421 (office)

pkersten01@hamline.edu

After Hours: Through Public Safety 24/7/365

Dispatch 651-523-2100

Hamline Provost

8:00am-5pm, Monday-Friday

651-523-2043

provost@hamline.edu

Hamline University Director of Human Resources

8:00am-5:00pm

651-523-2021

Residential Life Staff

Residential Life Office 8am-5pm

651-523-2061-West Hall 106

After Hours:

Area Coordinators: Professional Staff on Duty 651-325-1365 or Hamline Public Safety

Resident Advisors-Contact the on-duty Resident Advisor for your area:

Manor-Sorin Resident Advisor: 651-325-1484

Drew Resident Advisor: 651 325-1472

Heights Resident Advisor: 651-325-1434

Apartments Resident Advisor: 651-325-1516

Appendix C

Safety Tips

Hamline University's Hamline Public Safety measures are designed to address every area of campus life, but a safe environment also depends on the awareness and cooperation of individual community members. Here are some common-sense steps you can take for personal safety and loss prevention:

- Never prop doors open, even for a brief time.
- Avoid using stairs in remote sections of a building.
- Wallets, purses, and book bags should never be left unattended.
- Keep your keys in your possession. Do not place them under mats or in other obvious hiding places. Avoid working or studying alone in a building at night.
- When traversing the campus at night, stay within well-lit walkways. Do not take shortcuts through wooded areas.
- If you cannot avoid walking alone at night, call for a Safety Escort at 651- 523-2100.
- If your purse or wallet is snatched, don't fight back. Give it up rather than risk personal injury, and report the incident to the Hamline Public Safety department immediately.
- Do not put an ID tag with your name, address, or license number on your keychain; if lost, the key chain could lead to theft.
- Carry only the cash and credit cards you need.
- Carry a whistle or other means of making a loud noise.
- Have your keys in hand when you approach your vehicle.
- Keep car doors and windows locked. Check front and back seats and the cargo area before entering.
- Keep the doors and windows to your residence locked, even if you will be gone only a brief time.
- Do not keep your portable valuables in clear view next to windows that could easily be broken.
- Keep your bike locked in a rack or storage facility when not using it.
- Immediately call Hamline Public Safety to report any criminal incidents or suspicious persons.
- Laptops and iPods should never be left unattended.

- Don't put personal information on social networking sites.
- Do not accept drinks from strangers or leave your drink unattended because it could be drugged.
- If you suspect someone of having alcohol poisoning, call Hamline Public Safety immediately. Do not wait until it is too late.