

**2013  
CAMPUS SECURITY  
ACT REPORT  
&  
FIRE SAFETY  
REPORT**

**MCAD**

**Minneapolis College of Art and Design  
Department of Public Safety  
Fall 2014**

In compliance with the Higher Education Act (also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act), this report contains detailed information covering a broad range of topics, including public safety services, crime prevention policies and campus crime statistics.

## **OVERVIEW OF THE DEPARTMENT OF PUBLIC SAFETY**

The Department of Public Safety is responsible for the overall safety and security of all faculty, staff, students and visitors on campus. 24 hours a day, 7 days a week, and 365 days a year the department works toward its purpose of protecting life and property, preventing crime and providing a service to all members of the community. In addition, the department has responsibilities that range from alarm management to lost & found services, access control and parking services. Public Safety works closely with the Minneapolis Police Department on criminal matters, neighborhood issues, crime prevention, and campus safety in order to make a more safe and secure campus environment.

Public Safety Officers receive specialized training pertaining directly to campus security related issues. Some of Public Safety's duties include patrolling the campus, monitoring alarm panels and building cameras, answering the college's main switchboard line and emergency line, as well as serving as a source of information to college faculty, staff, students and visitors.

## **DEPARTMENT OF PUBLIC SAFETY MISSION STATEMENT**

The Minneapolis College of Art and Design Public Safety Department strives to establish and maintain an atmosphere that fosters a safe, secure and stable environment for living, learning, working and visiting in order to support and advance the educational objectives of the Minneapolis College of Art and Design.

## **PROCEDURES FOR STUDENTS AND OTHERS TO REPORT CRIMES AND EMERGENCIES OCCURRING ON CAMPUS**

### ***Institutional responses to crimes reported, including policies for making timely warning reports to the campus community:***

MCAD Public Safety will investigate crimes that are committed on Minneapolis College of Art and Design (MCAD) property; these crimes may also be reported to the local police department. Other matters reported to MCAD Public Safety will be investigated by the MCAD Public Safety staff or referred to the proper department or agency for follow up.

In order to make timely warnings to the MCAD community, it is important for all students, faculty, staff and visitors to notify the proper authorities when a crime does occur. MCAD Public Safety maintains records of all reported criminal activity on campus. Incidents reported to Student Affairs, Student Housing (including Resident Assistants), or Human Resources will be passed on to MCAD Public Safety. All efforts will be made to maintain confidentiality except where prohibited by law or College policies.

Various efforts are made to inform the campus community on a timely basis about crime and crime-related problems. For the latest and most updated information on crimes and security concerns, watch for security postings. Distributed around campus, they describe crimes or security concerns and they solicit information from the College community regarding the incidents. Please watch for these postings in the on-campus apartments, and at the entrances to MCAD buildings. E-mail may also be used as a method of notification. Our safety as a community depends on each of us staying informed.

### ***Policies for preparing the annual disclosure of crime statistics:***

The MCAD Public Safety Department compiles all information and statistics for this report. A formal police report is not needed in order for a crime to be included in the annual statistics. Statistics are collected using MCAD Public Safety records, as well as information from applicable police agencies and all officials of MCAD who have significant responsibility for students and campus activities. To prepare MCAD's crime report, all incidents reported to the Public Safety staff, the Minneapolis Police Department, the Dean of Students, the Director of Student Housing, Vice-President of Administration and others are recorded.

On October 1<sup>st</sup> of each year, all current MCAD students and employees are notified of the availability of the report and the location to request a copy. This report is made available via website (<http://www.mcad.edu/about-us/campus-security-act>). Paper copies are available in the Public Safety Office. All reasonable attempts have been made to identify all reported crimes and to present the statistics in this report in accordance with the Higher Education Act.

***Titles of each person or organization to whom students and employees should report offenses:***

If you experience or witness a crime, first call 911 and then dial Public Safety at 612-874-3555 from any off campus phone or x1555 from any on campus phone. We encourage accurate and prompt reporting.

If you are unsure whether a situation is an emergency and you live in on-campus housing, contact a Resident Assistant or Public Safety immediately or call 911.

Infractions of MCAD rules are referred to the Dean of Students. Law breaking and criminal conduct may be referred to local police.

***Statement disclosing the use of voluntary confidential reporting:***

The Department of Public Safety encourages all faculty, staff, students and visitors of MCAD to report all crimes. If you are the victim or witness of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report. At the request of the reporting victim or witness, Public Safety will make every effort to maintain confidentiality with respect to the law and College policies.

The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

## **SECURITY OF AND ACCESS TO CAMPUS FACILITIES**

### ***Academic building access***

MCAD is part of a central urban neighborhood in which liberal access to the academic buildings must be balanced with concern for the safety and security of our MCAD community. For both safety and security reasons, students are urged not to work alone, particularly at night. Twenty-four hours a day, officers patrol MCAD's campus including the inside of the academic buildings, every day of the year. There is a 24-hour security telephone response. In addition, a public safety officer is posted at the information desk to grant access afterhours to the academic buildings through the locked east MCAD Gallery door and south door (next to parking lot C). There is an intercom outside both doors with a direct line to Public Safety. Proper identification (picture ID) is required for admittance. Students are required to carry their MCAD student ID card at all times. Public Safety Officers are not permitted to let students into buildings, rooms, etc., after normal hours without an ID. If you do not have your ID, you may be asked to leave until the buildings re-open for normal business hours. Building hours are distributed and posted on the doors. IDs are available from the Public Safety Office.

In addition, monitored cameras are located in parking lot C and various areas of the academic buildings. These systems are recording continuously to enhance the apprehension and prosecution of any person who attempts to breach the safety of the MCAD community. Alarms are installed and monitored 24 hours a day on areas of high security concern.

### ***Campus residences***

Exterior doors to residence halls are locked 24 hours a day. Only students who have access, or those with legitimate business inside residence halls, are allowed entry. All others are considered intruders, and residents are urged to report their presence to MCAD Public Safety.

Students living in campus apartments should keep exterior apartment doors closed and locked. Never let anyone you don't know into the building.

Apartment doors and windows should be kept locked at all times. Most of the MCAD residence halls are equipped with security screens on all lower windows. If you feel suspicious about someone or something, go to a populated area and call MCAD Public Safety or 911 immediately. If, upon returning to your residence, you find signs of forced entry, leave immediately, seek safety, and notify the police and MCAD Public Safety.

Any loss or theft of room keys should be reported to the Housing Office and MCAD Public Safety immediately. A resident who has lost his or her keys has one week to find them. If the resident does not do so within that time, the apartment may be re-keyed at a cost to the resident.

Any problems with door or windows locks should be reported to the Housing Office immediately, on campus extension x1780.

### ***Security considerations used in the maintenance of campus facilities***

MCAD's Facilities Department maintains College buildings and grounds with a concern for safety. MCAD Public Safety officers also spot and report safety or security hazard conditions during the course of their normal patrols. MCAD Public Safety and the Facilities Department conduct security and exterior lighting surveys in an ongoing effort to examine the existing conditions and to elevate the level of campus protection. Channels of internal communications exist to facilitate the repair or improvement of security systems on campus. The Facilities Department recognizes the importance of responding promptly to facilities requests that involve security issues.

A Safety Committee comprised of representatives from the student body, faculty, and staff, meets regularly to discuss safety concerns. The Student Advisory Council appoints students to the Safety Committee. The Safety Committee accepts suggestions, reviews problems, and makes recommendations for changes and improvements. Students, faculty, and staff are all encouraged to express concerns to the Safety Committee by calling the chair, the Occupational Health and Safety Coordinator, on campus extension x1771.

In order to keep buildings safe and in good repair, it is important to promptly report maintenance problems. For plumbing, electrical, heating, elevator, door lock, key and other maintenance concerns, contact the Facilities Department, on campus extension x1749.

## **POLICIES REGARDING CAMPUS LAW ENFORCEMENT**

### ***Enforcement authority of security personnel; relationship of security personnel to state and local police agencies; authority of security personnel to arrest individuals***

MCAD Public Safety officers are responsible for the enforcement of all state and local laws as they apply to MCAD. As a result, the Public Safety staff works closely with the Fifth Precinct of the Minneapolis Police Department. Campus Public Safety officers are authorized to make citizen arrests and will detain people for police agencies.

All Public Safety officers are trained to respond to a wide variety of complaints and calls within the MCAD community, including emergency situations on the campus. If any situation cannot be handled by MCAD Public Safety, the proper authorities will be contacted.

### ***Encouragement of accurate and prompt reporting of all crimes to campus security and appropriate police agencies***

MCAD strongly encourages victims and witnesses of all crimes to report them promptly to both the Public Safety and the Minneapolis Police Departments. If the parties wish, Public Safety officers will assist in reporting incidents to the police.

All Public Safety staff are trained to respond to a wide variety of complaints and calls within the MCAD community, including emergency situations. If any situation cannot be handled by Public Safety staff, the proper authorities will be contacted.

### ***The role of the MCAD counseling psychologist***

While all discussions with the counseling psychologist are confidential, MCAD encourages any victims/witnesses to report crimes to the proper MCAD authorities.

## **PROGRAMS DESIGNED TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY PROCEDURES AND PRACTICES AND TO ENCOURAGE STUDENTS AND EMPLOYEES TO BE RESPONSIBLE FOR THEIR OWN SECURITY AND THE SECURITY OF OTHERS.**

A number of procedures and resources are in place to ensure your safety and well being. However, security and personal safety are the responsibility of each individual in the college community. By becoming informed and being alert, you assist both the Public Safety staff and MCAD in maintaining an environment free of fear of being victimized.

The following is a list of programs and resources available to MCAD students, staff, and faculty:

### ***Student Orientation Program***

MCAD Public Safety staff and a representative from the Minneapolis Police Department provide information on campus security policies, procedures, and crime prevention on an annual basis during student orientation.

### ***Escort service***

Escorts are available to all enrolled students, staff, faculty and their guests; and should only be used for rides between the MCAD Main campus and a person's residence, parked vehicle, or bus stop/HourCar. Please see the [Escort Range Map](#) for the specific boundaries within which escorts are offered. Escorts will be made on foot when the escort is on campus or near campus, otherwise the Public Safety patrol vehicle will be used. There may be a wait period due to other pending service calls. There are also courtesy phones located in the 3D shop, Media Center, Print Shop, and the Morrison Building to assist the community with contacting Public Safety.

### **To request an escort:**

Call Public Safety at 612-874-3801 (or dial "0" on campus) or walk up to the Information desk in Main. Please give your name, (be prepared to show a I.D. if the Officer does not recognize you) beginning location and destination.

### ***Taxi Service Vouchers***

A portion of student activities fees are used to fund a free taxi service with Red and White Taxi Service Corporation.

- MCAD students can obtain a taxi voucher from the Public Safety Information Desk.
- The taxi voucher is worth up to \$7.
- Charges beyond the \$7 limit must be paid by rider.
- The voucher is only valid after dark and is non-transferable.
- All voucher rides commence at the MCAD Main Building and the destination must be a private residence.
- The number of vouchers a student can receive each semester is limited.

### ***Blue Emergency Call Stations***

There are five blue light emergency call stations located on campus. These can be used whenever a person has been a victim of a crime or sees something suspicious. These phones dial directly to the main campus emergency line (x1555 or 612-874-3555) at the Public Safety information desk.

## **PROGRAMS DESIGNED TO INFORM STUDENTS AND EMPLOYEES ABOUT CRIME PREVENTION**

In addition to a workshop presented to new students at orientation, outside consultants and staff present a variety of workshops on topics such as self-defense and personal safety, date and acquaintance rape, healthy sexual behavior, sexual harassment, chemical health and substance abuse, and health hazards in the arts.

On-campus housing residents have procedures for crime and other emergencies posted on the back of their apartment doors.

Crime prevention tips on personal safety are distributed periodically.

### **PROCEDURES FOR EMERGENCY RESPONSE AND EVACUATION THAT DESCRIBE HOW THE INSTITUTION 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 OR STAFF OCCURRING ON THE CAMPUS, UNLESS THE NOTIFICATION WILL COMPROMISE EFFORTS TO CONTAIN THE EMERGENCY**

#### ***Campus Emergency Evacuation Procedures***

Since each incident has different variables, Public Safety must quickly assess the situation and determine if an evacuation is necessary. If the situation/incident could involve danger or injury to the MCAD community, the building/area is evacuated and Public Safety will initiate the Campus Emergency Notification procedures. Types of emergencies where an evacuation may be conducted include, but are not limited to the following: bomb threats, fire, chemical spill, utility failure, or hostile intruder.

#### ***Campus Emergency Notification Procedures***

When it is necessary to alert the campus community to an emergency situation MCAD Public Safety will alert the campus via one or all of the following methods: hand held public address horns, phone text messaging, e-mails, paging over the campus phone system, and pop up messaging on computers linked to the college network.

#### ***Campus Emergency Notification and Evacuation - Testing***

Twice each year MCAD conducts an announced emergency communication drill that consists of a text message, e-mail, computer pop-up messages and building phone system paging.

MCAD also conducts six unannounced fire drills during the year, two of which take place in academic buildings and four drills in the resident apartment buildings (one drill is conducted after sunset). Each drill is documented by a written report from Public Safety. Any physical deficiencies are sent to the Facilities Department for repair. All drills are discussed at the monthly Safety Committee meeting.

### **POLICY CONCERNING THE MONITORING AND RECORDING THROUGH LOCAL POLICE AGENCIES OF CRIMINAL ACTIVITY IN WHICH STUDENTS ENGAGED AT OFF-CAMPUS LOCATIONS OF STUDENT ORGANIZATIONS OFFICIALLY RECOGNIZED BY THE INSTITUTION, INCLUDING STUDENT ORGANIZATIONS WITH OFF-CAMPUS HOUSING FACILITIES**

MCAD does not have any off-campus locations of student organizations officially recognized by the institution.

In July of 2004 MCAD began leasing studio space at 2835 Harriet Ave. These studios primarily serve the students in the Master's of Fine Arts program. MCAD Public Safety Officers make routine patrols of the interior and exterior portions of the building that are occupied by MCAD students.

### **ANY INSTITUTION THAT MAINTAINS AN ON CAMPUS HOUSING FACILITY MUST ESTABLISH, FOR STUDENTS WHO RESIDE IN AN ON-CAMPUS STUDENT HOUSING FACILITY, BOTH A POLICY AND PROCEDURES FOR MISSING STUDENT NOTIFICATION**

### ***Missing Student Policy***

Any time a student, staff or faculty member believes that a student has been missing for 24 hours, she/he should report the missing student to one of the following departments: Public Safety, Student Affairs, or Academic Affairs.

In all cases, Public Safety will work with Student Affairs to immediately begin an investigation as to the last known whereabouts of the missing student. For resident students, Public Safety will conduct a timely and thorough preliminary investigation which includes the following:

- Attempt to determine the missing student's last known contact with a roommate, faculty or staff.
- Obtain most recent computer log-in information.
- Determine any other possible locations of the missing student, such as on or off campus employment, visiting with friends and family travel.
- Attempt to determine the most recent mental state of the missing student.
- Attempt to determine any personal problems stemming from relationships, family, academics or employment.

If it is determined that the student has been missing for 24 hours, and or has not registered a confidential contact, a missing persons report will be filed with the police by Public Safety or Student Affairs.

### **POLICY FOR ON CAMPUS RESIDENT STUDENTS TO IDENTIFY AN EMERGENCY CONTACT PRIOR TO SITUATIONS WHERE THE RESIDENT STUDENT IS DETERMINED TO BE MISSING**

#### ***Registering A Confidential Contact Person***

The emergency contact listed on the Housing application will be the confidential contact if a student is determined to be missing. A missing person report will be made with the Minneapolis Police after 24 hours. Only authorized campus officials and the police will have access to confidential contact information during a missing person investigation. (Note: If the student is under the age of 18, their parent or legal guardian will be contacted and advised).

If it is determined that the student has been missing for 24 hours, and or has not registered a confidential contact, a missing persons report will be filed with the police by Public Safety or Student Affairs.

### **POLICY REGARDING THE POSSESSION, USE AND SALE OF ALCOHOLIC BEVERAGES AND ENFORCEMENT OF STATE UNDERAGE DRINKING LAWS**

Alcoholic beverages may not be sold, served or consumed on the MCAD campus, except in conformance with all applicable state laws. Alcohol may not be served at receptions, unless approved by the President. Selling alcoholic beverages in College apartments (including on a price-for-admissions basis) is against state law and MCAD policy. Alcoholic beverages may not be served to individuals who are not of legal age or who appear to be intoxicated. Since the majority of students who live in College apartments are not of legal drinking age, all consumption of alcohol in College apartments is discouraged. If an individual appears to be intoxicated while on campus, Public Safety will be notified immediately. Rules and sanctions regarding alcohol in on-campus housing are listed in the Housing Handbook. Students who violate MCAD alcohol policy will be subject to appropriate disciplinary action, up to and including eviction from College housing, suspension or expulsion from MCAD, and/or legal prosecution.

### **POLICY REGARDING THE POSSESSION, USE, AND SALE OF ILLEGAL DRUGS AND ENFORCEMENT OF FEDERAL AND STATE DRUG LAWS; DRUG AND ALCOHOL-ABUSE EDUCATION PROGRAMS**

MCAD's policy on drugs and alcohol on campus is as follows:

#### **Drugs and Alcohol on Campus**

An individual's involvement with drugs and alcohol can adversely affect academic and job performance, jeopardize an individual's well-being and undermine the professional and academic structure of MCAD. The goal of MCAD is to establish and maintain a creative environment free from the effects of drug and alcohol abuse in compliance with the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act.

## **I. Policy Statement:**

The unlawful possession, use, distribution, manufacture or dispensing of illicit drugs and alcohol by students or employees is prohibited on MCAD property or as part of MCAD activities, except that alcohol may be possessed or consumed on MCAD property by persons 21 years of age or older in their dormitory rooms and/or approved campus catered events.

## **II. Sanctions:**

Violation of this prohibition against illicit drugs and alcohol by a student may lead to a disciplinary sanction, up to and including suspension or expulsion. Employees are also subject to sanctions for violations occurring on MCAD property or the work site or during work time up to and including termination from employment. Referral for prosecution under criminal law is also possible for students and employee.

Violations of the Student Code of Conduct are subject to the disciplinary procedures and sanctions applicable to other types of disciplinary infractions.

### **A. Sanctions may include:**

1. Warning and admonition
2. Required compliance
3. Confiscation
4. Probation
5. Suspension or expulsion
6. Interim suspension
7. Referral for criminal prosecution
8. Community Service

## **III. Legal Sanctions Under Federal, State, or Local Laws for the Unlawful Possession or Distribution of Illicit Drugs and Alcohol**

A. Information about Minnesota controlled substance crimes and penalties can be found at the following website:

1. <http://www.revisor.leg.state.mn.us/stats/152>

B. Information about Minnesota alcohol-related crimes and penalties can be found at the following websites:

1. <http://www.house.leg.state.mn.us/hrd/pubs/dwiover.pdf>
2. <https://www.revisor.mn.gov/statutes/?id=340A>

C. Information about federal drug trafficking penalties for most drugs can be found at the following website:

1. <http://www.justice.gov/dea/druginfo/ftp3.shtml>

D. Information about federal drug trafficking penalties for marijuana can be found at the following website:

1. [http://www.justice.gov/dea/druginfo/ftp\\_chart2.pdf](http://www.justice.gov/dea/druginfo/ftp_chart2.pdf)

## **IV. Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol**

A. Information about the health risks of drug use and abuse can be accessed through the following website:

1. <http://www.drugabuse.gov/>

## **V. Drug and Alcohol Programs Available to Students or Employees**

As an additional part of its Drug Free Awareness Program, MCAD currently provides counseling services for students through the Student Affairs Office. This counseling consists of an initial assessment of the potential drug and/or alcohol problem and referral to the appropriate agencies or treatment facilities in the community. Alcoholism, chemical dependency and drug addiction benefits are also available through the employee health plan currently offered by MCAD. Additionally, MCAD currently offers an Employee Assistance Program whereby employees may seek initial counseling and support for drug and/or alcohol related issues and/or problems. The individual referral may also contact a community service agency, such as the Minnesota Department of Human Services' Chemical Dependency Department, the Ramsey county Chemical Dependency Service, the Hennepin County Chemical Health Program, or the United Way First Call for Help. Individuals who need help are encouraged to seek it.

## **VI. Employee Notification**

Statement to employees on controlled substance use in the workplace:

The Minneapolis College of Art and Design ("the College") will not tolerate controlled substance use by its employees anywhere in its facilities. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is strictly prohibited in any of the College's workplaces. Any employee found to be in violation of this prohibition will be subject to severe sanctions up to and including termination of



employment with the College. All employees are required to notify the College of any criminal drug statute conviction for a violation occurring in the workplace within five (5) days of such conviction. Continued employment with the College is expressly conditioned upon full compliance with this statement.

#### **VII. Employee Sanctions**

- A. Within thirty (30) days of notification of a criminal drug conviction occurring in the workplace, MCAD will determine the appropriate personnel action, up to and including termination of employment with MCAD.
- B. The decision to sanction or terminate the convicted employee remains within the discretion of MCAD.

#### **VIII. Reporting of Violations**

MCAD will report all employee convictions of a criminal drug statute occurring in the workplace to the appropriate federal contracting officer or granting agency within ten (10) days of actual notice of said conviction.

### **LOCATION OF LAW ENFORCEMENT AGENCY INFORMATION REGARDING REGISTERED SEX OFFENDERS**

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 state law enforcement agency information on registered sex offenders may be obtained. It also requires sex offenders already required to register, to provide notice to 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. Information regarding this program can be found at the following website:

<https://por.state.mn.us/>

Any questions regarding the program may be directed to the Criminal Assessment Program at 1-888-234-1248 or 651-603-6748.

Information regarding registered level 3 sex offenders may be obtained through the Minneapolis Police Department (MPD). The MPD may be contacted at (612) 673-2817.

In addition, information regarding registered sex offenders may be obtained through the Minnesota Department of Corrections at (651) 642-0200. An offender locator, for offenders that have the highest risk for re-offense, can be accessed from the Minnesota Department of Corrections' website:

<http://www.doc.state.mn.us/level3/level3.asp>

### **MINNEAPOLIS COLLEGE OF ART AND DESIGN SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY; POLICIES REGARDING SEXUAL ASSAULT PROGRAMS TO PREVENT SEX OFFENSES**

#### **I. Policy Statement**

The Minneapolis College of Art and Design (the College) encourages an atmosphere of mutual respect among members of its community. The College prohibits and will not tolerate sexual harassment or sexual violence by any member of the College community against another College community member. The College believes that all individuals should be treated with respect and dignity. Therefore, it is the expectation of the College that all individuals, in the course of performing their jobs or pursuing their academic careers, will conduct themselves appropriately. Sexual harassment or sexual violence committed by an MCAD student, faculty member or staff member against any other member of the College community is prohibited and will not be tolerated.

## II. Definitions

### A. Complainant

Any individual filing a complaint under this Policy who believe he or she has been the victim of sexual harassment or sexual violence by any member of the College community.

### B. Member

Any College faculty member, student, staff member or other individual engaged in any College activity or program.

### C. Respondent

Any member of the College community alleged to have committed a violation of this policy, against whom a complaint has been filed.

### D. Title IX Coordinator

The individual at the College designated as responsible for coordinating the College's compliance with Title IX of the Education Amendments of 1972. In most circumstances a complaint under this Policy will be investigated by either the Vice President of Administration or the Dean of Student Affairs.

### E. Sexual Harassment

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct or communication is made either explicitly or implicitly a term or condition of employment or academic status;
2. submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or academic endeavors;
3. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment, academic endeavors or professional performance, or creates an intimidating, hostile or offensive employment or educational environment.

Sexual harassment is a specific form of sex discrimination. While sexual harassment often takes place in a situation of power differential between persons involved, sexual harassment may occur between persons of the same status (i.e., student-student, faculty-faculty, staff-staff). Sexual harassment may also range in severity.

Prohibited sexual harassment includes acts of sexual violence. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. A number of different acts can be considered to be sexual violence, including rape, sexual assault, sexual battery and sexual coercion. All acts of sexual violence are forms of sexual harassment.

Students, faculty and staff should understand that consensual sexual relationships might become a violation of this Policy, particularly those relationships between individuals of unequal status. The validity of the consent involved in such a relationship can easily come into question. While the College cannot forbid such relationships, it deems them to be very unwise.

Sexual harassment may include, but is not limited to: (a) frequent verbal insults, harassment or abuse; (b) subtle pressure for sexual activity; (c) frequent inappropriate touching; (d) intentional unwelcome physical conduct with another's body, including persistent unwelcome sexual propositions or inappropriate behavior such as touching, caressing or kissing, whether with or without threat of punishment for noncompliance and without promise of reward for compliance; (e) persistently requesting unwelcome sexual favors, whether or not accompanied by implied or overt threats concerning an individual's employment or educational status; (f) any sexually motivated unwelcome touching.

### F. Sexual Violence

Sexual violence includes a continuum of conduct that includes sexual assault, dating and relationship violence, stalking, as well as aiding acts of sexual violence. The use of alcohol or drugs by either person will not diminish the actor's responsibility for sexual violence under this Policy. All forms of sexual violence identified in this Policy are also prohibited forms of sexual harassment.

1. Sexual Assault

Sexual assault means an actual, attempted, or threatened sexual contact with another person without that person's consent. Sexual assault may include physical contact with a person's genital area, other bodily orifices (anal, oral or vaginal) or with a person's buttocks or breasts, either over or under clothing, if the contact is done without consent. Sexual assault can be committed by persons of the same sex or opposite sex, and could involve a stranger, acquaintance or date. Child (under 18) sexual abuse and incest is also included in this policy. Sexual assault is a criminal act that can be prosecuted under Minnesota law.

2. Dating and Relationship Violence (Domestic Violence)

Dating and Relationship Violence includes physical harm or abuse, and threats of physical harm or abuse, arising out of a personal, intimate relationship. This violence is also called domestic abuse and may be subject to criminal prosecution under Minnesota law. Under Minnesota law, "domestic abuse" includes, among other things: (1) physical harm, bodily injury or assault; (2) the infliction of fear of imminent physical harm, bodily injury, or assault; (3) terroristic threats; or (4) criminal sexual conduct, if committed against a family or household member by a family or household member. Individuals encompassed in this definition include, but are not limited to: (1) persons involved in a significant romantic or sexual relationship; (2) spouses or former spouses, parents, children, and other persons related by blood; (3) persons who are presently residing together or who have resided together in the past; and (4) persons who have a child in common.

3. Stalking

Stalking is defined as a course of 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. Stalking is a criminal act that can be prosecuted under Minnesota law.

G. Consent

Consent is defined as words or overt actions by a person indicating a freely given present agreement to perform a particular sexual act with the actor. Consent does not mean the existence of a prior or current social relationship between the actor and the victim or that the victim failed to resist a particular sexual act. A person who is mentally incapacitated or physically helpless cannot consent to a sexual act.

The use of alcohol or drugs by either person will not diminish the actor's responsibility for sexual violence under this Policy.

**III. Internal Complaint Process**

A. Filing a Complaint

Complaints of sexual harassment or sexual violence should be made in the following manner:

1. Any members of the College Community who believe they have been the victim of sexual harassment or sexual violence by any other member of the College community are urged to immediately report the alleged act to the appropriate College official.
  - If the victim is a student, the complaint should be reported to the Dean of Student Affairs;
  - If the victim is a member of the faculty, the complaint should be reported to the Vice President of Administration;
  - If the victim is a staff member, the complaint should be reported to the Vice President of Administration.
  - If the Dean of Student Affairs, the Vice President of Academic Affairs, or the Vice President of Administration is the subject of the complaint, the report should be made to the President of the College. If the President of the College is the subject of the complaint, the report should be made to the Vice President of Administration.
2. If the College deems it appropriate or necessary, the College has the right to investigate allegations of sexual harassment and sexual violence despite a victim's decision not to file a complaint.
3. All College employees with teaching or supervisory authority are obligated to report incidents of sexual harassment and sexual violence of which they become aware.
4. When a member of the College community reports to the College that the member has been a victim of sexual harassment or sexual violence by another member of the College community, the College will provide the member a written explanation of the member's rights and options. This

Policy does not cover sexual harassment or sexual violence committed by a third party who is not affiliated with the College.

#### B. Investigation

1. All complaints of alleged sexual harassment and sexual violence are investigated under the oversight of the College's Title IX Coordinator. In most circumstances the complaint will be investigated by either the Vice President of Administration or the Dean of Student Affairs. The Title IX Coordinator is responsible for deciding whether this Policy has been violated and if there is a finding of sexual harassment or sexual violence, the sanction to be imposed.
2. Federal law requires that the College's Title IX Coordinator (or his/her designee) conduct a prompt, thorough, fair, and impartial investigation of complaints of sexual harassment and sexual violence
3. Many factors are considered in determining whether the alleged conduct violates this Policy, including but not limited to: the surrounding circumstances, the nature of the alleged sexual conduct, the relationships between the parties involved, the context in which the alleged incident(s) occurred, and whether the behavior was unwelcome. Whether a particular action or incident violates this Policy requires a determination based on the facts and circumstances surrounding the alleged incident(s). The investigation may include personal interviews with the complainant, the individual(s) against whom the complaint is filed and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
4. The Title IX Coordinator will deliver, in writing, to both the complainant and the respondent (1) a decision explaining the factual basis for the decisions as to whether sexual harassment and/or sexual violence has occurred, and the sanction or other remedy, if any; (2) the procedures for the complainant and the respondent to appeal the result of the investigation; (3) any change to the decision; and (4) when such decisions become final. This written decision will be delivered simultaneously to the complainant and the respondent. The written decision provided to the complainant will only disclose information about sanctions imposed, if any, which directly relate to the victim.
5. The investigation will be impartial and will use a "preponderance of the evidence" standard.

#### C. Rights of the Complainant and the Respondent During the Investigative Process

1. The complainant will be provided the same opportunity as the respondent to meet with the Title IX Coordinator and/or the designee after filing the complaint. The Title IX Coordinator and/or designee will advise the complainant and the respondent of their rights and responsibilities under this Policy.
2. Copies of all written statements and other written information submitted by the parties will be shared with the other party. The Title IX Coordinator (or designee) may redact names and other identifying information if it is determined necessary or appropriate.
3. Both parties have the right to have a support person accompany them during all meetings with the Title IX Coordinator (or designee) and the Vice President of Academic Affairs in an appeal. The support person's role is to observe and advise a party and the support person cannot speak during the meetings. This restriction applies equally to both parties.

#### D. Appeal

1. Either party can appeal a decision of the Title IX Coordinator (and/or designee) to the Vice President of Academic Affairs on the basis that the applicable procedures were not followed, the information presented does not support the decision reached or the sanction imposed, or there was a conflict of interest involving the investigator/Title IX Coordinator.
2. Appeals must be filed within five (5) class days of the Title IX Coordinator's decision. The decision of the Vice President of Academic Affairs is final.
3. If the Vice President of Academic Affairs deems it necessary, he or she may interview one or both parties and/or witnesses.

#### **IV. Interim Action**

When a complaint is filed under this Policy, the complainant can request a change in employment, academic, living, and/or transportation situations, even if the victim chooses not to report the crime to campus police or local law enforcement. The Title IX Coordinator or designee will decide whether it is appropriate to take interim actions for the period through the final determination of the complaint and what changes are reasonably available. Such interim actions could include:

For students: an interim suspension, reassignment to alternate housing, limitation of access to designated College housing facilities and/or campus facilities by time and location, limitation of the privilege to engage in specified College activities, or, in the case of residential housing, reassignment to a different dormitory.

For employees: an interim suspension, reassignment to a different employment position, or limitation in interactions between the complainant and the respondent.

## V. Criminal Proceedings

The College urges all victims of sexual violence to file a complaint with the appropriate criminal authorities. If the individual elects to or is unable to make such a report, a representative from the College's Office of Public Safety will assist the individual in notifying law enforcement authorities. Individuals also have the right to decline to report incidents to law enforcement. Regardless of whether there is a criminal investigation of the complaint of sexual harassment or sexual violence, the College will proceed with its investigation and determination as to whether this Policy has been violated. The College will not wait for the conclusion of a criminal investigation or criminal proceeding to begin or to continue with its investigation.

Notwithstanding the above, the College may briefly delay any fact-finding process while the criminal authorities collect and gather evidence. Once the police have concluded their collection of evidence, the College will promptly resume and complete its fact-finding and investigation of the complaint.

## VI. Discipline and Remedies

A. The purpose of College discipline is to be corrective and educational as well as punitive. Assigned discipline may include a combination of sanctions for a particular incident. The sanctions which may be incurred include, but are not limited to the following:

1. **Verbal Warning:** a notice that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
2. **Formal Reprimand:** an official written statement of the College's disapproval of the actions of a student or employee and a warning that any future violation(s) will result in more serious discipline.
3. **Disciplinary Probation:** an official notice that the conduct of the student or employee is in violation of this Policy or other College Policy but does not warrant suspension, dismissal or termination. Probation is for a designated period of time and includes the possibility of more severe disciplinary sanctions if the respondent commits another violation during the probationary period. In the case of a student, during the probation period, a student will be considered "not in good standing" and may be excluded from some programs and curricular or extracurricular activities.
4. **Suspension:** an involuntary separation of the student or employee from the College for a definite period of time and/or until certain conditions are met. Suspension of a student may require administrative review and approval by the appropriate officials prior to readmission. In the case of an employee, the suspension is unpaid.
5. **Deferred Suspension:** the discipline of suspension may be placed in deferred status provided that the student or employee completes other assigned sanctions by specified deadline dates. Failure to complete all sanctions and provide evidence of completion by the deadline date(s) will result in the automatic implementation of the suspension without further charges or administrative procedures. If a student or employee is found responsible for another violation of College Policy during the period of deferred suspension, the student or employee may be permanently dismissed from the College.
6. **Permanent Dismissal:** a student or employee can be involuntarily separated from the College.
7. **Delay and/or Denial of Degree Award:** during the period disciplinary charges are pending against a student, the College may deny and/or delay issuance of a degree. Further, the College may refuse to issue a degree to a student who is serving a suspension or has been permanently dismissed from the College.
8. **Revocation of Degree:** an awarded degree may be revoked for violations of this Policy, which occurred prior to the award of the degree but are discovered after the degree has been awarded, where the violation is sufficient to justify the suspension or permanent dismissal of the student.
9. **Other Sanctions:** other sanctions may be imposed instead of or in addition to those specified above, which could include: (a) restitution (compensation for loss, damage or injury); (b) fines; (c) community service; (d) trespass notice; (e) restrictions and loss of privileges for the use of a College facility or service; (f) anger management programs and treatment; (g) alcohol education programs and treatment; (h) other appropriate education and training programs.

B. Remedies can also be issued for a complainant. Possible remedies for the complainant include:

- For students:
  1. Providing an escort so that the complainant can move safely between classes and activities.
  2. Ensuring that the complainant and respondent do not attend the same classes.
  3. Providing counseling services.
  4. Providing academic support services.
  5. Arranging for the complainant to retake a course or withdraw from a class without a penalty.
- For employees:
  1. Providing an escort so the complainant can move safely between work and parking or the bus stop.
  2. Providing counseling services.
  3. Separating the complainant and respondent during the work day.

## **VII. Timing**

A. The Title IX Coordinator (or designee) will normally complete the investigation within sixty (60) days from receipt of the complaint. This time frame may be extended during periods when classes are not held (i.e., spring break, final examination period) or because of difficulties in interviewing witnesses or other reasons beyond the control of the Title IX Coordinator.

B. The Vice President for Academic Affairs will normally issue a written decision in an appeal within thirty (30) days after receiving a written appeal. This time frame may be extended for good cause, provided that the parties are provided with notice of the extension and the expected date of the decision.

C. Interim measures imposed pending the outcome of the investigation process shall remain in place until a final determination is made under these procedures.

## **VIII. No Retaliation**

Submission of a complaint or a report of a violation of this Policy that is made in good faith will not affect the individual's future employment, educational endeavors, work assignments or academic career with the College. No retaliatory action will be taken against any person because he/she makes a complaint of sexual harassment or sexual violence or participates in an investigation regarding such offenses. If anyone believes he or she is being retaliated against for making a complaint or participating in an investigation, he or she should immediately report such retaliation to the Title IX Coordinator or designee.

## **IX. Confidentiality**

The College is sensitive to the need for privacy for the complainant, the respondent, and any witnesses. Therefore, in investigating complaints of sexual harassment or sexual violence, the College will be as discrete as possible. However, absolute confidentiality may not be possible in every case given the College's responsibility to provide members of the community with a positive working and learning environment that is free from sexual harassment and sexual violence. Conduct that is inconsistent with this Policy poses a potential harm or danger to members of the College community, and in some cases, the College must issue a timely warning to the College community in compliance with the Clery Act, 20 U.S.C. Â§ 1092. In these cases, the College will only provide enough information to safeguard the College community. Also, disclosure of the allegations to the respondent and to those within the College administration with a need to know may be necessary to ensure a thorough, fair, and impartial investigation. Each situation will be resolved as discreetly as possible, with information shared only with those who need to know in order to investigate and resolve the matter. Requests for confidentiality will be considered to the greatest extent possible, provided such request does not preclude the College from effectively responding to the complaint and taking appropriate corrective and preventive action. All files, documents, and other materials collected during the investigation will be kept in the confidential files of the Title IX Coordinator.

## **X. Support Services**

The College provides confidential counseling services in the Student Affairs Office during fall and spring semesters on Tuesdays and Thursdays for students who feel they have been victims of sexual violence. Benefits eligible staff and faculty may use the Employee Assistance Program (HealthPartners EAP (866)326-7194).

A] Other MCAD resources numbers:

MCAD Public Safety Emergency Line **(612) 874-3555**  
Student Housing **(612) 874-3780**  
Student Affairs **(612) 874-3738**

B] Additional external resource numbers:

Rape and Sexual Assault Center **(612) 825-4357**  
First Call for Help/United Way **(651) 291-0211**  
MN Center for Crime Victims Service **(651) 282-6256**  
**(888) 622-8799**  
Crisis Intervention Center **(612) 347-3161**  
Minneapolis Civil Rights Office **(612) 673-3012**  
District Court Restraining Orders **(612) 348-5073**  
AIDSLINE **(612) 373-2437**  
Chrysalis: A Center for Women **(612) 871-0118**  
Council on Crime and Justice:  
Crime Victim Services (24 hours) **(612) 340-5400**  
Crime Victim Liaison **(612) 673-2467**

### **XI. What to do if it Happens to You**

If you are a victim of sexual harassment or sexual violence, it is recommended that you take immediate action to obtain medical, emotional or other assistance.

- A. Remember that it's not your fault.
- B. Get to a safe place.
- C. Immediate assistance is available by calling the Minneapolis Police at 911.
- D. Don't be afraid to ask for help. Tell someone: your roommate, your Resident Advisor, your counselor, the Dean of Student Affairs, campus security, an instructor or a staff member.
- E. Remember everything you can about your assailant.
- F. Do not disturb any evidence. Do not shower, douche, wash clothing or comb hair.
- G. Do not disturb items. Leave the scene of the incident untouched.
- H. Go to the hospital for: rape exam, sexually transmitted disease check, pregnancy test, and injuries. Hospitals will verify and preserve evidence for the police.
- I. At the request of a sexual assault victim, the Public Safety officers will assist in preserving materials relevant to a campus disciplinary proceeding.
- J. Victims are urged to contact the Dean of Student Affairs, the Vice President of Administration, or another College official to make an internal complaint, and contact local legal authorities to report the crime and press charges.

### **XII. Education and Training**

- A. The College offers informational sessions on sexual harassment and sexual violence to students, staff, and faculty from time to time. Public safety officers, the Vice President of Academic Affairs, the Title IX Coordinator, and all designees will be required to undergo training regarding sexual harassment, sexual violence, Title IX, and this Policy.
- B. The College will present education programs and campaigns that promote prevention and awareness of domestic violence, dating violence, sexual assault, and stalking. This will include: (1) training on safe and positive options for bystander intervention that individuals may take to prevent harm or intervene in risky situations; and (2) information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks.

## MEDICAL EMERGENCIES

MCAD Public Safety officers are trained in first aid procedures.

Emergency medical care is available at nearby emergency rooms. If ambulance service is required, call 911 and then contact Public Safety at x1555. If ambulance service is not required, transportation is available through a taxi service. Please contact Public Safety to receive a taxi voucher. The closest emergency rooms are located at Abbott Northwestern Hospital, 800 East 28<sup>th</sup> Street at Chicago (entrance on 28<sup>th</sup>), Minneapolis, (612) 863-4233, and at Hennepin County Medical Center, 701 Park Avenue, Minneapolis, (612) 347-3131.

## CRIME STATISTICS

The following crime statistics for 2013 represent on-campus occurrences of the following criminal offenses reported to local police agencies and any official of the institution who has significant responsibility for student and campus activities. The statistics do not include larceny (petty theft), which is reported frequently on our campus. These statistics were compiled by Public Safety based on a calendar year and reflect crime/arrests that occurred on the MCAD campus. Please note that these statistics do not include crimes that occurred in the neighborhood on property not owned by MCAD.

The crimes statistics reported for years below include crimes that occurred on-campus or on public property, as defined below:

### 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 within or reasonably contiguous to the area identified above, that is owned by the institution and controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

### Public Property:

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

### 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.

July 2004, MCAD began leasing studio space at 2835 Harriet Avenue, Minneapolis, MN 55408. Prior to this MCAD did not own or lease any "non-campus" property.

Crimes reported include:

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

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



Forcible Sex Offenses: Any sexual act directed against another person, forcibly or against that person's will. Reported offenses may include forcible rape, forcible sodomy, sexual assault with an object, or forcible fondling.

Non-Forcible Sex Offenses: Unlawful, non-forcible sexual intercourse. Reported offenses include incest or statutory rape.

Robbery: The taking, or attempted taking, of anything of value from one person by another, in which the offender uses force or the threat of violence and/or by putting the victim in fear.

Aggravated Assault: The unlawful attack by one person upon another, for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.

Burglary: The unlawful entry into a building or other structure with the intent to commit a felony or a theft. This includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle, including automobiles, trucks, motorcycles, and mopeds. Includes joyriding.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, a public building, motor vehicle, or personal property of another.

Domestic Violence: A felony or misdemeanor crime 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 cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under the Violence Against Women Act) or;
- 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.

Dating violence: Violence committed by a person

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a 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.

Stalking: Engaging in a course of conduct directing at a specific person that would cause a reasonable person to

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.

## MCAD Crime Statistics

### Crimes Reported by MCAD Officials, MCAD Public Safety Officers, Minneapolis Police Department, & MIA Security

*Reported in accordance with Uniform Crime Reporting procedures and the Jeanne Clery Disclosure of Campus Security and Campus Crime Act*

Total Crimes Reported For: Offense Type	MCAD Campus						Non-Campus Building or Property			Public Property		
	2011		2012		2013		2011	2012	2013	2011	2012	2013
	Dorms	Other	Dorms	Other	Dorms	Other						
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter (negligent)	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses (Rape, Sodomy, Sexual Assault w/object and Fondling)	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses (Incest and Statutory)	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	1	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	1	0	0
Burglary	0	1	2	0	1	2	0	0	0	0	0	0
Arson	1	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	1	1
Domestic Violence*	-	-	-	-	0	0	-	-	0	-	-	0
Dating Violence*	-	-	-	-	0	0	-	-	0	-	-	0
Stalking*	-	-	-	-	0	0	-	-	0	-	-	0

\*Began counting in 2013

#### Number of Arrests/Referrals for Select Offenses (Reported by both MCAD & MPD Officials)

Offense Type	2011		2012		2013		2011	2012	2013	2011	2012	2013
	Dorms	Other	Dorms	Other	Dorms	Other						
<b>Liquor Law Violations</b>												
Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referral	2	0	9	1	10	0	0	0	0	0	0	0
<b>Drug Law Violations</b>												
Arrests	0	0	0	0	0	0	0	0	0	2	1	1
Disciplinary Referral	0	0	8	1	7	0	0	0	0	0	0	0
<b>Weapons Laws Violations</b>												
Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referral	0	0	0	0	0	0	0	0	0	0	0	0

Weapon Law Violations: The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, knives, explosives, or other deadly weapon. Furnishing deadly weapons to minors. All attempts to commit any of the aforementioned.

Drug Law Violations: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment needed to produce or use them.

Liquor Law Violations: The violation of laws prohibiting the manufacture, sale, purchase, transportation, furnishing, possession, or use of alcoholic beverages. Furnishing liquor to a minor or intemperate person. All attempts to commit any of the aforementioned. Does not include driving under the influence or drunkenness violations.

Referrals for campus disciplinary action and arrests are included in the crime statistics for liquor law violations, drug law violations, and illegal weapons possession.

Hate Crimes (by prejudices):

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Larceny (theft)
- Simple Assault
- Intimidation
- Damage to Property (vandalism)

Any of the above in which the victim is intentionally selected because of the actual or perceived **race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability** of the victim.

*\*There have been no incidents of hate crimes reported to MCAD Public Safety for the 2011-2012-2013 calendar years, based on race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability of the victim.*

## **CRIME PREVENTION TIPS ON PERSONAL SAFETY**

### Walking

- Plan/use the safest and most direct route to your destination.
- Choose well-lit streets at night.
- Stay alert to your surroundings; look confident and purposeful.
- Become familiar with stores which are open late.
- If you feel uneasy, go directly to a place where there are other people.
- Walk with a friend, if possible, particularly at night.
- Carry your keys and money in a pocket, not in a purse/wallet.
- If you are being followed by someone in a car, keep away from the person and turn around and run or walk quickly in the opposite direction. Try to obtain the license plate number and a description of the car and call the police.

- If you are being followed by someone on foot, turn around to let the person know you see him/her. Immediately cross the street and walk or run toward a place where there are likely to be other people. Call the police or get someone else to call.
- In cases involving verbal harassment, ignore it and walk away. If you are alone at a bus stop, proceed to the next stop if there are other people there.

### Your Car

- Drive with the doors locked and windows rolled up as much as possible.
- Keep your wallet, purse and valuables out of view while driving. Do not leave them next to you on the seat.
- If you see another motorist in trouble, do not stop. As you drive by, tell the motorist you will go call the police for assistance.
- Park in well-lit areas. Look around before you get out of your car.
- Put valuables and packages in the trunk or out of sight before you arrive at your destination.
- Always lock the doors, no matter how soon you plan to return.
- When returning to your car, have the door key in hand. Look inside before you unlock the door and get in.
- If you are being followed while driving, go to the closest police or fire station and honk your horn, or drive to an open business or gas station where you can safely call the police. Do not drive home or pull over to the side of the street.

### At Home

- ◆ If there is a stranger at the door, never indicate that you are home alone.
- ◆ Do not open the door to anyone you do not know without verifying his/her identity.
- ◆ If someone wants to use your telephone, offer to make the call yourself while the person waits outside.
- ◆ Never let a stranger through an apartment security entrance.
- ◆ Do not give any information to “wrong number” callers. Ask, “What number are you calling?”
- ◆ Hang up immediately if you receive threatening or harassing calls. If the calls continue, keep a record of the date, time and content of each call. Then notify the police and the telephone company.

### On-Campus Apartments

- ❖ Keep building doors closed and locked. Never let a stranger into the building.
- ❖ Keep your apartment doors and windows locked at all times.
- ❖ If you feel suspicious about someone or something, go to a populated area and call Public Safety or the police immediately.

- ❖ Report any problems with door or window locks to the Housing Office immediately, on campus extension 780.
- ❖ Have a plan of escape from your residence in case of fire or other emergency.
- ❖ If upon returning to your residence, you find signs of forced entry, leave immediately, seek safety, and notify the police and campus Public Safety.
- ❖ Have keys in hand to unlock doors when returning home.
- ❖ The loss or theft of room keys should be reported immediately to the Housing Office. A resident who has lost his/her keys has one week to find them. If the resident does not do so within that time, the apartment is re-keyed at a cost to the resident.

If you are assaulted/victimized:

- Try to stay calm. Do not be ashamed or embarrassed.
- Get help immediately. Tell the first person you see. Call Public Safety or the police immediately. The shorter the time elapse, the better chance of apprehending the assailant.
- Remember everything you can about your assailant.
- Obtain any possible evidence that may lead to identification.
- Remember your location as clearly as possible.
- Do not be afraid to seek help after the incident. The MCAD counselor is available to talk with or will suggest other possible assistance outside the MCAD community.

# **2013 Fire Safety Report**

# **MCAD**

**Minneapolis College of Art and Design  
Department of Public Safety  
Fall 2014**

**Any institution that maintains an on-campus student housing facility must collect fire statistics, publish an Annual Fire Safety Report, and keep a "fire log."**

In the Fall of 2009 the Minneapolis College of Art and Design began to compile fire statistics from 2007 forward.

**Fire Statistics**

Required statistics for each on-campus student housing facility include: the number of fires and cause of each fire; the number of deaths related to the fire; the number of injuries related the fire that resulted in treatment at a medical facility; and the value of property damage related to the fire (see statistics located at the end of report).

**Annual Fire Safety Report**

The Annual Fire Safety Report is available each year on October 1<sup>st</sup>, and will be published along with the annual Campus Crime report.

**Fire Safety Systems**

Most MCAD resident apartment buildings have smoke, heat and carbon monoxide (CO) detectors in the common areas that report to a central panel at the Public Safety office. There are local sounding smoke detectors inside each apartment as well as the equipment in the table below. Apartments with gas ranges have combination smoke detector/carbon monoxide detector units in the apartment. Fire extinguishers are located throughout all MCAD Housing buildings.

**Fire System Equipment By Building**

<i>Building Name/Address</i>	Smoke/Heat Detectors	CO Detectors	Type of Alarm	Sprinkler System	Manual Pull Stations	Central Reporting	Fire Extinguishers
<i>150 26th St. E.</i>	✓	✓	Horn & Strobe	No	✓	To Public Safety	✓
<i>148 26th St. E.</i>	✓	✓	Horn & Strobe	No	✓	To Public Safety	✓
<i>146 26th St. E.</i>	✓	✓	Horn & Strobe	No	✓	To Public Safety	✓
<i>144 26th St. E.</i>	✓	✓	Horn & Strobe	No	✓	To Public Safety	✓
<i>2540 3rd Avenue</i>	✓	✓	Horn & Strobe	No	✓	To Public Safety	✓
<i>2550 3rd Avenue</i>	✓	✓	Horn & Strobe	No	✓	To Public Safety	✓
<i>200-204 26th St. E.</i>	✓	✓	detector alarm	No	No	CO only to public safety	✓
<i>206-210 26th St. E</i>	✓	✓	detector alarm	No	No	CO only to public safety	✓
<i>2537 Stevens Ave.</i>	✓	✓	Horn & Strobe	No	✓	To Public Safety	✓

## **Fire Drills**

Unannounced fire drills are conducted four times each year in the resident apartment buildings, one of which occurs after sunset. MCAD has an active safety committee that evaluates and recommends life safety improvements annually to the college administration.

## **Policies On Smoking and Open Flame in Student Housing Facilities**

Due to fire hazard, candles, incense burners, oil lamps and other items that produce open flames are not permitted in MCAD housing. No smoking is permitted in MCAD housing. All resident buildings are entirely smoke-free.

## **Procedures for Student Housing Evacuation**

If resident students see a fire in their room or building they should:

- Pull the fire alarm in the hallway
- Leave the building
- Call 911
- Call MCAD Public safety at x1555 from on campus, or 612-874-3555.

If resident students hear a fire alarm in their building:

- Exit the building
- If your way is blocked by fire and/or smoke, seek a different exit including windows
- Wait outside for the all-clear signal

## **Policies for fire safety education and training programs for students, faculty and staff**

### ***Discovery of Fire on campus***

- 1) Go to a safe area and call 911; then call Public Safety by dialing X 1555 on a college phone, or 612-874-3555 and give the following information: building, floor and room number. Give exact location (for example: Main building, southwest corner, 2<sup>nd</sup> floor).
- 2) If evacuation is necessary follow the "***Fire Evacuation***" procedures below. Activate the pull alarm as you are leaving the building.
- 3) Do's and Don'ts:
  - Do not attempt to fight the fire.
  - Use the stairwell not the elevator. Use alternative stairwell if nearest stairwell is blocked.
  - If caught in heavy smoke, crawl to escape. The air is better near the floor.
  - Do not re-enter the building until the "all clear" has been given by Public Safety.



## 2013 MCAD Resident Building Fire Statistics

Resident Apartment Buildings	Total Fires In Each Building	Fire Incident No.	Date	Time	Cause of Fire	Number of Injuries that required treatment at a Medical Facility	No. of Deaths Related to a Fire	Value of Property Damage Caused by Fire	MCAD Pubic Safety Case No.
150 E. 26th Ave	0	n/a				n/a	n/a	\$0	n/a
144 E. 26th Ave.	0	n/a				n/a	n/a	\$0	n/a
146 E. 26th Ave.	0	n/a				n/a	n/a	\$0	n/a
148 E. 26th Ave.	0	n/a				n/a	n/a	\$0	n/a
2540 3rd Ave. S.	1	1	06/12/13		Unintentional-cooking	0	0	\$457	13-0124
2550 3rd Ave. S.	0	n/a				n/a	n/a	\$0	n/a
200-204 E. 26th	0	n/a				n/a	n/a	\$0	n/a
206-210 E. 26th	0	n/a				n/a	n/a	\$0	n/a
2537 Stevens Ave	0	n/a				n/a	n/a	\$0	n/a

\*2543 Stevens no longer used as housing

## 2012 MCAD Resident Building Fire Statistics

Resident Apartment Buildings	Total Fires In Each Building	Fire Incident No.	Date	Time	Cause of Fire	Number of Injuries that required treatment at a Medical Facility	No. of Deaths Related to a Fire	Value of Property Damage Caused by Fire	MCAD Pubic Safety Case No.
150 E. 26th Ave	0	n/a				n/a	n/a	\$0	n/a
144 E. 26th Ave.	0	0				n/a	n/a	\$0	n/a
146 E. 26th Ave.	0	n/a				n/a	n/a	\$0	n/a
148 E. 26th Ave.	0	n/a				n/a	n/a	\$0	n/a
2540 3rd Ave. S.	2	1	10/24/12	22:25	Unintentional-cooking	0	0	\$25	12-0201
		2	11/12/12	1:30	Unintentional-cooking	0	0	\$25	12-0220
2550 3rd Ave. S.	0	n/a				n/a	n/a	\$0	n/a
200-204 E. 26th	0	n/a				n/a	n/a	\$0	n/a
206-210 E. 26th	0	n/a				n/a	n/a	\$0	n/a
2543 Stevens Ave.*	0	n/a				n/a	n/a	\$0	n/a
2537 Stevens Ave	0	n/a				n/a	n/a	\$0	n/a

## 2011 MCAD Resident Building Fire Statistics

Resident Apartment Buildings	Total Fires In Each Building	Fire Incident No.	Date	Time	Cause of Fire	Number of Injuries that required treatment at a Medical Facility	No. of Deaths Related to a Fire	Value of Property Damage Caused by Fire	MCAD Public Safety Case No.
150 E. 26th Ave	0	n/a				n/a	n/a	\$0	n/a
144 E. 26th Ave.	1	1	09/03/11	19:11	Unintentional-cooking	0	0	\$457	11-0172
146 E. 26th Ave.	0	n/a				n/a	n/a	\$0	n/a
148 E. 26th Ave.	0	n/a				n/a	n/a	\$0	n/a
2540 3rd Ave. S.	0	n/a				n/a	n/a	\$0	n/a
2550 3rd Ave. S.	1	1	5/6/11	14:44	Intentional-cigarette lighter burns	0	0	\$45	11-0096
200-204 E. 26th	0	n/a				n/a	n/a	\$0	n/a
206-210 E. 26th	0	n/a				n/a	n/a	\$0	n/a
2543 Stevens Ave.	0	n/a				n/a	n/a	\$0	n/a
2537 Stevens Ave	0	n/a				n/a	n/a	\$0	n/a

### ***Fire Evacuation***

MCAD Public Safety monitors all fire systems for the college. Public Safety is able to immediately determine the affected area. When the fire evacuation alarm sounds, all building occupants, faculty, staff, students, contractors and visitors must evacuate. Take care that all hearing-impaired persons are alerted when the alarm sounds.

- Close all windows and doors
- Do not use elevators
- Evacuate in an orderly, calm fashion, using the closest available exit.
- Once outside keep at least 100 feet away from affected building.
- When Public Safety gives the "all-clear" the building may be re-entered.

### ***Fire Safety Training***

All resident advisors are trained in the proper use of fire extinguishers once a year. In addition, fire extinguisher training is made available to all faculty and staff each summer.

### **After a fire has occurred who should I report it to?**

After the fire is out, make sure you report the incident to one of the following departments/individuals:

- Public Safety
- A Resident Advisor
- The Housing Director
- Student Affairs Office

**Plans For Future Improvements in Fire Safety If determined necessary by the institution**

MCAD has an active Safety Committee that evaluates and recommends life safety improvements annually to the college administration.

**Fire Log**

Public Safety will keep a log of the date of any reported fire in a housing facility, including the nature of the fire, time of day the fire occurred, and the general location of the fire within the specific building. Copies of the Fire log are available during business hours at the main information desk.