2014 CAMPUS CRIME AND ANNUAL FIRE SAFETY REPORT

CAMPUS SECURITY AND FIRE SAFETY POLICIES AND STATISTICS
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TO THE READER

At Concordia University, the safety and well-being of our students, faculty, staff, and guests is a priority. With the support of other departments both on and off campus, we have countless people involved in keeping our campus safe and secure. However, a truly safe campus can only be achieved through the cooperation of all members of the campus community. This document is one method of making campus safety and security a collective effort. We hope that you will read the information carefully and utilize it to help foster a safe environment for yourself and the entire Concordia University community.

INTRODUCTION


The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students and employees, and make public their campus security policies. It also requires that crime data is collected, reported and disseminated to the campus community and is also submitted to the United States Department of Education. The act is intended to provide students and their families, as higher education consumers, with accurate, complete and timely information about safety on campus so that they can make informed decisions.

Concordia University’s Office of Risk Management publishes the following information for the university’s continued commitment to provide a safe working and learning environment for all members of the campus community. This report contains detailed information covering a broad range of topics, including security services, crime prevention policies, and campus crime statistics.
MISSION STATEMENT OF CONCORDIA UNIVERSITY SECURITY

Concordia University provides a campus security department to ensure a safe environment for all members and guests of the campus community. This includes educating students, faculty, and staff so that they may identify safety hazards and security problems. Security Officers patrol the campus properties to deter potential theft, guard against injury, and provide emergency and non-emergency assistance. All Security Department employees perform these functions in a manner that is dedicated to the mission of the University through personal involvement and unquestionable ethics and integrity.

SECURITY OPERATIONS

The Concordia University Security Department is staffed 24 hours a day, seven days a week, 365 days a year. Security staff consists of a manager as well as full-time and part-time officers and dispatchers who are contracted through G4S Security Services.

- To help ensure the personal safety of all persons on campus.
- Prevention and detection of criminal behavior.
- To request support and assistance from St. Paul emergency personnel when such assistance is required.

Security Officers enforce the university parking policies as well as other institution rules and regulations. Security Officers do not have police powers of arrest, but have the ability to detain individuals and make a citizen’s arrest.

The Security Department works closely with the St. Paul Police Department and other state and local authorities. Concordia University receives timely police services to help protect life and property in a manner, which is sensitive to both the rights of the individual and the values of the university. The Security Manager attends monthly meetings with the St. Paul Police West District (South) Team. Area universities and several neighborhood watch groups also attend these meetings.

The Security Department takes part in the St. Paul Police Department liaison program. The police liaison assigned to the university works with the Security Department to reduce criminal activity and build a safer campus community.

In order to provide the highest quality of service to the campus community, security employees undergo a thorough background screen and successfully complete an in-depth training program.
STATE AND LOCAL AGENCIES INVOLVEMENT WITH CONCORDIA UNIVERSITY SECURITY

Concordia University and its Security Department works closely with federal, state, and local law enforcement agencies. These agencies assist with criminal matters, neighborhood relations, parking enforcement and security during certain events held at the university.

CRIME REPORTING PROCEDURES

Concordia University and the Security Department encourages prompt reporting of all crimes. All persons reporting crimes to the Security Department are encouraged to report incidents to the civil authorities. Security Officers will assist in the reporting process at the request of the individual.

Concordia University Security –EMERGENCY
(651) 641-8777 or 8777

Concordia University Switchboard -INFORMATION
(651) 641-8278 or 0

St Paul Police –
EMERGENCY
911

St. Paul Police –
NON EMERGENCY & INFORMATION
(651) 291-1111

All incidents reported to the Security Department are investigated. Applicable information is forwarded to the appropriate university office or civil authority. Security Officers are trained to handle a variety of calls and complaints from the Concordia University community. If a situation arises which the Security Officer cannot handle, the proper authorities will be contacted.

The timely reporting of all crimes allows the Security Department to reassess security controls and patrol strategies in order to develop better methods of crime prevention.

In the event that a situation arises, either on or off campus, that, in the judgment of the University Security Manager, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The Concordia University Security Department, in connection with other area colleges and universities, publishes Security Alert Notices to alert the campus community when incidents occur that may affect others within the campus community. These alerts are promptly displayed in selected prominent locations in all university buildings on campus including on the “Security Information” board outside the security office.
Members of the campus community can also register through the e2campus system to receive text messages sent to their cell phone when crime alerts go out and emergencies happen on campus. Campus community members can register for this service by going to http://www.e2campus.com/my/csp.

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**VOLUNTARY CONFIDENTIAL REPORTING STATEMENT**

The Concordia University Security Department encourages all faculty, staff, students, and visitors of Concordia University to report all crimes. If you are a victim of a crime and do not want to pursue action within the University System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Security can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish and keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep accurate crime records 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 of potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. At the request of the reporting party, security will make every effort to maintain their confidentiality with respect to the law and university policies. Individuals can report crimes anonymously at http://www2.csp.edu/Form/Security/silent-witness/

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**CAMPUS SECURITY AUTHORITIES**

The Department of Education defines a Campus Security Authority as “any official of the university who has significant responsibility for students and campus activities.” Students, employees and other members of the university should report any of the criminal offenses above for the purpose of making a timely warning and the annual statistical disclosure.

Examples of Campus Security Authorities include but are not limited to:
- The Dean of Students
- The Athletic Director
- Team coaches
- Faculty advisors to student groups

A single teaching faculty member is not considered a Campus Security Authority unless he or she serves as an advisor to a student group. If Campus Security Authorities have information regarding the above cited crimes they are urged to forward that information to the Security Director for reporting purposes.

Campus Security Authorities are told it is important that an exact date and location of the incident be included in the report. In addition, please provide a brief description of the incident so that crimes can be appropriately classified in accordance with the crime definitions.

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**PASTORAL AND PROFESSIONAL COUNSELORS REPORTING REQUIREMENTS**

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considerations to be
campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

**Pastoral Counselor**
A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor. *At Concordia University, a number of faculty are also pastors, however in their position they are charged as instructors and not as pastoral counselors so they cannot serve students as a confidential counselor.*

**Professional Counselor**
A person whose official responsibilities including providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification.

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

In addition to working with the St. Paul Police Department on criminal matters, the Concordia University Security Department also works closely with the St. Paul Police concerning neighborhood matters. St. Paul Police forward information to Concordia University regarding criminal activity at residences believed to be owned or controlled by Concordia University students. These students are subject to a dual jurisdiction in regards to discipline. All Concordia University related neighborhood disturbances and incidents are reported to the Student Life Office.
CRIME PREVENTION AND PERSONAL SAFETY

The Security Department shares the responsibility for personal safety and protection of personal and university property with members of the campus community. The following crime prevention tips are shared with the campus community throughout the year through face to face programming, electronic resources as well as flyers and brochures. These messages of crime prevention and personal safety encourage a safer campus for everyone.

- Campus community members are encouraged to program the Security Department’s phone number into their cell phone. While it is posted in many places, crime prevention, reporting and response from the Security Department is enhanced when individuals have ready access to this information. This number is 651-641-8777.
- Report suspicious behavior immediately by calling x8777 from a campus phone or 651-641-8777 from an outside number. Many incidents are deterred each year because an individual took the time to call security to let them know that a person or activity that seemed suspicious.
- Keep your personal belongings with you at all times. Backpacks or purses, laptops and other electronic devices and even textbooks or musical instruments can easily be taken when left unattended for even a few minutes.
- Secure your space. Thefts can occur from nearly any location including residence hall rooms, offices and vehicles. Locking these spaces and not sharing your keys or ID card with others deters thefts from these locations. Reporting propped door to security or unpropping them can also assure that campus spaces remain secure.
- If you must leave valuables in your vehicle, store them in your trunk. Also remove items such as chargers, GPS devices and so on as these are often incentives for individuals to break into your vehicle to see if other items of value are in there.
- Utilize the Security Department’s escort system or walk with a buddy. Your opportunities to be targeted for a crime decrease significantly when you are not alone. If you do need to walk alone, be alert to your surroundings. This includes strategies such as parking and walking in well-lit areas, removing ear bud or phones and not utilizing your cell phone.
- Know how to exit your classrooms, residence hall or office area in the event of an emergency. Being aware of a primary and secondary route assures that you have a clear exit path in the event of a fire or other emergency.
- If you are the victim of a crime or assault you are encouraged to remain calm and to seek help immediately. The sooner an incident if reported, the greater the likelihood is that valuable evidence and details may still be obtained to help locate the assailant.
- Consider using apps such as Circle of 6 or other free software that is designed to help you immediately and discretely notify a friend or family member if you are in a situation and need help. It is also important to let others know where you are going and when you will return. Many others care about your personal safety!

In addition to these tips, the Security Department publishes a variety of brochures related to campus safety and security issues to help all members of the campus community protect themselves and their property from potential harm. Various seminars and presentations on security and safety matters are made available to faculty, staff, and students. Additionally, the Security Department provides information to the campus community regarding crime prevention through the campus email system. Security Officers also utilize such procedures as vehicle and foot patrols, escort services, and building checks to deter potential criminal activity.
Concordia University and the Security Department recognizes the importance of educating the campus community in regards to their own safety and the safety of others. The following educational opportunities are made available for students, staff and faculty.

**Escort Service**
The Security Department provides an escort service for students, faculty, staff and guest of the university. This escort service has been established to act as a watch guard of personal safety while on campus or in the immediate neighborhood community. Escorts are designed to create a safer walking environment for individuals of the campus community. Escorts are given 24 hours a day and are performed by a uniformed Security Officer who is in radio contact with a dispatcher.

**Student Orientation**
Security employees provide information pertaining to annual crime statistics, crime prevention, escorts, safety tips and vehicle registration to all new and transfer students at New Student Orientation. NSO sessions are held in June, July, August, and December of each year.

**Employee Orientation**
In conjunction with the Human Resources Office, all new employees receive information on annual crime statistics, crime prevention, escort, safety tips, and vehicle registration at mandatory new employee orientations. These orientation programs are provided on a need basis.

**College Transition Courses**
A mandatory educational alcohol, sexual violence and harassment prevention session is incorporated into a required class for all full-time, first year students. This class takes place the fall semester of each year.

**Computer Security**
Security works with Information Technology to provide all students with information pertaining to the importance of protecting their laptop computers from theft as well as spyware and virus protections that can have detrimental impacts on the overall network security of the university. University issued laptops are provided to most faculty and staff. During the sessions when these are issued, computer security is emphasized.

**Safety Sessions**
Security provides informational sessions for groups on campus concerning safety and security issues at the request of the group. These are designed to fit the specific needs of the group requesting the seminar and may include: theft prevention, fire prevention, crime prevention, sexual assault, binge drinking, and fire safety.

**Minnesota Crime Alert Network**
Concordia Security is a member of the Minnesota Bureau of Criminal Apprehension Crime Alert Network, which issues crime alerts relevant to college campuses. The purpose is the prevention of crime, aiding in the apprehension of criminals and locating missing persons. When appropriate, these alerts are distributed to the university community by the Security Department.

**St Paul Police Crime Alerts**
Concordia Security receives crime alerts from the St. Paul Police regarding issues that may affect the university campus community. The purpose of these alerts is the prevention of crime, aiding
in the apprehension of criminals and locating missing persons. When appropriate, these alerts are distributed to the campus community and posted on the security information board outside the Security Department office.

**DESCRIPTION OF EDUCATION PROGRAMS FOR CAMPUS COMMUNITY MEMBERS**

Crime prevention is important for all members of the Concordia University campus community. In an attempt to educate students, staff, and faculty concerning crime prevention and personal safety, the Security Department implements the educational programs listed in the previous section.

Along with modeling and verbally sharing safety and security information with the campus community, the Security Department uses a variety of other mechanisms to raise safety awareness. These include key chains, posters, bookmarks, and brochures related to safety and security information.

The Security Department also responds to the needs, requests and suggestions of the campus community's safety issues.
PREPARATION OF ANNUAL CAMPUS CRIME REPORT

The Risk Manager oversees the compiling of all information necessary for the Annual Campus Crime Report.

The Security Director is responsible for collecting all statistics which reflect reportable offenses for the Annual Campus Crime Report. Security utilizes their records and obtains information from applicable police agencies as well as other university officials who have significant responsibility for student and campus activities. These include, but are not limited to, such individuals as the Associate Vice President for Student Life, Athletic Director, University Coaches, and Residence Life Manager.

Also included in this report are institutional policies and procedures, which have been primarily obtained from the 2014-2015 Student Policies Handbook. By October 1, 2014, all current employees and students will be made aware of the availability of the campus crime report and the locations where copies may be obtained. This report is available on the Concordia University Security Web page at http://info.csp.edu/Student-Resources/Security/. Hard copies will be available from the Security Department, Office of Student Services, Human Resources, and Office of Admissions. All reasonable attempts have been made to identify all reported crimes and to present those statistics in this document as outlined in the Campus Security Act and its amendments.

Concordia University has included in its crime statistics all crimes reported to a campus security authority for purpose of Clery Act reporting. Clery Act reporting does not require initiating an investigation or disclosing identifying information about the victim. Concordia University may not withhold or subsequently remove a reported crime from its crime statistics based on a decision by a court, coroner, jury, prosecutor, or other similar non-campus official. Crimes in this report are recorded by calendar year and are disclosed as a statistic for the calendar year in which the crime was reported to local police agencies or to a campus security authority.

In complying with the statistical reporting requirement for statistics from the St. Paul Police department or other departments in the cities where non-campus property is utilized, Concordia University makes a reasonable, good faith effort to obtain the required local crime statistics from these police agencies. If the institution makes such a reasonable, good faith effort, it is not responsible for the failure of the local or State police agency to supply the required statistics.

CRIME DEFINITIONS

Concordia University must report statistics for the three most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property and on public property of the following that are reported to local police agencies or to a campus security authority.

More detailed information regarding these crimes, including illustrative scenarios and specific crimes excluded from these categories, can be through the Uniform Crime Reporting (UCR) Program. This program is a nationwide cooperative statistical effort in which city, university and college, county, state, tribal and federal law enforcement agencies voluntarily report date on crimes brought to their attention.
Criminal Homicide:

1) **Murder and Nonnegligent Manslaughter:** The willful (nonnegligent) killing of one human being by another. (As a general rule, any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime is classified as Murder and Nonnegligent Manslaughter)

2) **Criminal Homicide Manslaughter by Negligence:** The killing of another person through gross negligence. (As a general rule, any death caused by the gross negligence of another is classified as Criminal Homicide-Manslaughter by Negligence)

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

1) **Rape:** The carnal knowledge or a person, without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

   Agencies should classify the crime as rape regardless of the age of the victim, if the victim did not consent or if the victim was incapable of giving consent. If the victim consented, the offender did not force or threaten the victim and the victim was under the saturator age of consent, agencies should classify the crime as statutory rape.

   The offenses include the rape of both males and females as long as at least one of the offenders is the opposite sex of the victim. *Black's Law Dictionary,* 6th ed., defines *carnal knowledge* as “the act of a man having bodily connection with a woman; sexual intercourse.” There is *carnal knowledge* if there is the slightest penetration of the sexual organ of the female (vagina) by the sexual organ of the male (penis).

   In cases where several offenders rape one person, the responding agency should count one rape (for one victim) and report separate offender information for each offender.

2) **Sodomy:** Oral or anal sexual intercourse with another person, without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

   If the offender both raped and sodomized the victim in one incident, then LEAs should report both offenses.

3) **Sexual Assault with an Object:** To use an object of instrument to unlawfully penetrate, however slightly the genital or anal opening of the body of another person without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

   An “object” or “instrument” is anything used by the offender other than the offender’s genitalia, e.g., a finger, bottle, handgun or stick.
4) **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

1) **Incest:** non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

2) **Statutory Rape:** nonforcible sexual intercourse with a person who is under the statutory age of consent.

**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 making the victim fearful.

Robbery is a vicious type of theft in that it is committed in the presence of the victim. The victim, who is usually the owner or person having custody of the property, is directly confronted by the perpetrator and is threatened with force or is put in fear that force will be used. Robbery involves a theft or larceny but is aggravated by the element of force or threat of force.

**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 displays weapon on a threatening manner) or by means likely to produce death or great bodily harm (victim suffers obvious server or aggravated bodily injury involving apparent broken bones, loss of teeth, possibly internal injury, sever laceration or loss of consciousness).

**Burglary:** The unlawful entry of a structure with the intent to commit a felony or theft.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.

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

**Liquor Law Violation:** Arrests or referrals for the violation of laws or ordinances prohibiting: the manufacturing, sale, transporting, furnishing, possessing, of intoxicating liquor; maintaining unlawful drinking places; bootlegging, operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned.

**Drug Law Violation:** Arrests or referrals for the violation of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

**Weapon Law Violation:** Arrests or referrals for the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacturing, sale or
possession of deadly weapons, carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons and all attempts to commit any of the aforementioned.

**Hate Crime:** A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this section, the categories of bias include the victims' actual or perceive race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability. In the Clery report, hate crimes are recorded by category of bias.

1) Any crime it reports with regards to criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson,

2) The crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property
   a. **Larceny-theft:** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another person.
   b. **Simple Assault:** The unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe lacerations or loss of consciousness.
   c. **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.
   d. **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.

3) Crimes of domestic violence, dating violence and staling incidents that were reported to campus security authorities or local police agencies.
   a. **Domestic violence** – a felony or misdemeanor crime of violence committed by:
      i. A current or former spouse or intimate partner of the victim
      ii. A person with whom the victim shares a child in common
      iii. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
      iv. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred or
      v. Any other person against an adult or youth victim who is protected from the person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

   b. **Dating violence** – violence committed by a person -
      i. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
ii. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
   1. The length of the relationship
   2. The type of relationship; and
   3. The frequency of interaction between the persons involved in the relationship.

iii. For the purposes of this definition:
   1. Dating violence includes, but is not limited to, sexual or physical abuse or threats of abuse.
   2. Dating violence does not include acts covered under the definition of domestic violence.

c. **Stalking**—means engaging in a course of conduct directing at a specific person that would cause a reasonable person to –
   i. Fear for his/her safety or the safety of others; or
   ii. Suffer substantial emotional distress.

iii. For the purpose of the Clery report:
   1. Reports of stalking that include activities in more than one calendar year, the institution must record a crime statistic only for the calendar year in which the course of conduct was first reported to a local police agency or to a campus security authority. If the course of conduct continues in a subsequent year, it must be recorded for that year.
   2. An institution must record each report of stalking as occurring at only the first location within the institution’s Clery Geography in which
      a. A perpetrator engaged in the stalking course of conduct
      b. A victim first becomes aware of the stalking or
      c. A report of stalking must be counted as a new and distinct crime and is not associated with a previous report of stalking when the stalking behavior continues after an official intervention including but not limited to, an institutional disciplinary action or the issuance of a no-contact order, restraining order or any warning by the institution or a court.

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**CRIME LOCATIONS**

For the purposes of collecting statistics on the crimes listed above, the following Clery Geography is utilized.

The crime locations are described below and are separated by the following categories in the crime statistics.

**On-Campus**

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

On campus locations include the following buildings or parking lots/addresses:

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Building Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1371 Marshall Building</td>
<td>1371 Marshall Avenue</td>
</tr>
<tr>
<td>Arndt Science Hall</td>
<td>288 Hamline Avenue North</td>
</tr>
<tr>
<td>Buetow Music Building</td>
<td>300 Hamline Avenue North</td>
</tr>
<tr>
<td>Concordia Art Center</td>
<td>1301 Marshall Avenue</td>
</tr>
<tr>
<td>E.M. Pearson Theatre</td>
<td>312 Hamline Avenue North</td>
</tr>
<tr>
<td>Fandrei Center</td>
<td>289 Hamline Avenue North</td>
</tr>
<tr>
<td>Gangelhoff Center</td>
<td>235 Hamline Avenue North</td>
</tr>
<tr>
<td>Graebner Memorial Chapel</td>
<td>1259 Concordia Avenue</td>
</tr>
<tr>
<td>Hmong Culture Center</td>
<td>1245 Carroll Avenue</td>
</tr>
<tr>
<td>Koehler Maintenance Building</td>
<td>1397 Selby Avenue</td>
</tr>
<tr>
<td>Library Technology Center</td>
<td>1282 Concordia Avenue</td>
</tr>
<tr>
<td>Lutheran Memorial Center</td>
<td>350 Hamline Avenue North</td>
</tr>
<tr>
<td>Maintenance Garages</td>
<td>277 Hamline Avenue North</td>
</tr>
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<td>Meyer Hall</td>
<td>301 Syndicate Street North</td>
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<tr>
<td>Poehler Administration Building</td>
<td>275 Syndicate Street North</td>
</tr>
<tr>
<td>Seafoam Stadium</td>
<td>281 Hamline Avenue North</td>
</tr>
<tr>
<td>Winget Student Life Center</td>
<td>1280 Concordia Avenue</td>
</tr>
<tr>
<td>Parking Lot A</td>
<td>1280 Concordia Avenue</td>
</tr>
<tr>
<td>Parking Lot B</td>
<td>350 Hamline Avenue</td>
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<td>Parking Lot C</td>
<td>235 Hamline Avenue</td>
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<td>Parking Lot D</td>
<td>1439 Marshall Avenue</td>
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<tr>
<td>Parking Lot E</td>
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</tr>
<tr>
<td>Parking Lot F</td>
<td>1241 Carroll Avenue</td>
</tr>
<tr>
<td>Parking Lot G</td>
<td>1371 Marshall Avenue</td>
</tr>
<tr>
<td>Parking Lot H</td>
<td>289 Hamline Avenue</td>
</tr>
</tbody>
</table>

Residence Halls

The Residence Hall category includes all specified crimes above that occurred only in Residence Halls while on campus includes the above crimes that occurred on campus including Residence Halls.

The following buildings are categorized as Residence Halls for Clery reporting purposes:

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Building Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dobberfuhl Apartments</td>
<td>1232 Marshall Avenue</td>
</tr>
<tr>
<td>Holst Hall</td>
<td>1241 Carroll Avenue</td>
</tr>
<tr>
<td>Hyatt Residence Hall</td>
<td>1303 Marshall Avenue</td>
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<td>----------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Luther Hall</td>
<td>269 Syndicate Street North</td>
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<tr>
<td>Martha Apartments</td>
<td>1336 Marshall Avenue</td>
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<tr>
<td>Mary Apartments</td>
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<td>Moenkemoeller Apartments</td>
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<tr>
<td>Schlueter Apartments</td>
<td>1287 Dayton Avenue</td>
</tr>
<tr>
<td>Wollaeger Hall</td>
<td>1250 Concordia Avenue</td>
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</table>

**Non-Campus Building or Property**

1) Any building or property owned or controlled by a student organization recognized by the institution; or

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

The following table represents non-campus building or property for the 2013 crime report.

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Building Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anoka Middle School for the Arts</td>
<td>Fred Moore Campus 1523 5th Avenue S. Anoka, MN 55303</td>
</tr>
<tr>
<td>Bluff View Elementary School</td>
<td>1156 West Lakewood Avenue, Lake City, MN 55041</td>
</tr>
<tr>
<td>Diamondhead Education Center</td>
<td>200 West Burnsville Parkway, Burnsville, MN 55337</td>
</tr>
<tr>
<td>Farmington High School</td>
<td>20655 Flagstaff Ave., Farmington, MN 55024</td>
</tr>
<tr>
<td>First United Methodist Church</td>
<td>230 East Skyline Parkway, Duluth, MN 55812</td>
</tr>
<tr>
<td>Mankato West High School</td>
<td>1351 Riverfront Drive, Mankato, MN 56001</td>
</tr>
<tr>
<td>Ordean Middle School</td>
<td>2900 East 4th Street, Duluth, MN 55812</td>
</tr>
<tr>
<td>Park Center High School</td>
<td>7300 Brooklyn Blvd. Brooklyn Park, MN 55443</td>
</tr>
<tr>
<td>Prince of Peace Lutheran School</td>
<td>4770 County Road 120, St Cloud, MN 56303</td>
</tr>
<tr>
<td>Rochester Central High School</td>
<td>2619 9th Avenue Northwest, Rochester, MN 55901</td>
</tr>
<tr>
<td>Southview Middle School</td>
<td>4725 Southview Lane, Edina, MN 55424</td>
</tr>
<tr>
<td>Spring Lake Park High School</td>
<td>1100 81st Ave NE Spring Lake Park, MN 55432</td>
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<tr>
<td>West Lutheran High School</td>
<td>3350 Harbor Lane, Plymouth, MN 55447</td>
</tr>
<tr>
<td>Woodland Middle School</td>
<td>201 Clover Street, Duluth, MN 55812</td>
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</tbody>
</table>

**Public Property**

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

Business Day
Monday through Friday, excluding any day when the institution is closed.

Campus Security Authority
1) A campus police department or a campus security department of an institution.
2) Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department under bullet point one of this definition, such as an individual who is responsible for monitoring entrance into institutional property.
3) Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
4) Any official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor.

Pastoral Counselor
A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor. At Concordia University, a number of faculty are also pastors, however in their position they are charged as instructors and not as pastoral counselors so they cannot serve students as a confidential counselor.

Professional Counselor
A person whose official responsibilities including providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification.

Referred for Campus Disciplinary Action
The referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

Hierarchy Rule
A requirement in the FBI's UCR program that, for the purposes of reporting crimes in that system, when more than one criminal offense was committed during a single incident, only the most serious offense be counted. The exception to this requirement is in counting sexual assaults, the Hierarchy Rule does not apply. For example, if a victim is both raped and murdered in a single incident, then an institution must include both the rape and the murder in its statistics.

Test
Regularly scheduled drills, exercises, and appropriate follow-through activities, designated for assessment and evaluation of emergency plans and capabilities.
### CRIMES REPORTED TO CONCORDIA UNIVERSITY SECURITY

**(ST. PAUL, MN CAMPUS)**

<table>
<thead>
<tr>
<th>Offense (Reported By Hierarchy)</th>
<th>Year</th>
<th>On Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Total</th>
<th>Residential Facilities</th>
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<tbody>
<tr>
<td>Murder/Non Negligent Manslaughter</td>
<td>2013*</td>
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<td>Sex Offenses, Forcible (Rape, Sodomy, Sexual Assault w/object and Fondling)</td>
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*2013 Crime Statistics as provided by G4S Security Services, Concordia University’s partner security provider.*
<table>
<thead>
<tr>
<th>Offense (Crimes Not Reported By Hierarchy)</th>
<th>Year</th>
<th>On Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Total</th>
<th>Residential Facilities</th>
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</table>

**Hate Crime Reporting:** There were no hate crimes reported for 2013, 2012 and 2011 to Concordia University Security.
<table>
<thead>
<tr>
<th>Offense (Reported By Hierarchy)</th>
<th>Year</th>
<th>On Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Total</th>
<th>Residential Facilities</th>
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<td>Sex Offenses, Forcible (Rape, Sodomy, Sexual Assault w/object and Fondling)</td>
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## CRIMES REPORTED TO ALL OTHER CAMPUS SECURITY AUTHORITIES

**(ST. PAUL, MN CAMPUS)**

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**HATE CRIME REPORTING:** There were no hate crime reported for 2013, 2012, or 2011 to campus security authorities.
Residence Hall Access and Security
Residence hall access is controlled through exterior and wing doors (both card & key access) which are kept locked 24-hours a day (except in certain situations such as move-in or periodic maintenance). Residents are encouraged not to prop doors open and Security Officers patrol residence halls to note problems with exterior doors and to secure doors which may be found propped open. Some residence hall exterior doors are armed with a door prop alarm and CCTV that is monitored 24-hours a day by a security dispatcher to help prevent the propping of exterior doors and any potential safety or security issues. The campus, including residence halls, are maintained by the Operations Department and patrolled by Security Officers frequently.

Only students assigned to rooms within the residence hall are issued keys/access cards to that building. Students who lock themselves out of residence hall rooms are asked for identification prior to being admitted to their room or residence hall. Students are initially directed to contact a Residence Life staff member. If one is not available, the Security Department will assist with admitting students to their assigned room.

Currently, all campus residence halls require card access for admission to both the building and the room. Residence hall rooms require both the card to be swiped and a PIN number which is chosen by the student to be entered before access may be obtained. In the event that a student loses their university ID or there is a suspected loss, the student's card is deactivated immediately and a new card is reprinted for them at the earliest opportunity.

Residents are encouraged not to admit anyone to their residence hall other than their own guests. It is against university policy for students to loan/borrow keys or ID cards from other students. Students found in possession of unauthorized keys or ID cards are subject to disciplinary action.

Non-Residence Hall Building Access and Security
The Security Department is responsible for opening and closing all buildings. Individual buildings are opened during the appropriate hours to allow for daily business, classes and scheduled special events.

Key requests for students, faculty, and staff are reviewed for accuracy by the Card Services Department, entered into a computer tracking system and are given to a locksmith for cutting. Individuals issued keys are responsible for the keys issued to them at all times. Questions are keys and card access can be directed to Card Services at 651-641-8788.

Individuals requesting access to a secured area after-hours must be approved for admittance through a written document, which is reviewed by the Security Director. Calls to have buildings, offices, and other areas opened are received on a regular basis by the Security Department. Security Officers strive to maintain the balance between personal and building security and the needs of the campus community.

Security Officers patrol campus owned properties checking for open doors, windows, and other safety or security concerns. Safety and security problems are reported to the Security Director, Risk Manager and the Operations Department for the problem to be corrected.
SAFETY CONSIDERATIONS UTILIZED IN MAINTENANCE OF CAMPUS FACILITIES

Concordia University’s Physical Plant Department maintains university buildings and grounds with concern for the safety and security of the campus community. With the assistance of Security Officers, physical plant employees identify and correct safety and security hazards. The Security Department frequently assists the Physical Plant by assisting with surveys of security issues and exterior lighting. This allows the departments to collaborate and improve safety and security throughout the campus. Regular communication between the two departments allows for safety and security hazards to be quickly identified and corrected.

Concordia University Physical Plant employees typically wear university issued uniforms and always carry with them a Concordia University ID. Outside of an emergency situation, they limit work in student housing areas between 10am and 6pm Monday-Friday, however custodial staff may be in those areas beyond those hours and on the weekend. In the event that a contracted employee is needed to assist with resolving a problem in a residence hall or other area, they are typically escorted by a Concordia University employee or a Security Officer. Contractors may need to do work longer than a Concordia University employee is able to stay with them (such as the carpeting of a classroom), however, contracted employees check in with security and the Security Department may be contacted with concerns regarding work done in areas. Certain routine vendors (such as pest control and concession vendors) may be issued access to buildings while they are on campus. These cards are checked-out on each service call and non-returned cards are immediately deactivated. Individuals from outside companies who have access to ID cards have a background check which has been shared with Concordia University.

It is the responsibility of the entire campus community to alert the physical plant of any maintenance problems. During weekday, business hours maintenance may be contacted at 651-641-8705 or X8705 for any plumbing, electrical, heating, elevator, door lock, key and other maintenance concerns. On weekends and evenings, please contact Security at 651-641-8777 or 0.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Concordia University takes the safety of the campus community seriously. The University has put policies in place based on the guidance of the Higher Education Opportunity Act (HEOA) to immediately notify the campus community upon the confirmation of a significant emergency and/or dangerous situation involving an immediate threat to the health or safety of students and staff occurring on campus. If the need arises, the campus Security Department in conjunction with the Risk Manager will not hesitate to evacuate parts and/or all of campus for the safety of the campus community if a threat is deemed.

All members of the Concordia University community are urged to report any suspected or actual emergency situation which may pose a threat to the health, safety and well-being of student, faculty, staff and guests. This notification should be directed to the Security Department by calling 651-641-8777.

Based on the information provided to the Security Department, response will begin immediately to confirm the report and to gather additional information. Appropriate calls are placed to gain additional support from both on-campus departments, such as Operations, and outside agencies including but not limited to police, fire and medical support. Situations which may pose a significant emergency or dangerous situation which poses an immediate threat to the health and/or safety of students, faculty, staff and guests includes but is not limited to:
• Bomb threat or other potential explosive device
• Fire, natural gas leak or hazardous chemical/waste spill which affects the entire campus
• Natural disasters
• Power outage or utility interruption that poses a threat
• Building evacuation or shelter in place situation which affects the entire campus
• Campus closure due to civil emergency

Once a situation or threat has been confirmed, Concordia University will select the most appropriate method(s) of communicating to make the campus aware of the immediate threat to the health or safety of students, faculty, staff and guests without unreasonable delay. The exception to this is if the initial assessment determines that an immediate notification would place the Concordia University community or the individual(s) involved in the situation at greater risk or would compromise efforts to contain, respond to or mitigate the threat to the health or safety of the campus community and its guests. It is the responsibility of the Security Department to coordinate this notification. It may utilize the Crisis Response team or other campus departments as necessary to assist with:

• Determining the content of the notification
• Determining the appropriate individuals/groups to be notified
• Initiate the appropriate notification system
• Continue to update the campus community as necessary

There are a variety of methods that may be utilized to communicate emergency notification to members of the campus community. The following are among those notification methods that may be utilized depending on the emergency.

• e2campus Alert System – this is a text messaging system which allows for the quick delivery of emergency messages to students, faculty and staff. To receive these text messages, members of the campus community must register for this service by going to http://www.e2campus.com/my/csp.
• University Website Postings: The University will issue a message via the schools website and direct individuals to that site for up to date information on the emergency. This information is available for both internal and external constituents.
• University Email System: In addition to emergency notifications, emails may be sent to specific groups through distribution lists or campus wide based on the content of the message.
• Social Networking Sites: Concordia University recognizes that many students and others frequently utilize social networking sites such as Facebook and Twitter. These communication sites may be utilized to provide some information but should not be relied upon for complete details of situations.
• Campus Phone System: The Security Dispatcher may immediately call and notify as many individuals as possible via the campus phone system. There is also the opportunity for campus wide voicemails to be sent via the phone system. This system is limited in some capacities and does not reach all student residence hall rooms.
• PA System: A message over the intercom or PA system (available in some university buildings and areas) will be sent out to immediately notify members of the campus community of the emergency. The Security vehicle is also equipped with a PA system that can help notify members of the campus in an emergency situation.
• Signage: A variety of signage options may be utilized to make individuals aware of situations. The Security Department has permanent sign holders in all buildings however
in emergency situations may post on exterior or high traffic doors, A-frame signs or other posting options.

- Word of Mouth: Security Officers in cooperation with Operations staff, Residence Life Staff and others such as floor managers are trained to divide up the campus and deliver emergency messages to campus community members.
- Department Communication: Departments are encouraged to have their own phone trees and communication plans to assist in coordinating the needs that might be department specific. While strongly recommended, this department communication is not regulated by the Security Department.

In the event of an emergency the Security Department, Director of Marketing and Communication, Senior Vice President, and/or their designees will be responsible for initiating the notification process and disseminating approved information to the campus community. The crisis response team will immediately identify the appropriate response and complete the following: identify constituencies that should be informed about the emergency/threat, communicate the facts of the emergency, minimize rumors, and restore order and/or confidence to the university.

Concordia University publicizes its emergency response and evacuation procedures on an annual basis. Students can view these policies in the student policies handbook. Faculty and Staff members can view these policies in the faculty/staff handbook and/or by contacting the Risk Manager at 651-641-8857 for a hard copy of the policies. Additionally, the Concordia University Risk Management Department publishes the Concordia CARE (Concordia Action Response to Emergencies) Guide. This guide is present in all classrooms on campus and includes procedures for a number of emergency situations including, but not limited to severe weather, bomb threats, gas leaks, active shooters, etc…

The university tests its emergency response and evacuation procedures on an annual basis. This includes running drills such as fire, gas leak, or other emergency evacuation drills. These tests may be announced or unannounced. These drills are completed by the Security Department in conjunction with the Risk Manager and documented. This documentation includes a description of the exercise, the date, time and whether it was announced or announced. The Security Director also tests the university e2campus system, security vehicle PA system, and campus email system on an annual basis to ensure messages are received in a timely manner by campus community members.

**TIMELY NOTIFICATION**

Concordia University must, in a manner that is timely, alert the campus community of crimes that are considered to be a threat to other students and employees which have been reported to the Security Department or St. Paul Police (if the Security Department is made aware of these reports). The notification is most often done through the use of Security Alerts. This notification is done in hopes to prevent similar crimes from occurring through awareness and encouraging reporting of suspicious activity. Details will be provided which will be informative to the campus community, however the names of victims and other identifying information will remain confidential. If the crime was reported to a professional counselor or pastoral counselor, Concordia University is not required to provide a timely warning. If there is an immediate threat to the health or safety of the campus community, Concordia University will follow its emergency notification procedure. Timely notification through the use of Security Alerts may not occur if the emergency notification procedure is utilized however Concordia University is required to provide adequate follow up information to the campus as needed.
The Security Department must maintain a written, easily understood daily crime log that records, by date the crime that was reported, any crime that occurred on campus, on a non-campus building or property on public property or with the patrol or extended patrol jurisdiction of the department and is reported to the department. The Security Department is located in Meyer Hall room 124.

The daily crime log includes:

- The nature, date, time and general location of each crime.
- The disposition of the complaint, if known.

Concordia University, through the Security Department, must make an entry or an addition to an entry to the log within two business days of a report to the Security Department, unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim. Concordia University may withhold information if there is clear and convincing evidence that the release of the information would:

- Jeopardize an ongoing criminal investigation or the safety of an individual.
- Cause the suspect to flee or evade detection
- Result in the destruction of evidence.

The crime log is available for the most recent 60-day period open to public inspection during normal business hours. The Security Director must make any portion of the log older than 60 days available within two business days of a request for public inspection.
The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, went into effect October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by the State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

In the city of St. Paul the public risk posed by a Sex Offender about to be released is assessed by a committee of experts. The offender is given a risk level. Information about the offender, including their risk level, is sent to the law enforcement agency that has primary jurisdiction over the area in which the offender plans to reside. The risk imposed by the offender determines to whom law enforcement may disclose the offender's information. After October 1, 2002 the Bureau of Criminal Apprehension will be notifying the local police departments of registered Sex Offenders that are registered to attend schools in their city. The offenders are then subject to the same notifications as offenders who are actually residing in Minnesota (at their registered home address).

The Minnesota Predatory Offender Registration and Tracking Program is available via Internet pursuant to MN Statute 243.166 Session updates. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees and volunteers, or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited.

The following is a breakdown and explanation of the different levels of Sex Offenders in Minnesota. The breakdown also explains the specific people who may be notified before a Sex Offender is released.

**LEVEL I**
This is considered the “lowest risk of re-offense”. Law Enforcement may notify other enforcement agencies. This is not for public notice. They shall notify victims of, or witnesses to, the offense who have requested information.

**LEVEL II**
In addition to Level I notification, Law Enforcement, may notify: the staff members of establishments and organizations that serve the individuals likely to be victimized by the offender (including schools, day-care, churches, park and recreation centers, etc.). Individuals likely to be victimized based on the offender’s past victim preferences or pattern of offending. This level of notification is not public notification.

**LEVEL III**
In addition to Level II notifications. Law Enforcement may notify: other members of the community who the offender is likely to encounter. This usually involves Community Notification meetings.

When Concordia University is notified of a Level III Sex Offender, the university will work to educate the campus community regarding the Sex Offenders past offenses and any additional facts about the offender. This may be done by notifying campus members when a community Sex
Offender Notification Meeting will be held. The university may also choose to post signs in residence halls and commons areas with notification and information on specific Level III Sex Offenders. While the notice may be disturbing for some, it is not the intent to increase fear in the campus community rather educate campus community members for their personal safety.

Below are two websites available to locate predatory offenders in St. Paul. These sites contain specific information on the Sex Offender and some information regarding his/her past offenses. Concordia University is not a registry point for Sex Offenders. The following web sites will provide you with access for additional information on Sex Offenders and Sex Offender Notification.

https://coms.doc.state.mn.us/Level3/OffenderDetail.asp?OID=200382&AddressID=86431
This website has the current photo, address and information on the Level III offenders who live in Minnesota. Information regarding registered sex offenders may be obtained through the Minnesota Department of Corrections at (651) 361-7200.

http://www.familywatchdog.us/Search.asp
This website allows you to search for sex offenders by state in a number of different ways.
**ALCOHOL AND DRUG POLICY**

**Alcohol**
Each member of the University community must make a personal decision whether or not to drink alcohol. The choice not to drink is an entirely acceptable one. The choice to drink carries with it the obligation to drink responsibly. The University has clear guidelines and definitions for students regarding alcohol consumption. In *Holst Hall and the campus apartments*, the privileges to drink are clearly defined by the state and federal laws regarding the consumption of alcohol and the University’s alcohol policies. Luther Hall, Wollaeger Hall, and Hyatt Village are “dry” halls, meaning no alcohol is allowed in the hall despite the age of the resident. Residents of Holst Hall and apartment communities may have alcohol in their rooms on a privilege basis. If a student is 21 years of age or older and lives in Luther, Wollaeger, or Hyatt s/he may drink in Holst Hall or apartment communities, however, s/he must follow Concordia’s Alcohol Policy and fill out the application and be approved for alcohol privileges.

**Drugs**
The university is committed to the well-being of all members of the campus community, and recognizes that drugs and other mood altering substances pose health, safety and security problems.

People with chemical abuse problems are encouraged to seek treatment without fear of arrest or prosecution. The sale or possession of controlled substances is prohibited on campus. Individuals involved in this activity may be subject to criminal prosecution as well as campus sanctions.

**Alcohol and Other Drugs**
Concordia University, St. Paul has a strong commitment to promoting the well-being of each member of its academic community. The abuse of alcohol, drugs, and other mood-altering substances by faculty, staff, and students poses potential health, safety and security problems. Health risks associated with the use of illicit drugs and alcohol include psycho-neural damage, liver disease, digestive disorder, cardio-pulmonary dysfunction, and metabolism imbalance.

It is the hope of the University that individuals who abuse alcohol and/ or other drugs will recognize their problems and voluntarily come forward to seek help. When abuse has resulted in the harm of people or property, the University must deal with the conduct or be guilty itself of enabling behavior. When abuse has not been coupled with problem behaviors, the University wants to enable the students to be able to seek help without fear of incrimination. Students should seek help through the Working Well Clinic (Goodwill-Easter Seals). The program staff will assess the problem and recommend appropriate remedial action. Persons voluntarily opting for treatment should involve family and spouses, where appropriate, as soon as possible.

It is reasonable to assume that some members of the university community may be using prescription drugs such as narcotics, depressants, amphetamines, and steroids in a manner inconsistent with a physician’s directions. Except where prescribed by a medical doctor, any manufacturing, possession, distribution, sale or use of any drug is prohibited on or off campus. The sale or possession of controlled substances on campus is strictly prohibited by the University and may subject the individual involved to criminal prosecution as well as campus sanctions. Persons violating such policies are subject to suspension or expulsion from the university.

If the University has a reasonable suspicion that a particular student has a problem with drugs, alcohol or other mood-altering substances, and the student refuses to admit that he or she has such a problem, the university may require that the individual seek the assistance of the Working
Well Clinic. After conducting an assessment, the clinic staff may recommend that the student participate in an appropriate treatment program.

The purpose of the substance abuse policy for intercollegiate athletics of the University is to identify student athletes who are engaged in substance abuse and to assist these students in obtaining help. The policy is therefore intended to be primarily proactive rather than punitive.

Students may participate in a treatment program without jeopardizing their student status. Participation in a treatment program will not, in itself, prevent the imposition of disciplinary sanctions. Continued use of chemical substances, including alcohol, by a student who refuses to admit to an abuse problem may result in sanctions up to and including expulsion from the university is such use negatively affects the student's well-being or puts others at risk. It is the primary intent of this policy to encourage members of the Concordia community who want or need help to seek assistance. It is also the intent of this policy to emphasize that abuse of alcohol and drugs may lead to suspension or expulsion from the University.

Illicit Drug/ Controlled Substance Policy
For purposes of policy, “control” means hosting or assenting to the violation of the policy by other persons violating drug and alcohol policies. In addition to University sanctions, law enforcement authorities may be contacted and the person(s) involved may be subject to sanctions by civil law. Parents/guardians of dependent students may be contacted.

Alcohol Policy
Concordia University complies with the laws of the State of Minnesota. Important parts are those summarized below:

- No person may sell, furnish, or give any alcoholic beverage to a person under the age of 21, and no person under the age of 21 may purchase alcoholic beverages. (Reference: Minnesota Alcoholic Beverage Control Act, Section 25658)
- It is unlawful for a person under the age of 21 to possess alcoholic beverages on any street or highway or in any public place or in any place open to public view. (Reference: Minnesota Alcoholic Beverage Control Act, Section 25662)

The University further specifies:

a. **Eligible Act** – All residents and their guests must be 21 years of age to possess, transport, store, or consume alcohol. Storage of alcohol in a room where a minor resides is prohibited.

1. Students wishing to receive alcohol privileges must successfully complete AlcoholEdu and a CSP online course. Once AlcoholEdu is successfully completed, the resident must notify the Residence Life Manager to receive access to the online course. Once the online course is successfully completed, the resident needs to notify the Residence Life Manager for privileges.

2. Students who have successfully completed AlcoholEdu within 12 months of renewal, will not need to retake AlcoholEdu, but will need to complete Alcohol Innerview and a CSP online course. Once Alcohol Innerview is successfully completed, the resident must notify the Residence Life Manager to receive access to the online course. Once the online course is successfully completed, the resident needs to notify the Residence Life Manager for privileges.

b. **Eligible Use in “Wet” Rooms Only** – Students who make the choice to consume alcohol and wish to do so on-campus must adhere to the following guidelines:
1. Only persons 21 years of age or older are allowed to consume alcoholic beverages on campus.
2. Students must complete and follow Eligible Act and receive approval from the Residence Life Manager prior to possessing or consuming alcohol in their room. Approved applicants information is kept in a shared document between Residence Life, Security, and Judicial Affairs. Drinking privileges must be renewed yearly. Those who possess, store or consume alcohol before their drinking privileges have been approved or renewed will be in violation of policy.
3. Those with drinking privileges may consume alcohol in “wet” rooms only. A “wet” room is defined as any room in which all residents of that apartment are of legal drinking age and have received on-campus alcohol privileges. Any Concordia student in the room must also have alcohol privileges. All those present must adhere to policies governing noise and other common courtesies. The apartment door must be closed and alcohol must be consumed in a manner that does not disturb surrounding residents’ rooms. Alcohol consumption is not permitted in any public areas within the University. Alcohol is not allowed in Luther Hall, Wollaeger Hall, or Hyatt Village despite the age of the residents.
4. If a student is a resident of Holst Hall or an apartment community, is of legal drinking age, and has completed all steps in the Eligible Act, then the student may consume alcohol in a “wet” room.
5. All individuals in a “wet” room must have a University ID if a Concordia student and a valid, state-issued ID if not a student.

c. **Hosting Events** – Any resident wishing to host a private party and consume alcoholic beverages must fill out an Event Registration Form and have approval from the Residence Life Manager. A private party is defined as a gathering of 4 or more people in a single/studio, 7 or more people in a 2-bedroom/double, or 8 or more people in a 4-bedroom/quad apartment. The maximum number of people allowed in each room is based on fire safety codes. The Event Registration form must be turned in no later than 48-hours prior to the registered event for approval. Late forms are subject to be denied approval.

d. **Open Containers** – No one, regardless of age, may have an open container of alcohol (e.g. can, cup, bottle) in a public area (including grounds, parking lots, hallways, lounges, fitness room, mail room, etc) at any time.

e. **Common Sources of Alcohol** – Kegs (including those which are empty or untapped), party balls, bulk sources of alcohol, or any item used to facilitate the rapid consumption or distribution of alcohol is not permitted. Alcohol may not be manufactured or produced.

f. **Personal and Guest Behavior** – Obvious intoxication is not appropriate in the University community. The consumption of an intoxicating beverage is not considered an excuse for irresponsible behavior. Individual residents are responsible for their own actions as well as the actions of their guest(s).

h. **Irresponsible Drinking and Excessive Use** – Irresponsible drinking on or off campus, especially when it directly affects the individual and members of the Concordia University community, will not be tolerated. Those of legal drinking age are reminded to act responsibly when drinking. Individuals should not “protect” severely intoxicated individuals from coming to the attention of University staff or emergency personnel. A person or group who fails to seek assistance for an individual suffering from severe intoxication may be subject to judicial action.

h. **Providing Alcohol to Minors** – Providing alcohol to minors is a serious breach of state law and University policy. Students who are found to have provided alcohol to minors, including hosting alcohol parties with or for underage individuals, will face disciplinary sanctions.
i. **Alcohol Confiscation** – Security may confiscate the alcohol containers if the possession of alcoholic beverages is in violation of state law and/or University policy.

j. **Safety** – The inability to exercise care for one's own safety or the safety of others due in whole or part to alcohol consumption is considered a violation of policy.

k. **Collections/Displays** – Alcohol container collections and/or displays (empty or unopened) are not permitted.

**ALCOHOL AND OTHER DRUG POLICIES IN RESIDENCE HALLS — LIABILITY AND ENFORCEMENT**

A. The presence of alcohol or alcoholic beverage containers in a room may subject all persons in the room as well as residents of the room to disciplinary consequences.

B. People under the influence of alcohol will be held responsible for their actions.

C. Violators are to be brought to the attention of the Judicial Advisor (if in the residence halls, by the RA's or security staff).

D. If there are damages, restitution must be made.

E. Violations shall be reviewed by the Judicial Advisor and will be referred to the judicial officer.

F. Parents of dependent students may be contacted as a result of the student's breach of alcohol policies.

G. RA's can and are willing to provide information and resources regarding the impact of using either legal chemicals or controlled substances.

**ALCOHOL CRIMES AND PENALTIES UNDER MINNESOTA LAW**

The University is obligated by Minnesota statute to inform all individuals connected with the University how state and federal statutes deal with alcohol and controlled substances.

Minnesota has many statutes that regulate and control the use and abuse of alcohol. In addition to Driving While under the Influence (DWI) laws, Minnesota has laws regulating the sale, purchase, possession and consumption of alcohol.

**DWI Law**

There are four DWI and Implied Consent packages that aim at preventing the operation of motor vehicles, boats, snowmobiles/all-terrain vehicles and aircraft by inebriated persons.

**Elements of DWI Offense**

Minnesota has one of the most comprehensive DWI statutes in the nation. The elements of the offense may be outlined as follows: It is a crime for any person to drive, operate, or be in physical control of a motor vehicle, within this state or upon the ice of any boundary water of this state, while the person is under the influence of alcohol, a controlled or hazardous substance, or a combination of the two, or the person has an “alcohol concentration” of 0.08 or more.

A. **Driving, Operating, and Physical Control**

1. The statute does not prohibit only “driving” while under the influence, but extends to “operating” and “physical control” of the motor vehicle. While “driving” normally includes
steering a self-propelled vehicle, “operating” includes a broader range of conduct, which includes starting motors, steering towed vehicles, etc. “Physical control” is broader yet, and applies to any person who places himself or herself in a position to either restrain a vehicle from being moved or to direct is motion, including persons found alone, asleep, in a parked vehicle.

B. Motor Vehicle
   1. The law applies to any kind of motor vehicle including farm tractors, bulldozers, front-end loaders, mopeds, garden tractors and riding lawn mowers.

C. Under the Influence
   1. “Under the Influence” is defined in terms of impaired ability to drive safely. It is not synonymous with an “alcohol concentration” of 0.08 or more. On the contrary, an alcohol concentration of “more than 0.05 and less than 0.08” is relevant evidence of whether or not the person is under the influence of alcohol. In reality, most human beings are visibly impaired at alcohol concentrations well below 0.08. Accordingly, it cannot be assumed that it is “legal” to drive so long as one remains below the 0.08 line.

D. Criminal Penalties
   1. Generally, a first time offense is a misdemeanor, with a maximum sentence of 90 days in jail and a fine of $700. If the person has a prior “impaired driving conviction” within the previous five years, or two or more prior “impaired driving convictions” within the previous ten years, the crime is a gross misdemeanor, raising the maximum sentence to a year in jail and a fine of $3,000. “Impaired driving convictions” include adult convictions and juvenile adjudications.

E. Driver License Revocations
   1. First offense: not less than 30 days;
   2. Second offense in less than five years: not less than 90 days and until the court has certified that treatment or rehabilitation has been successfully completed where prescribed. After second offense, subsequent offenses call for longer periods of revocations; and under certain circumstances the registration plates and registration certificates of all motor vehicles registered in the name of any person whose license is revoked may be impounded. Prior juvenile adjudications as a DWI violator count as prior “convictions” for purposes of revocations.

F. Implied Consent
   1. The Implied Consent statute provides that by driving a motor vehicle in this state, a person implicitly consents to submit to testing for intoxication. If testing is refused, you may be subject to criminal penalties, and your right to drive will be revoked for a minimum period of one year. If a test is taken and the results indicate that you are under the influence of alcohol or a controlled substance, you will be subject to criminal penalties, and your right to drive may be revoked for a minimum period of 90 days.

Liquor Control Violations for Persons under the Age of 21 Years

A. Consumption
   1. It is a misdemeanor for any liquor licensee (such as a bar or restaurant) to permit any person under the age of 21 to consume alcoholic beverages on the premises. It is a misdemeanor for any person under the age of 21 years to consume any alcoholic beverages unless that person is in his parents'/guardians' home and with their permission.
B. Purchasing
   1. It is gross misdemeanor for any person to sell, barter, furnish, or give alcoholic beverages to a person under 21 years of age; except for the rights of parents/guardians as outlined under consumption.
   2. It is a misdemeanor for any person under the age of 21 years to purchase or attempt to purchase any alcoholic beverage.
   3. It is a gross misdemeanor for any person to induce a person under the age of 21 years to purchase or procure any alcoholic beverage, or to lend or permit the use of a driver's license, permit, Minnesota identification card, or other form of identification, to a person under the age of 21 for the purpose of purchasing or attempting to purchase an alcoholic beverage.

C. Possession
   1. It is a misdemeanor for any person under the age of 21 years to possess any alcoholic beverage with the intent to consume it at any place other than the household of person's parent or guardian.
   2. Mere possession at any place other than the home of the person's parent or guardian is prima facie evidence of an intent to consume.

D. Entering Licensed Premises
   1. Persons under the age of 21 years may not enter any licensed premises for the purpose of purchasing, being served or delivered, any alcoholic beverage.

E. Misrepresenting Age
   1. It is a misdemeanor for any person under the age of 21 years to claim to be 21 years old or older for the purpose of purchasing alcoholic beverages.

F. Proof of Age
   1. Proof of age must be established by a valid driver's license, Minnesota identification card or, in the case of a foreign national, by a valid passport.

G. Driver License Suspensions for Illegal Purchase of Alcohol
   1. The Commissioner of Public Safety shall impose a 90-day suspension of driving privileges of any person (a) who is under the age of 21 years and is convicted of purchasing or attempting to purchase an alcoholic beverage if the person used a driver's license, permit, or Minnesota identification card in making the purchase or attempted purchase or (b) who lends a driver's license to someone under 21 to use to purchase alcoholic beverages.

H. Zero Tolerance of Underage Drinking and Driving
   1. If a person under the age of 21 drinks ANY amount of alcohol and then drives, the violator will lose his or her driver's license (30 days for the first offense, six months for a second and subsequent offense). More than a restriction, the cost of license reinstatement is substantial. Minnesota Statute 169.1218

Social Host Liability

Anyone over 21 who knowingly serves alcohol to someone under 21 may be held civilly liable for any damages subsequently caused by the person under 21.

Social Host Ordinance (Sec. 239):
Holds an individual criminally responsible for hosting or allowing an event or gathering on private or public property where persons under 21 years of age possess or consume alcohol, regardless of who supplied the alcohol.
Penalty for Violating the Social Host Ordinance:
A violation of this ordinance is a misdemeanor, subject to a maximum penalty of:
- 90 days in jail and/or
- $1,000 fine
First-time offenders of this ordinance are eligible for a diversion program:
- A panel discussion between students and neighbors
- $150 fine and/or 16 hours of community service

ARREST

Students who are arrested by any law enforcement agency are required to inform the Dean of Students within 72 hours of their release. Students arrested may be subject to University disciplinary action when their conduct violates University standards. Failure to report this information to the Dean will result in a “Failure to Comply” charge and may result in further disciplinary action.

CONTROLLED SUBSTANCES CRIMES AND PENALTIES UNDER MINNESOTA LAW

A. The degrees of drug crimes in Minnesota and the sentencing limits for each degree as set by Minnesota legislature in 1989 and amended in 1990 are indicated below. The “guidelines” listed for each degree refer to the lengths of time that a person convicted of an offense at that degree would serve in prison. These guidelines are set by the Minnesota Sentencing Guidelines Commission. The actual length of sentence is determined by the defendant’s criminal history. For instance, a person convicted of a second degree drug offense who has no prior convictions will get a shorter sentence than another person also convicted of a second degree drug offense who happens to have a prior record. In addition, pursuant to 1989 legislation, a judge may increase a sentence if the drug offense took place in a school zone or a park zone. If the guidelines call for probation, the defendant can be sentenced to serve up to 12 months in the local jail or workhouse.

B. First Degree
2. Possession: 25 grams crack, 500 grams cocaine/heroin/methamphetamine, 500 does hallucinogen, 100 kilos marijuana.
3. Penalty: 0-30 yrs, 4 yr mandatory minimum if prior drug felony; up to $1 million fine.
4. Guidelines: 86 to 146 months.

C. Second Degree
1. Sale: 3 grams crack, 10 grams cocaine/heroin/methamphetamine, 50 doses hallucinogen, 25 kilos marijuana, or sale of any Schedule I or II narcotic drug either to a person under 18 or in a school zone or park zone.
3. Penalty: 0-25 yrs, 3 yr minimum if prior drug felony; up to $500,000 fine.

D. Third Degree
1. Sale: Crack/cocaine/heroin, 10 doses hallucinogen, 5 kilos marijuana, or sale of any Schedule I, II, or III drug (except a Schedule I or II narcotic drug or marijuana) to a person under 18 or employment of person under 18 to sell same.
2. Possession: 3 grams crack, 10 grams cocaine/heroin/methamphetamine, 10 kilos marijuana, and any amount of a Schedule I or II narcotic drug in a school zone or park zone.
3. Penalty: 0-20 yrs, 2 yr mandatory minimum if prior drug felony; up to $250,000 fine.
4. Guidelines: For possession of crack and cocaine, 48-98 months; for all other third degree offenses, probation to 54 months.

E. Fourth Degree
1. Sale: Any Schedule I, II, or III drug (except marijuana), or sale of marijuana or any Schedule IV or V drug to person under 18.
2. Possession: 10 doses hallucinogen.
3. Penalty: 0-15 yrs, 1 yr mandatory minimum if prior drug felony; up to $100,000 fine.

F. Fifth Degree
1. Sale: Marijuana, or any Schedule IV drug.
2. Possession: All Schedule I, II, III, or IV drugs except 1.5 ounces (42.4 grams) or less of marijuana.
3. Penalty: 0-5 yrs, 6 month mandatory minimum if prior drug felony; up to $10,000 fine.
4. Guidelines: Probation

G. Possession of 1.5 ounces (42.5 grams) or less of marijuana is a petty misdemeanor punishable by a fine of up to $200 and required attendance at an approved drug education program. Failure to comply with those sanctions or a second conviction within two years constitutes a misdemeanor. Possession of more than 1.4 grams of marijuana in an automobile continues to be a misdemeanor under Minnesota law.

H. In addition to charging offenders with possession and sale crimes, Minnesota prosecutors can charge drug offenders with, depending on the circumstances: (1) failure to purchase drug tax stamps from the State Commissioner of Revenue; (2) money laundering, if the person conducted a financial transaction with money that he knew was the proceeds of a felony drug crime; and (3) racketeering, under which a dealer can be fined up to three times his gross profits.

**DRUG AND ALCOHOL ABUSE EDUCATION PROGRAMS**

Concordia University encourages and provides assistance for those faculty, staff, and students who wish to seek information about or treatment for chemical dependency. These programs are both proactive and reactive, depending on needs and situations.

Please feel free to contact these departments directly to find which may meet your needs the best.

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Residence Life</td>
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<td>Security</td>
<td>641-8777</td>
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MISSING STUDENT NOTIFICATION

Individuals who feel that a student enrolled at Concordia University is missing should report their concern to the Security Department immediately. All residence hall students are given the opportunity to designate an emergency contact that will be notified if it is deemed that the student is missing. This information is accessible only to the Director of Security, Associate Vice President for Student Life, and the Residence Life Managers. The emergency contact information is stored separately from any other contact information gathered by the university. In the event that student is under the age of 18 and not emancipated, the parent or guardian will be notified. If a student does not identify an emergency contact, Saint Paul Police Department will be notified that the student is missing.

The purpose of this policy is to establish procedures for the University’s response to reports of a missing student, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in University operated residence halls, apartment building and houses.

For purposes of this policy it is important to define “missing student”. A student may be considered to be a “missing student” if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include a reasonable/reliable report or suspicion that the missing student may be endangered. Examples include, but are not limited to, possible victim of foul play, expression of suicidal thoughts, alcohol or other drug abuse, a life-threatening situation, or recent contact with persons who may endanger the student’s welfare.

A. Procedures for designation of emergency contact information

1. Students age 18 and above and emancipated minors.
   Residential students will be given the opportunity upon check-in to a University operated residence hall/apartment/house, to designate an individual or individuals to be the emergency contact for the student. In addition, all students are required to update their emergency contact information each semester. The most current emergency contact will be used. This emergency contact will be contacted by the University no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below.

2. Students under the age of 18.
   In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the University is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

B. Official notification procedures for missing students

1. Any individual who has information that a student may be missing must notify the Security Department as soon as possible. Note: In order to avoid jurisdictional conflicts when an off-campus and/or commuter student is believed to be missing, the Security Department will immediately notify local law enforcement authorities. The Security Department will assist external authorities with these investigations as requested.

2. The Security Department will work with campus offices, the reporting person(s) and the student’s acquaintances to gather all essential information about the student. (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the student's physical and mental well-being, an up-to-date photograph,
class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.

3. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student may be endangered (e.g., witnessed abduction), the Security Department will contact the appropriate local law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation.

4. No later than 24 hours after determining that a student is missing, the Dean of Students, or designee, will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

5. For missing students who are 18 years of age or older, and did not designate an individual to be contacted, the Dean of Students will act in accordance with FERPA and Minnesota Government Data Privacy guidelines with regard to contacting a parent/guardian.

C. Campus communications about missing students

In cases involving missing persons, law enforcement personnel are trained to provide information to the media in a manner designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the University Office. All inquiries to the University regarding missing students, or information provided to any individual at the University about a missing student, shall be referred to the Media Relations Office, who shall refer such inquiries and information to law enforcement authorities.

Prior to providing the University community with any information about a missing student, the University Crisis Response Team will strive to ensure that communications comply with FERPA and Minnesota Government Data Privacy guidelines and do not hinder the investigation.

If a student wishes to change their missing student emergency contact information, they should contact the residence life office at (651)-641-8228 or (651)-641-8704.
SEXUAL MISCONDUCT POLICY

Concordia community members, guests and visitors shall be able to pursue their interests in a safe and respectful environment free from any form of sexual misconduct. The University will not tolerate such acts against its members, will evaluate known incidents of alleged sexual misconduct, and, when appropriate, apply conduct action.

This policy pertains to incidents of sexual misconduct, either on or off campus, when involving members of the Concordia University community. Alleged victims may be of any gender or sexual orientation. This policy defines sexual misconduct and the activities that constitute a violation; identifies procedures for responding to incidents; outlines options for reporting alleged violations; and explains the student conduct hearing process for alleged violations. A report should be made to one of the following to assist in the process of filing a report:

- Title IX Coordinator
  - Cheryl Chatman, Chatman@csp.edu; 651-603-6151
- Concordia University Security
  - 651-641-8777 or 651-641-8278
- Dean of Students
  - Jason Rahn, rahn@csp.edu; 651-641-8706
- Office of Human Resources
  - 651-641-8846

Reporting is the only way the University can take action against an alleged violator of the policy. Persons may choose to file a report of alleged sexual misconduct at any point in time; however, anyone that is made aware of an alleged assault is strongly encouraged to report incidents to appropriate University Officials as soon as possible. Reporting within 72 hours will help ensure that a person receives appropriate medical attention and emotional support. Timely reporting will also aid in the collection and preservation of potential evidence.

The University encourages victims of sexual misconduct to report it to University Officials, but recognizes that some victims are hesitant to report to University Officials because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of our community that as many victims as possible choose to report to University officials. To encourage reporting, the University pursues a policy of offering victims amnesty from policy violations related to the incident.

The University reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect persons’ rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting to the local police. Prosecution by the criminal justice authorities is not a requirement for the conduct process to be initiated.

Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the University reserves the right to impose differing sanctions, ranging from verbal warning to dismissal, depending on the severity of the offense. The University will consider the concerns and rights of both the complainant and the respondent when making determinations.

The University takes all reports seriously and will conduct an investigation utilizing one or two investigators. The University aims to complete the grievance process and investigation within 60
days. If the University believes the investigation will not be completed within 60 days, the complainant and respondent will be made aware and the investigation will continue. During this process, both parties will be updated as needed. Both the complainant and respondent will be made aware of the investigator(s) decision and any imposed sanctions. If a party wishes to appeal a decision, procedures stated under the Code of Conduct will be followed.

Definitions

Sexual misconduct offenses include, but are not limited to:

- Sexual Harassment
- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Non-Consensual Sexual Contact (or attempts to commit same)
- Sexual Exploitation

18.1. Sexual Harassment

Gender-based verbal or physical conduct that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, denies or limits someone’s educational access, benefits, or opportunities and is based off the creation of a hostile environment, power differentials (quid pro quo), or retaliation.

Three Types of Sexual Harassment

18.1.1. Hostile Environment includes any situation in which there is harassing conduct that is sufficiently severe, pervasive and objectively offensive that it alters the conditions of employment or limits, interferes with or denies educational benefits or opportunities, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint.

Consideration is given to the following:

- the frequency of the conduct;
- the nature and severity of the conduct;
- whether the conduct was physically threatening;
- whether the conduct was humiliating;
- the effect of the conduct on the alleged victim’s mental or emotional state;
- whether the conduct was directed at more than one person;
- whether the conduct arose in the context of other discriminatory conduct;
- whether the conduct unreasonably interfered with the alleged victim’s educational or work performance; or
- whether the statement is a mere utterance of an epithet which engenders offense in an employee or student, or offends by mere discourtesy or rudeness;
- whether the speech or conduct deserves the protections of academic freedom.

18.1.2. Quid pro quo sexual harassment exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and submission to or rejection of such conduct results in adverse educational or employment action.
18.1.3.  **Retaliatory harassment** is any adverse employment or educational action taken against a person because of the person’s participation in a complaint or investigation of discrimination or sexual misconduct.

18.2.  **Non-Consensual Sexual Intercourse** (or attempts to commit same) is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a man or a woman upon a man or a woman, without consent and/or by force*. (Examples include, vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.)

18.3.  **Non-Consensual Sexual Contact** is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, without consent and/or by force*. (Examples include, intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these parts, or making another touch you or themselves with any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breast, buttocks, groin, genitals, mouth or other orifice.)

18.4.  **Sexual Exploitation**

Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy
- Prostituting another person;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in voyeurism;
- Knowingly transmitting an STI or HIV to another person;
- Exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

18.5.  **Consent**

18.5.1 Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

18.5.2 A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the individual respondent of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other.
18.5.3 Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint, and/or from the taking of incapacitating drugs.

18.5.4 Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent.

18.5.5 A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

18.5.6 A minor below the age of consent according to state law cannot consent to sexual activity. This means that sexual contact by an adult with a person below the age of consent is a crime as well as a violation of this policy, even if the minor appeared to have wanted to engage in the act.

18.6 Force

18.6.1 Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implies threats) and coercion that overcome resistance or produce consent (“Have sex with me or I'll hit you. Okay don't hit me, I'll do what you want”).

18.6.2 Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that he or she does not want sex, wants to stop, or does not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. (Note: There is not requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition of non-consensual, but non-consensual activity is not by definition forced.)

18.6.3 In order to give consent, one must be of legal age.

18.6.4 Sexual activity with someone you know to be—or based on the circumstances should reasonably have known to be—mentally or physically incapacitated (by alcohol or other drug use, unconsciousness, or blackout), you are in violation of this policy.

- Incapacitation is a state where one cannot make a rational, reasonable decision. When incapacitated, one lacks the ability to know or understand critical elements of a decision about sexual interaction —who, what, when, where, why, or how.

- This policy also covers sexual activity with someone whose incapacity results from mental disability, sleep, shock, involuntary physical restraint, or from the taking of a so-called “date-rape” drug. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another person for the purpose of inducing incapacity is a violation of this policy. More information on these drugs can be found at www.911rape.org/
• Use of alcohol or other drugs will never function to excuse behavior that violates this policy.
• The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy. For reference to the pertinent state statutes on sex offenses, please see https://www.revisor.mn.gov/statutes/id=609.

18.7 Stalking
Stalking is (1) a course or pattern of unwelcome and unwanted conduct (2) that a person knows or has reason to know (3) would cause the victim under the circumstances to feel frightened, threatened, oppressed or intimidated or to suffer substantial emotional distress. Stalking is prohibited by Minnesota law. See Minnesota Statutes Section 609.749. Stalking behavior includes, 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.
• Posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth.
• Unreasonably obtaining personal information about the victim by accessing public records, using internet search services, hiring private investigators, going through the victim's garbage, following the victim, or contacting the victim's friends, family, work or neighbors.

18.8 Sanction Statement for Students
Note: Both the Complainant and Respondent will be made aware of the hearing outcome and any imposed sanctions.

18.8.1. Any person found responsible for violating the policy on Non-Consensual Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from warning to dismissal, depending on the severity of the incident, and taking into account any previous campus conduct code violations.*

18.8.2. Any person found responsible for violating the policy on Non-Consensual Sexual Intercourse will likely face a recommended sanction of suspension or dismissal.*

18.8.3. Any person found responsible for violating the policy on sexual exploitation, sexual harassment, retaliation or stalking will likely receive a recommended sanction ranging from warning to dismissal, depending on the severity of the incident, and taking into account any previous campus conduct code violations.*

*The Judicial Officer or Judicial Body (Title IX Investigators and/or Title IX Coordinator) reserves the right to broaden or lessen any range of recommended sanctions in the complaint of serious mitigating circumstances or egregiously offensive behavior.

Immediate Action
For emergency assistance, the person may contact:

Campus Resources:
- Residence Life: 651-641-8228 or 651-641-8704
- Security Department (24-hours): 651-641-8777 or 651-641-8278
- Title IX Coordinator (Cheryl Chatman): 651-603-6154
- Human Resources: 651-641-8268
- Campus Ministry: 651-641-8213

Community Resources
- Sexual Offense Services of Ramsey County (SOS) (24-hours): 651-643-3006
- St. Paul Police Department (24-hours): 911
- Ramsey County Crisis Connection (24-hours): 612-379-6363

Medical Attention—The victim should seek immediate medical attention at any medical facility within 72 hours of the assault. The medical exam includes checking for injuries, screening for sexually transmitted infections, gathering evidence, providing medications with follow-up care, and preserving a legal chain of command of the evidence. Evidence collected during the exam will be preserved in the event the person decides at a later point to press charges. Filing a police report at the hospital will ensure the person is not charged for any treatment. The person may ask for an advocate to offer support at the hospital. Local Hospitals:
- Regions Hospital: 640 Jackson St., St. Paul, MN 55101; 651-254-3456
- St. Joe’s Hospital: 45 W 10th St., St. Paul, MN 55102; 651-232-3000
- United Hospital: 33 Smith Ave N., St. Paul, MN 55102; 651-241-8000

Preserving Evidence—Persons should attempt to preserve evidence at the scene in the following ways: leave the scene undisturbed to allow professionals to collect the evidence; if not able to leave the scene undisturbed the person may collect bedding and/or other loose fabrics in the immediate area of the assault which should be stored in a paper bag for evidence; if a prophylactic device of any type was used and remains at the scene of the incident, the person should attempt to retrieve it and/or any other debris and preserve it in a paper bag (not plastic); do not bathe, urinate, douche, brush her/his teeth, drink liquids, or change clothing before seeking medical attention at a hospital; if the person has already changed clothes, she/he should bring all the original clothing to the hospital in a paper bag; all evidentiary materials should be placed in separate paper bags to prevent cross contamination of evidence. Plastic bags damage evidence.

University Reporting—Concordia takes incidents of sexual misconduct very seriously and encourages persons to report all incidents. Persons are free to report instances of sexual misconduct to the University regardless of whether or not they choose to press formal charges with law enforcement.

In all situations, Concordia’s goal is to treat all complainants (alleged victims) with sensitivity and fairness while also ensuring that the respondent (alleged perpetrator) receives appropriate due process. Both the complainant and the respondent are entitled to a support person throughout the reporting, investigation and hearing process.

If a person discusses a sexual misconduct incident with a University staff or faculty member, the staff or faculty member must contact the Title IX Coordinator as required by the Clery Act and Title IX and the University may do an investigation using training Title IX Investigators. Resident
Assistants (RAs) are considered mandatory reporters. Campus Ministry staff are confidential staff members and are not required to report such incidents to the Title IX Coordinator.

Filing a Report

Any student, staff, or faculty member may file a report. The report form need not include the name of the complainant nor the accused unless the person chooses to include them. Initials of the complainant should be included to be able to keep a record of the report in the event the complainant wishes to file a formal report at a future time. Filing a report will assist the University in a proper investigation of the incident and in compiling crime statistics. It will not result in a police investigation. A report may be submitted at www.csp.edu/reporting. The report will be sent to the Title IX Coordinator.

Formal Reports- Persons may elect to file a formal report through the Title IX office or Security Department. A formal report will include the names of the person filing the report and will include the name of the accused, if known. If a person chooses to file a formal report, then either or both of the following procedures may result:

a) Internal Conduct Process- The Title IX Coordinator will assign two Title IX Investigators to review the report and conduct an investigation. The investigation may consist of interviewing the complainant, respondent and any witnesses. The goal of the investigation is to gather as much information as possible. Parties may be interviewed more than once as part of the investigation and hearing.

The University will respond to allegations of sexual misconduct, which may include taking interim measures such as no contact between parties, interim suspension from the residence halls and/or University, room reassignment, and/or academic accommodations. The University prohibits retaliation against complainants and anyone participating in an investigation.

CSP will investigate all reported incidents of sexual misconduct, regardless of whether a complaint is filed. Both parties (respondent(s) and complainant(s)) will be advised in writing of the outcome of a complaint once a decision has been reached (after the investigation and recommended decision to the Title IX Coordinator). Either party may appeal the results of the investigation. Complaints may be resolved through formal or informal resolution procedures.

All sexual misconduct investigations will proceed whether or not a related criminal matter is pending. The University will ask the complainant(s) and respondent(s) for a written acknowledgement of the incident(s). Investigations will be kept as private as possible and information is disclosed only on a need to know basis. The University is obligated to investigate the matter to the best of its ability even if a complainant asks the University not to take any action.

CSP balances the rights of alleged perpetrators with complainants’ Title IX rights in disciplinary hearings involving sexual misconduct. The University will treat the parties equitably. Both parties will be given similar and timely access to information that will be used at the hearing (investigation meeting). Both parties will receive simultaneous written notice of the outcome of the hearing and of any appeal process.

Please note that the University investigation is kept separate from any criminal justice investigations.
b) Criminal Justice Process- The report may lead to a review by the criminal justice system, whether or not the University judicial system is reviewing the matter. Individuals may choose to report these incidents to the University Security Department or to any other law enforcement agency. The Title IX Coordinator, Human Resource Officer or Security Officer can assist in the reporting process within the criminal justice system. Individuals may also contact local police authorities directly to file a report.

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**CAMPUS COMMUNITY RESOURCES FOR SEXUAL VIOLENCE AND CRIMES**

CSP Campus & Community Resources Brochure:

- Brochure available for download here. (pdf)

MN Department of Health Campus Sexual Violence Prevention Portal:


Sexual Offense Services (SOS):

- 651-643-3006 (24-hr Hotline)

Sexual Violence Center

- 612-871-5111 (24-hr Hotline)

Rape & Sexual Abuse Center

- 612-825-4357 (24-hr Hotline)
  * For Male and Female Survivors

CLUES (Latino Community):

- 612-746-3537 (24-hr Number)

Crisis Connection:

- 612-379-6363 (24-hr Hotline)
- 612-379-6367 (24-hr Men’s Hotline)

Law Enforcement Numbers:

**St. Paul Police:**

- General: 651-291-1111
- Family & Sexual Violence Unit: 651-266-5685
- Ramsey County Sheriff: 651-266-9330
Hospitals:

- **Regions**
  651-254-5000 (ER)
  640 Jackson St
  St. Paul, MN 55101

- **United**
  651-220-8755 (ER)
  280 North Smith Ave
  St. Paul, MN 55102

- **St. Joseph**
  651-232-3348 (ER)
  45 West 10th St
  St. Paul, MN 55102

- See more at: [http://www.csp.edu/reporting](http://www.csp.edu/reporting)

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**SEXUAL VIOLENCE CRIME REPORTING**

**Sexual Assault Definitions**

Sexual Assault includes any unwanted sexual contact between a victim and an offender. This contact may or may not include force. Examples are verbal threats, grabbing and fondling. Both women and men, of any age, can become victims of sexual assault.

An act of sexual assault may be committed by a stranger or an acquaintance. In either case, we encourage you to take immediate action. This was not your fault. Your first thought should be to take care of yourself.

- See more at: [http://www.csp.edu/reporting](http://www.csp.edu/reporting)

**Sexual Violence Definitions**

**Sexual misconduct offenses include, but are not limited to:**

- Sexual Harassment
- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Non-Consensual Sexual Contact (or attempts to commit same)
- Sexual Exploitation

18.1. **Sexual Harassment**

Gender-based verbal or physical conduct that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, denies or limits someone’s educational access, benefits, or
opportunities and is based off the creation of a hostile environment, power differentials (quid pro quo), or retaliation.

**Three Types of Sexual Harassment**

18.1.1. **Hostile Environment** includes any situation in which there is harassing conduct that is sufficiently severe, pervasive and objectively offensive that it alters the conditions of employment or limits, interferes with or denies educational benefits or opportunities, from both a subjective (the alleged victim’s) and an objective (reasonable person’s) viewpoint.

Consideration is given to the following:

- the frequency of the conduct;
- the nature and severity of the conduct;
- whether the conduct was physically threatening;
- whether the conduct was humiliating;
- the effect of the conduct on the alleged victim’s mental or emotional state;
- whether the conduct was directed at more than one person;
- whether the conduct arose in the context of other discriminatory conduct;
- whether the conduct unreasonably interfered with the alleged victim’s educational or work performance; or
- whether the statement is a mere utterance of an epithet which engenders offense in an employee or student, or offends by mere discourtesy or rudeness;
- whether the speech or conduct deserves the protections of academic freedom.

18.1.2. **Quid pro quo** sexual harassment exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and submission to or rejection of such conduct results in adverse educational or employment action.

18.1.3. **Retaliatory harassment** is any adverse employment or educational action taken against a person because of the person’s participation in a complaint or investigation of discrimination or sexual misconduct.

18.2. **Non-Consensual Sexual Intercourse** (or attempts to commit same) is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a man or a woman upon a man or a woman, without consent and/or by force*. *(Examples include, vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue or finger, and oral copulation(mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.)*

18.3. **Non-Consensual Sexual Contact** is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, without consent and/or by force*. *(Examples include, intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these parts, or making another touch you or themselves with any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breast, buttocks, groin, genitals, mouth or other orifice.)*

18.4. **Sexual Exploitation**
Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy
- prostituting another person;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in voyeurism;
- knowingly transmitting an STI or HIV to another person;
- exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals;
- sexually-based stalking and/or bullying may also be forms of sexual exploitation.

18.5. Consent

18.5.1 Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

18.5.2 A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the individual respondent of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other.

18.5.3 Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint, and/or from the taking of incapacitating drugs.

18.5.4 Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent.

18.5.5 A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

18.5.6 A minor below the age of consent according to state law cannot consent to sexual activity. This means that sexual contact by an adult with a person below the age of consent is a
crime as well as a violation of this policy, even if the minor appeared to have wanted to engage in the act.

18.6 **Force**

18.6.1 **Force** is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implies threats) and coercion that overcome resistance or produce consent (“Have sex with me or I’ll hit you. Okay don’t hit me, I’ll do what you want”)

18.6.2 **Coercion** is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that he or she does not want sex, wants to stop, or does not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. (Note: There is not requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition of non-consensual, but non-consensual activity is not by definition forced.)

18.6.3. In order to give consent, one must be of legal age.

18.6.4. Sexual activity with someone you know to be—or based on the circumstances should reasonably have known to be—mentally or physically incapacitated (by alcohol or other drug use, unconsciousness, or blackout), you are in violation of this policy.

- Incapacitation is a state where one cannot make a rational, reasonable decision. When incapacitated, one lacks the ability to know or understand critical elements of a decision about sexual interaction—who, what, when, where, why, or how.
- This policy also covers sexual activity with someone whose incapacity results from mental disability, sleep, shock, involuntary physical restraint, or from the taking of a so-called “date-rape” drug. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another person for the purpose of inducing incapacity is a violation of this policy. More information on these drugs can be found at [www.911rape.org/](http://www.911rape.org/)
- Use of alcohol or other drugs will never function to excuse behavior that violates this policy.
- The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy. For reference to the pertinent state statutes on sex offenses, please see [https://www.revisor.mn.gov/statutes/?id=609](https://www.revisor.mn.gov/statutes/?id=609).

18.5 **Stalking**

Stalking is (1) a course or pattern of unwelcome and unwanted conduct (2) that a person knows or has reason to know (3) would cause the victim under the circumstances to feel frightened, threatened, oppressed or intimidated or to suffer substantial emotional distress.

Stalking is prohibited by Minnesota law. *See Minnesota Statutes Section 609.749*. Stalking behavior includes, 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.
- Posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth.
- Unreasonably obtaining personal information about the victim by accessing public records, using internet search services, hiring private investigators, going through the victim's garbage, following the victim, or contacting the victim's friends, family, work or neighbors.

18.6. **Sanction Statement for Students**

Note: Both the Complainant and Respondent will be made aware of the hearing outcome and any imposed sanctions.

18.6.1. Any person found responsible for violating the policy on Non-Consensual Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from warning to dismissal, depending on the severity of the incident, and taking into account any previous campus conduct code violations.*

18.6.2. Any person found responsible for violating the policy on Non-Consensual Sexual Intercourse will likely face a recommended sanction of suspension or dismissal.*

18.6.3. Any person found responsible for violating the policy on sexual exploitation, sexual harassment, retaliation or stalking will likely receive a recommended sanction ranging from warning to dismissal, depending on the severity of the incident, and taking into account any previous campus conduct code violations.*

*The Judicial Officer or Judicial Body (Title IX Investigators and/or Title IX Coordinator) reserves the right to broaden or lessen any range of recommended sanctions in the complaint of serious mitigating circumstances or egregiously offensive behavior.

- See more at: [http://www.csp.edu/reporting](http://www.csp.edu/reporting)

**If You Think You've Been Sexually Assaulted**

Providing information is the only way the University can take action against an alleged assailant. Anyone may choose to file a report of sexual misconduct at any time, however you are strongly encouraged to notify a University official of an assault as soon as possible. Reporting within 72 hours will help ensure the student receives appropriate medical attention and emotional support.

The University reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety.

Although victims of sexual misconduct are encouraged to inform University officials, the University recognizes that some victims may be hesitant to submit a report for fear that they themselves may be accused of policy violations. Because it is in the best interest of our
community to have victims share their information, University policy provides victims amnesty from conduct violations related to the incident.

- Tell someone you trust, such as a friend, a faculty person, your hall director or RA, a family member or counselor. They can provide support and accompany you to other services.
- Seek immediate medical attention. If necessary, medical personnel can confidentially screen for injury and evidence. These exams are completely confidential and their results are not given to the police unless you give permission.
- Regions Hospital (651-254-3306) is located at 640 Jackson in St. Paul. Information about the Sexual Assault Nurse Examiner (S.A.N.E.) program can be found at 651-254-1611. You may go to the Regions ED by yourself or with a friend. You may also call your area Police Department (St. Paul) at 651-291-1111 or 911 for protection and transportation to the hospital.
- If possible, DO NOT change clothes, bathe, shower, brush your teeth or go to the bathroom before going to the ED. If you must change your clothes, bring clothing worn during the assault with you, preferably placing each item in a separate bag. Also bring any tampon or pad worn. If you must urinate, void small amount of urine into a cup, and bring it with you. DO NOT wipe after urinating.
- You will be met at Regions ED by an Sexual Offense Services counselor (S.O.S.) and a specially trained Sexual Assault Nurse Examiner (S.A.N.E.). The S.O.S. counselor will provide emotional support and confidential counseling. The S.A.N.E. nurse will provide sensitive and expert medical care.
- Before your counseling and medical care begins, your options will be completely explained, and you may agree to or refuse any options discussed. All care provided is confidential. You will be asked to sign a consent form for the care to be provided.
- With the occasional exception of a few preventative medications, there is no charge for care related to sexual assault at Regions Hospital ED. Regions ED is open 24 hours a day, 7 days a week.
- Immediate emotional support and/or ongoing professional counseling is helpful in dealing with the effects of your traumatic experience. This is also true for friends of someone who has experienced an assault.

- See more at: http://www.csp.edu/reporting

**How to Report A Sexual Assault**

Sexual assault is a crime. Your safety and protection are important. Call the police 651-291-1111 (St. Paul), 911 or Concordia Security 651-641-8278 for protection and to report the assault.

You may file charges both through the Concordia University disciplinary process and through the State court system. To get information about the campus judicial process, contact Jason Rahn, Associate Vice President for Student Life, 651-641-8706.

All faculty and staff (including Resident Assistants) are mandatory reporters. Mandatory reporters must inform the Title IX Coordinator of any incident in which they are made aware. The exception is the Campus Pastor and Campus Ministry Associate, who are confidential employees and do not need to report to the Title IX Coordinator.

Information about how to file an incident report can be found here.
Victim’s Rights

Concordia University encourages individuals who believe they have been sexually assaulted to pursue criminal action against the alleged perpetrator of the sexual assault. An individual may pursue criminal action and an internal campus complaint concurrently. Retaliation against an individual who brings a complaint or participates in an investigation of sexual assault or pursues legal action is prohibited and will not be tolerated. Victims of sexual violence have these rights:

- To file criminal charges with local law enforcement officials;
- To receive the prompt assistance of Concordia authorities upon request of the victim in notifying appropriate law enforcement;
- To an investigation and resolution of a sexual violence complaint by Concordia disciplinary or judicial authorities;
- To participate in and to have an attorney or other support person at any Concordia disciplinary proceeding concerning a sexual violence complaint;
- To be promptly notified of the outcome of a Concordia disciplinary proceeding (subject to the limitations of state and federal laws relating to data privacy practices);
- To the assistance of Concordia authorities, at the direction of law enforcement authorities, in obtaining, securing and maintaining evidence in connection with a sexual assault incident;
- To the assistance of Concordia authorities in preserving complaint or victim materials relevant to a Concordia disciplinary proceeding;
- To the assistance of Concordia authorities in cooperating with the appropriate law enforcement authorities and, at the victim's request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes or to alternative university-owned housing (if alternative classes or houses are available and feasible); and
- To seek assistance from the Minnesota Crime Victims Reparations Board and the Minnesota Crime Victims Ombudsman.

You may file charges both through the Concordia University disciplinary process and through the State court system. To get information about the campus judicial process, contact Jason Rahn, Associate Vice President for Student Life, 651-641-8706.

Detailed information about Concordia’s sexual violence policy is available.

- See more at: http://www.csp.edu/reporting

Helpful Information

It is important to get the support that you deserve.

- Get immediate medical attention. You are encouraged to be seen by a SANE nurse within 72-hours. A SANE nurse is a Sexual Assault Nurse Examiner. These medical professionals have been trained to work specifically with survivors of sexual assault. An exam will be offered to assess your medical condition and to gather evidence, and basic medical care will be provided. Also, a test for sexually transmitted diseases will be offered.
• If possible, do not clean your body or clothes until after the medical exam. Any physical signs of the assault may be used as evidence. Taking a shower or bath, or washing your clothes may remove vital evidence.

Following an assault you may not be immediately interested in gathering evidence, or you may be distressed by the thought of making a police report. Keep in mind that if you seek treatment from a SANE nurse, you will NOT be required to file a rep These procedures apply to student, staff, and faculty complaints of sexual misconduct against other students, employees or third parties.

The University will respond to allegations of sexual misconduct, which may include taking interim measures such as a “no contact” order between parties, interim suspension, room reassignment and/or academic accommodations. The University prohibits retaliation against complainants and anyone participating in an investigation.

CSP will investigate all reported incidents of sexual misconduct, regardless of whether a complaint is filed. Both parties will be provided periodic updates during the investigation process. Both parties will be advised in writing of the outcome of a complaint once a decision has been reached. Either party may appeal the results of the investigation. Complaints may be resolved through formal or informal resolution procedures.

All sexual misconduct investigations will proceed whether or not a related criminal matter is pending. The University will ask the complainant(s) and respondent(s) for a written acknowledgment of the incident(s). Investigations will be kept as private as possible and information is disclosed only on a “need to know” basis. The University is obligated to investigate the matter to the best of its ability even if a complainant asks the University not to take any action.

CSP balances the rights of alleged perpetrators with complainants' Title IX rights in disciplinary hearings involving sexual misconduct. The University will treat the parties equitably. Both parties will be given similar and timely access to information that will be used at the hearing (investigation meeting). Both parties will receive simultaneous written notice of the outcome of the hearing and of any appeal process.

• Tell or inform your parents, you will get specialized medical care, and you will keep the option available for later if you decide then that you would prefer to report—it will still be your decision. Prior to providing care, the SANE nurse will explain the exam, answer your questions, and perform only the procedures to which you give consent.

- See more at: http://www.csp.edu/reporting

CSP Investigation Process

These procedures apply to student, staff, and faculty complaints of sexual misconduct against other students, employees or third parties.

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- See more at: http://www.csp.edu/reporting
Overview
The Higher Education Opportunity Act (Public Law 110-315) became law in August, 2008, requiring all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics. The following public disclosure report details all information required by this law as it relates to Concordia University.

Reporting a Fire
Any individual who witnesses a fire should call 911 immediately. If in a building, find the nearest fire alarm pull station and activate the fire notification system. After notifying Saint Paul Fire, individuals should notify security officers at (651)641-8777 or X8777 from any on-campus phone. 24 hours a day 365 days a year.

General Statement of University Owned/Controlled Student Housing
At Concordia University, the Residence Life Center, Graebner Memorial Chapel, Cross of Christ Fellowship Hall, Pearson Theatre, Library Technology Center, and Gangelhoff Center are completely covered by an integrated automatic sprinkler, fire detection and alarm system, which is monitored 24 hours/day, seven days/week. All other buildings on campus are covered by fire detection and alarm system, which is monitored 24 hours/day, seven days/week. All dormitory residents (including those with special needs) and residence halls staff receive fire safety training at the beginning of each semester. In addition, a quality control program that covers emergency and evacuation procedures is reviewed regularly with the occupants and staff of each respective residence hall. Each resident is given a copy of the Residence Halls Safety and Security Brochure, which includes information on fire safety and what appropriate action to take during a fire alarm or fire emergency. Fire drills are conducted twice per year in coordination with the City of St. Paul Fire Department and the Concordia University Security Department. Basic fire safety instruction is offered to all new and existing employees.

All Residential Halls, language or program houses are required to have a periodic fire and occupancy safety inspection conducted by a City of St Paul fire safety inspector. The inspection is to be completed during the summer months and a copy of the inspection report must be submitted to the Risk Management Office no later than September 15.

Specific Fire Prevention Related Policies
It is Concordia’s policy to provide faculty, staff, students and visitors with the safest possible environment, free from potential fire hazards. The primary goal of the University’s Fire Prevention Program is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by (1) conducting periodic fire safety inspections of all University buildings, (2) increasing the fire safety awareness of employees and students by conducting periodic training on basic fire safety, and (3) conducting third party fire safety audits. Regarding Fire Safety Inspections, fire and life safety features of the buildings shall be in compliance with all applicable standards of the National Fire Protection Association (NFPA) and adopted by the State of Minnesota and the local Authority Having Jurisdiction (AHJ). The Office of Risk Management (ORM) conducts fire safety inspections of all University buildings. Some buildings may be inspected more frequently as deemed necessary. ORM will conduct a follow up inspection to verify correction of all deficiencies once notification has been received.
Basic fire safety instruction will be provided during New Employee Orientation. Basic fire safety instruction is provided to all students living in Residence Halls who attend the orientation program at the beginning of each academic year.

Fire exit drills will be conducted as follows: (1) Residence Halls (Dormitories): one/semester (2) Other buildings as required by local codes.

The following are various methods and strategies that Concordia University utilize to minimize the chances that fires may occur on campus.

- The Security Department and the St. Paul Fire Department collaborate in the investigation of each fire incident.
- To minimize the potential for fires at the University the University prohibits open burning and the use of combustible decorations at all times (unless in accordance with other University policies and procedures, and or authorized by the Authority Having Jurisdiction).
- Open burning as defined by the University is any open/exposed flame or combustion that produces heat, light or smoke, and has the potential to cause a fire. Examples of open burning are, but not limited to, candles, incense, bonfires, campfires, barbecue grills and their related accessories such as: gasoline, propane, lighter fluid, charcoal, and pyrotechnics.
- All decorations and ornaments must be of fire-resistant or non-combustible material, U.L. rated and approved for use. They shall not be hung or posted on any fire protection equipment (fire extinguishers, sprinkler heads and piping, smoke detectors, fire alarm pull boxes etc.), on or near exits, on or near exit or emergency lights, on or near any other protective or operating feature provided by the University, or in any manner that could present a fall or trip hazard, or impede egress. Removal of all decorations, ornaments and displays are required immediately after the event or prior to the University's annual holiday closure. Decorative lights including Holiday lights, as well as floodlights, extension cords or electrically operated ornaments must be U.L. rated and approved for use. Electric lights or electrically operated ornaments shall not be used on metal, aluminum or any other similar metal, which could induce an electric shock.
- Only heavy-duty extension cords and decorative lights in good condition (free from damage or exposed wiring) shall be used for decorations, must be unplugged at the end of each day, and removed after the event or holiday season. They shall not be hung or posted on any fire protection equipment (fire extinguishers, sprinkler heads and piping, smoke detectors, fire alarm pull boxes, etc.), on or near exits, on or near exit or emergency lights, on or near any other protective or operating feature provided by the University, or in any manner that could present a fall or trip hazard, or impede egress. Extension cords or decorative lights may not be routed under rugs or carpets, through doorways or in any manner that could present a fall or trip hazard, or impede egress.
- It is the policy of the University that only artificial Holiday trees will be used and shall be of fire-retardant or non-combustible material. Indoor trees must be placed out of the way of traffic, do not block doorways, exits, exit signs or any of the fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, fire alarm pull boxes, smoke detectors, etc.), or placed in any manner that could present a fall or trip hazard, or impede egress. Holiday tree lights must be unplugged at the end of each day, and removed after the event or prior to the University's annual holiday closure. Artificial snow and other decorative sprays should be used with extreme caution; they shall not be used in laboratory and or shop settings. Avoid spraying around exits, exit signs or any of the fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, fire alarm pull boxes, smoke detectors, etc.).
To minimize the potential for fires at the University, the University prohibits the use of the following items in any University owned or operated facility indoors (unless in accordance with other University policies and procedures, and or by the Authority Having Jurisdiction): Portable space heaters, barbecue grills, hibachis, smokers (gas, electric, charcoal) and related accessories including lighter fluids and lighters, and other similar type products (for cooking/ warming purposes), any open flame device or object including candles, incense sticks and related accessories, hot plates, slow cookers, deep fryers, electric skillets, electric woks, griddles, sandwich makers/grills and other similar type products (for cooking/warming purposes), toaster ovens (for cooking/warming purposes), flammable/combustible liquids (for recreational/personal use), fireworks, firecrackers, rockets, flares, sparklers and other devices, halogen lamps, ceiling/wall tapestries, live Holiday trees or non fire retardant artificial Holiday trees. Exceptions include: Portable Space Heaters are allowed for emergency heat source for rooms. The "cooking" and “warming” options exclude cooking and warming done in areas designed and built for such purposes.

In 2013 the university held 6 fire drills. These fire drills were done at varied times during the year in different resident halls. Upon hearing a fire alarm residents are informed to immediately evacuate the building. Each resident hall has a specific “safe area” that residents are asked to meet at after they evacuate the building. Once they are in a safe area, residents are asked to report the alarm immediately to the Security Department by calling 651-641-8278. Student Resident Assistants assist with the process of making sure all residents have left the building and are accounted for. Residents are reminded frequently that they must evacuate the building immediately even if they are confident the alarm is false.

**Plans for Future Improvements**
Concordia University will evaluate every opportunity to improve the fire prevention/notification system in all of its facilities as the need arises. Recommendations are often offered by the Saint Paul Fire Inspections division.

**Statistical Report**
Calendar year 2013 statistics as reported to the University Security Department.

*Note: There were 0 fires reported in campus buildings during the 2012 calendar year. This includes resident halls and all other campus properties and buildings.*
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