
CAMPUS SECURITY REPORT

THE FOLLOWING INFORMATION IS PROVIDED PURSUANT TO THE STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT.

EMERGENCY PHONE NUMBERS

911 (4911)	Fire/Medical/Police
651-290-6330	Security desk
651-224-8763	Security telephone interconnect
651-227-9171	Campus switchboard

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MISSION STATEMENT

The mission of the security department of William Mitchell College of Law is to provide a safe and secure environment for all members of the community which enables students, faculty, staff and visitors to pursue their educational or occupational goals.

1. CAMPUS SECURITY

William Mitchell encourages all students and the college community to be fully aware of the safety issues on the campus and to take action to prevent and to report illegal and inappropriate activities. Personal awareness and applying personal safety practices are the foundation of a safe community.

Pursuant to the Student Right to Know and Campus Security Act, William Mitchell monitors criminal activity and publishes this report including a three-year statistical history on the campus. The College will make available a copy of this report to members of the College community.

This report can be found on the William Mitchell Web site at www.wmitchell.edu/services/documents/Campus-Security-Report.pdf

Additionally, the following links provide information on sex offender registration for the State of Minnesota: www.doc.state.mn.us and www.dps.state.mn.us/bca.

2. CRIME REPORTING PROCEDURES AND POLICIES

A. REPORTING PROCEDURES

1. All criminal activity occurring on campus should be reported immediately to College security at 651-290-6330 or 651-224-8763 and/or to the police. Everyone on campus (including students, faculty, staff and visitors) is encouraged to immediately report any potential criminal activity to College security and/or the police.
Security staff will assist the complainant in completing criminal reports. These reports will also be forwarded to the police. Reports will assist the police with investigations. Every effort should be made to ensure that physical evidence is maintained and protected. Immediate reports will assist in preserving evidence.
2. College security works closely with the police and state and federal law enforcement agencies.
3. William Mitchell will accept third party reports in certain cases in order to protect the victim's identity.
4. If you are a victim of crime or you witness a crime:
 - a. Preserve the crime scene. Do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until College security and/or the police arrive.
 - b. Maintain all physical evidence. Do not wash off or destroy what may be critical evidence.
 - c. Report as much detail as possible to ensure accurate reporting: If you are a victim of a crime, your immediate recall of the event is often the best. Write down as much information as you can remember after a crime. If you cannot identify the perpetrator by name, try to recall as many details as possible, including:
 - gender
 - approximate age
 - height
 - weight/build
 - description of face, including eye color, hair color/hair style
 - dress/clothing
 - facial hair

- glasses
- distinguishing marks and gait, including scars
- voice

d. Attempt to obtain a description and license number of any vehicle involved. Note the direction taken by the offenders or vehicles and report those to College security or the police.

5. Counselors are required to provide statistical information relating to crimes on campus but may continue to honor the confidentiality of victims.
6. All employees, faculty or staff who become aware of an allegation of violation of College policy, student code of conduct, civil or criminal law should report the allegation to their supervisor and College security.
7. All persons in the William Mitchell community are encouraged to assist anyone in reporting alleged criminal activity by contacting college security and/or police, as well as providing assistance in making the report.

B. COLLEGE RESPONSE TO CRIMES

1. All allegations will be investigated. These investigations may be made in conjunction with the police.
2. Reports will be classified by the Assistant Director of Facilities in conjunction with the appropriate police agency according to the FBI Uniform Crime Reporting Definitions.
3. When alleged perpetrators are identified as students, the case will be forwarded to the Vice President of Student Affairs and Dean of Students for investigation and appropriate action.
4. The College will issue a timely warning to members of the campus community in cases of reported murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and any hate crimes (manifesting evidence of prejudice based on race, religion, sexual orientation or ethnicity) of murder, forcible rape or aggravated assault.

C. CRIME REPORTING POLICY

1. William Mitchell will issue annually a consolidated report of crimes reported to the security office and other law enforcement agencies for property or facilities. The annual report includes reported crimes alleged to have occurred on the campus and facilities owned by William Mitchell and/or recognized student organizations. It includes burglary, hate crimes, sex offenses, drug, alcohol and weapon violations.
2. The Assistant Director of Facilities serves as the primary liaison for College security to all law enforcement agencies.
3. When reports are made to security personnel they will notify security management and/or College administration.

3. SAFETY OF AND ACCESS TO CAMPUS FACILITIES

A. PERSONAL SECURITY RECOMMENDATIONS

1. Security staff is available to assist you in protecting yourself by providing escorts. However, only you can protect yourself by being aware of your surroundings and taking appropriate steps to keep yourself safe.
2. Call for an escort! The security officer is available when the building is open. Escort services are available during evening classes. Contact the officer at the Summit Avenue front entrance or call 651-290-6330 or 651-224-8763.
3. Security staff is on duty when buildings are open.
4. Protect your office:
 - a. Lock your door and desk even if you are only going out for a short time or only going a short distance. It only takes seconds to walk into an open room and steal valuables.
 - b. Do not prop open locked exterior building doors. These doors are locked and alarmed for your protection and the protection of other community personnel.

- c. Never open locked exterior doors of the building for strangers or non-residents. Always escort your guest to and from the main entrance doors.
5. Do not loan your keys to anyone. They may not be careful with them and may misplace them giving the wrong person access.
6. Do not leave your keys lying around in public places or in your jacket pocket when you are not wearing it.
7. Do not put your name or address on key rings as they may be used to steal your property if found by the wrong person.
8. Protect your automobile
 - a. Try to park your car in a well-lit area.
 - b. Avoid leaving property where it is visible.
9. Protect yourself when walking
 - a. Avoid walking alone after dark. If you must travel alone at night use the William Mitchell escort service.
 - b. Refrain from taking shortcuts and walk where there is plenty of light and traffic.
 - c. Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or a group of people.
 - d. Have your keys ready when returning to your vehicle and keep your personal or valuable items concealed and close to your body.
10. Help us protect you
 - a. Watch for suspicious persons in and around College buildings and in parking lots. Do not pursue them. Call College security immediately. Also call security if you should enter your office and find a stranger.
 - b. Suspicious activity
 1. If you see any suspicious activity or people on or near campus call William Mitchell security immediately at 651-290-6330 or 651-224-8763.

Do not assume that what you observe is innocent activity or that it has already been reported.

2. Do not assume the person is a visitor or College staff member that you have not seen before.
- c. Suspicious people may be
 1. Loitering about at unusual hours and locations; running, especially if something of value is being carried.
 2. Exhibiting unusual mental or physical symptoms. Person(s) could be under the influence of drugs or otherwise needing medical or psychiatric assistance.
 3. Carrying property that might be suspicious, depending on the circumstances, going from room to room trying door handles.
- d. Door-to-door soliciting is not permitted in College facilities. Violations of this rule should be reported to College security immediately.
- e. Report all thefts and property loss immediately to College security at 651-290-6330 or 651-224-8763.
- f. Be security conscious at all times.

B. SECURITY CONSIDERATIONS OF CAMPUS FACILITIES

1. Building access and maintenance.
 - a. William Mitchell campus is for the use of the students, faculty, staff and their escorted visitors or those on official business with the College.
 - b. Access to campus buildings is limited to normal business hours: Monday-Thursday 7a.m.-12 midnight; Friday 7 a.m.-10p.m.; Saturday 8 a.m.-10 p.m. and Sunday 8 a.m.-12 midnight. Building hours may be modified from time to time for specific reasons including vacation periods and holidays. The community will be notified in advance of any modifications.
 - c. Students, faculty and staff are encouraged to report needed repairs to the facilities department.

2. Policies and procedures for safe access to buildings.
 - a. Keys are issued to authorized faculty, staff and students only.
 - b. Exterior building doors should not be blocked open when the doors are locked and alarmed.
 - c. Building evacuation is mandatory for all fire alarms.
 - d. In areas that have outside windows, employees should close and lock them before leaving the building.
 - e. Problems related to people in buildings after hours should immediately be reported to College security at 651-290-6330 or 651-224-8763.

4. SECURITY EDUCATION AND PROGRAMS

William Mitchell encourages students and staff/faculty to be responsible for your own security and the security of others.

The security department presents annually an educational program on crime prevention, sexual assault awareness, and personal safety.

The William Mitchell counseling center is available for students.

5. DRUG FREE CAMPUS

While on college premises, all faculty, staff, students and visitors may not use, possess, manufacture, distribute, dispense, or be under the influence of alcohol or illegal drugs. The Vice President of Finance may approve the use of alcohol for a college-sponsored event.

If a person is in violation of this policy, the police may be called to assist. A copy of the full policy is available in Human Resources.

6. SEXUAL VIOLENCE POLICY AND PROCEDURES

A. POLICY

William Mitchell College of Law (the "College") is committed to provide a working and learning environment that maximizes the potential of each student, faculty member and staff member. Sexual violence of any sort interferes with that environment. Therefore, sexual violence against any student, faculty member or staff member is prohibited and will not be tolerated. Retaliation against a person who reports or complains about sexual violence, or who participates in or supports the investigation of a sexual violence complaint, is also prohibited and will not be tolerated.

Any member of the William Mitchell community found to have violated this policy may be subject to disciplinary or corrective action.

B. DEFINITIONS

For purposes of this policy, sexual violence is defined as a violation of Minnesota Criminal Sexual Conduct Statutes and may include a range of sexual conduct, including but not limited to acquaintance rape, or other forcible or non-forcible sex offenses. In general, sexual violence means sexual contact achieved without consent or with the use of physical force, coercion, deception, threat, and/or the victim is mentally incapacitated or impaired, physically impaired (due to the influence of drugs or alcohol), or asleep or unconscious. Sexual violence can occur between different sexes or same sex individuals.

C. IMMEDIATE ACTION

We encourage victims of sexual violence to seek immediate medical and emotional assistance. Assistance is available by calling 911, the Saint Paul Police (651-291-1111), William Mitchell Campus Security (651-290-6330 or (651) 224-8763, Regions Hospital (651-254-5000). College security staff responding to an incident of sexual violence will inform the victim of the options to notify law enforcement authorities, seek medical assistance, and the college's reporting process; and security staff will assist the victim with these contacts if the victim requests such assistance.

It is important for victims to preserve any evidence resulting from a sexual violence which would be needed for criminal prosecution. Campus security will provide assistance in preserving materials considered relevant to the internal complaint process and, when requested by the police, provide assistance in obtaining, securing and maintaining evidence needed for criminal prosecution.

The victim may report to the police, to the college, or both. The College recognizes that the decision to report sexual violence to the police is the right of the victim. However, the College strongly encourages the reporting of sexual violence to the appropriate officials.

D. REPORTING PROCEDURE

All victims are encouraged to report the incident immediately as follows:

1. **Students:** To the Dean, Vice Dean, or Vice President, Student Affairs & Dean of Students. Anyone who receives or learns of a report or complaint should immediately report it to the Vice President, Student Affairs and Dean of Students.
2. **Faculty and Staff:** To the Dean, any member of management, or Human Resources. Anyone who receives or learns of a report or complaint should immediately report it to the Vice President, Human Resources.
3. **Complaints of sexual violence involving the President and Dean** should immediately be reported to an Officer of the Board of Trustees.

If a complaint is made to anyone else, the complainant risks the possibility that it will not come to the attention of the appropriate management and, therefore, may not be acted upon.

If the sexual violence reoccurs, it should immediately be reported to any of the individuals listed above. The Reporting Procedure described above should also be used if a student, faculty, or staff member believes he or she has been subjected to prohibited retaliation or intimidation.

An individual may pursue criminal action and a College internal complaint concurrently. However, the College shall have the right to reasonably delay a disciplinary proceeding because of civil or criminal proceedings outside

the College or to defer to the results of such external proceedings.

E. RESOURCES

The College and the metropolitan areas offer a variety of support services which a victim may wish to utilize for support and counseling:

COLLEGE RESOURCES:

Counseling Services (651) 290-8656

OFF CAMPUS RESOURCES:

Ramsey County Sexual Offense Services (651) 643-3006
Please Note: This is a 24-hour crisis line

Lawyers Concerned for Lawyers
(651) 646-5590 or 1-866-525-6466

F. INVESTIGATION OF COMPLAINT

Every complaint or report of sexual violence made to any individual listed above will be promptly investigated, which may be in addition to a criminal investigation. A complaint will be investigated by (a) the Dean or the Dean's designee or (b) an individual who is not an employee of the College, who may be retained by the College for the purpose of investigating complaints of sexual violence, "Consultant") or (c) a combination of the above.

Although investigations will be conducted with sensitivity to confidential issues, investigative information will be communicated as appropriate to those with a need to know.

The Dean or the Dean's designee will determine whether it appears that this policy has been violated. Both the complainant and the accused will be informed of the outcome of the investigation.

G. QUESTIONS

Please direct any questions to the appropriate office: for Staff – Any member of management or Human Resources; for Faculty – President and Dean, Vice Dean, or Human Resources; for Students – President and Dean, Vice Dean, or Vice President, Student Affairs & Dean of Students.

H. COLLEGE REPORTING OF SEXUAL VIOLENCE

The College is required by federal law to report statistics regarding incidents of sexual violence. Annually the College reports such statistics to students, faculty, and staff.

A copy of the full policy is available in Human Resources.

7. EMERGENCY RESPONSE AND EVACUATION PROCEDURES

In the event of a significant emergency or event that is determined to be an immediate threat to the health or safety of the William Mitchell community, William Mitchell will activate the various components of our emergency notification process. Depending on the particular circumstances of the situation/crime, especially those that pose an immediate threat to the college community, an alert may be issued by several means. The alert may be communicated by an audible public address (PA) message, an E2 Campus text message (to community members that have registered their cell or pager), a college-wide email, Docket posting (students), or Mitchellaneous posting (faculty and staff) may be sent. In addition, a copy of the alert notice may also be posted on the exterior perimeter doors to the college.

The Director of Facilities, Assistant Director of Facilities, Vice President of Student Affairs and Dean of Students, Vice President of Finance, and Vice President of Human Resources determine when and how to issue timely warning notices and emergency notifications. Without delay and taking into account the safety of the college community, they will determine the content of the notification and initiate the emergency notification system.

Emergency policies, procedures, and notification systems are evaluated as needed and tested on an annual basis. The tests generally are announced to the public, but occasionally they may be unannounced. Members of the William Mitchell community are encouraged to immediately report crimes and other serious incidents to the Security Department so that a timely warning notice may be issued as appropriate.

8. CRIME STATISTICS

Previous reporting requirements included tracking the number of reported crimes for murder, rape, robbery, assault, burglary, vehicle theft, and arrests for liquor, drug and weapon violations. The new reporting requirements are reflected in the chart for years 2008-2010.

Reported Crime	On-Campus			Non-campus			Public		
	2008	2009	2010	2008	2009	2010	2008	2009	2010
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses: Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses: Non-Forcible	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	1	0	0
Burglary	2	2	1	0	0	1	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	1
Arson	0	0	0	0	0	0	0	0	0
Liquor Law Violations Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referrals	0	0	0	0	0	0	0	0	0
Drug Law Violations Arrests	0	0	0	0	0	0	0	0	0
Drug Law Violations Referrals	0	0	0	0	0	0	0	0	0
Weapons Violations Arrests	0	0	0	0	0	0	0	0	0
Weapons Violations Referrals	0	0	0	0	0	0	0	0	0

HATE CRIMES: There were no hate crimes reported for 2008, 2009 or 2010.