

**2008
CAMPUS SECURITY
ACT REPORT
&
FIRE SAFETY
REPORT**

MCAD

**Minneapolis College of Art and Design
Department of Public Safety
Fall 2009**

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

OVERVIEW OF THE DEPARTMENT OF PUBLIC SAFETY

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

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

DEPARTMENT OF PUBLIC SAFETY MISSION STATEMENT

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

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

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

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

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

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

Policies for preparing the annual disclosure of crime statistics:

The MCAD Public Safety Department compiles all information and statistics for this report. A formal police report is not needed in order for a crime to be included in the annual statistics. Statistics are collected using MCAD Public Safety records, as well as information from applicable police agencies and all officials of MCAD who have significant responsibility for students and campus activities. To prepare MCAD's crime report, all incidents reported to

the Public Safety staff, the Minneapolis Police Department, the Vice-President of Student Affairs, the Director of Student Housing, Vice-President of Administration and others are recorded.

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

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

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

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

Infractions of MCAD rules are referred to the Vice-President of Student Affairs. Law breaking and criminal conduct are referred to local police.

Statement disclosing the use of voluntary confidential reporting:

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

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

SECURITY OF AND ACCESS TO CAMPUS FACILITIES

Academic building access

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

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

Campus residences

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

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

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

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

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

Security considerations used in the maintenance of campus facilities

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

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

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

POLICIES REGARDING CAMPUS LAW ENFORCEMENT

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

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

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

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

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

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

The role of the MCAD counseling psychologist

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

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

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

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

Student Orientation Program

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

Escort service

If you need an escort anywhere on the complex (to your apartment, to a College building, to the parking ramp, or within a two-block radius of campus), contact Public Safety. Since the Public Safety office is located in the Main Gallery, you can request an escort by stopping there or dialing "0" from any on campus phone or 612-874-3801 from any off campus phone.

There are also courtesy phones located in the 3D shop, Media Center, Print Shop, and the Morrison Building to assist the community with contacting Public Safety.

Taxi service

MCAD students may pick up a taxi voucher from the Student Affairs Office between 8:30 a.m. and 5:00 p.m. weekdays. The voucher is valid up to \$5.00. Vouchers are also available from the Public Safety Department in an emergency or after hours. In the event of an emergency, a voucher may be used during daylight hours, but it is necessary to come to the Student Affairs Office to receive an emergency voucher. The ride must originate at the Main Building of MCAD, and the destination must be a private residence. The service is funded through student activity fees.

Panic buttons

Red panic buttons that sound an alarm and summon the parking structure guard and the Minneapolis Institute of Art Security Department are installed throughout the parking structure. Know where they are and the quickest way to reach them.

PROGRAMS DESIGNED TO INFORM STUDENTS AND EMPLOYEES ABOUT CRIME PREVENTION

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

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

Crime prevention tips on personal safety are distributed periodically.

PROCEDURES FOR EMERGENCY RESPONSE AND EVACUATION THAT DESCRIBE HOW THE INSTITUTION WILL IMMEDIATELY NOTIFY THE CAMPUS COMMUNITY UPON THE CONFIRMATION OF A SIGNIFICANT EMERGENCY OR DANGEROUS SITUATION INVOLVING AN IMMEDIATE THREAT TO THE HEALTH OR SAFETY OF STUDENTS OR STAFF OCCURRING ON THE CAMPUS, UNLESS THE NOTIFICATION WILL COMPROMISE EFFORTS TO CONTAIN THE EMERGENCY

Campus Emergency Evacuation Procedures

Since each incident has different variables, Public Safety must quickly assess the situation and determine if an evacuation is necessary. The primary assessment is deciding if the situation/incident could involve danger or injury to the MCAD community if the building/area is not evacuated. If the officer decides that it does, an evacuation shall occur and Public Safety will initiate the Campus Emergency Notification procedures. Types of emergencies where an evacuation may be conducted include, but are not limited to the following: Bomb threats, Fire, Chemical Spill, Utility failure, or Hostile Intruder.

Campus Emergency Notification Procedures

When it is determined necessary to alert the campus community to a emergency situation which may or may not include an evacuation, MCAD Public Safety will without delay alert the campus via one or all of the following methods: hand held public address horns, phone text messaging, e-mails, and paging over the campus phone system.

Campus Emergency Notification and Evacuation - Testing

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

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

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

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

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

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

Missing Student Policy

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

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

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

If it is determined that the student has been missing for 24 hours, a missing persons report will be filed with the Police.

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

Registering A Confidential Contact Person

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

If a student has not registered a confidential contact, and has been determined to be missing after 24 hours, a missing persons report will be filed with the Police by Public Safety or Student Affairs.

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

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

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

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

Drugs and Alcohol on Campus

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

I. Policy Statement:

The unlawful possession, use, distribution, manufacture or dispensing of illicit drugs and alcohol by students or employees is prohibited on MCAD property or as part of MCAD activities, except that alcohol may be possessed or

consumed on MCAD property by persons 21 years of age or older in their dormitory rooms and/or approved campus catered events.

II. Sanctions:

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

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

A. Sanctions may include:

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

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

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

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

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

1. <http://www.revisor.leg.state.mn.us/stats/169>
2. <http://www.revisor.leg.state.mn.us/stats/340A>

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

1. <http://www.usdoj.gov:80/dea/agency/penalties.htm>

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

1. <http://www.usdoj.gov:80/dea/agency/penalties.htm>

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

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

1. <http://www.nida.nih.gov>

V. Drug and Alcohol Programs Available to Students or Employees

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

VI. Employee Notification

Statement to employees on controlled substance use in the workplace:

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

violation occurring in the workplace within five (5) days of such conviction. Continued employment with the College is expressly conditioned upon full compliance with this statement.

VII. Employee Sanctions

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

VIII. Reporting of Violations

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

LOCATION OF LAW ENFORCEMENT AGENCY INFORMATION REGARDING REGISTERED SEX OFFENDERS

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

The Minnesota Bureau of Criminal Apprehension administers a predatory offender registration and tracking program. Information regarding this program can be found at the following website:

<http://www.dps.state.mn.us/bca/invest/documents/page-07.html>

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

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

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

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

POLICIES REGARDING SEXUAL ASSAULT PROGRAMS TO PREVENT SEX OFFENSES, AND PROCEDURES TO FOLLOW WHEN A SEX OFFENSE OCCURS

MCAD's complete sexual harassment and sexual violence policies are as follows:

Policy Against Sexual Harassment

I. Policy Statement

The Minneapolis College of Art and Design (MCAD) encourages an atmosphere of mutual respect among members of its community. The College prohibits and will not tolerate sexual harassment toward or by any member of the College community by any other member. The College believes that all individuals should be treated with respect and dignity. Therefore, it is the expectation of the College that all individuals, in the course of performing their jobs or academic endeavors, will conduct themselves appropriately.

Unwelcome sexual advances by a member of the MCAD community, which unreasonably interfere with an individual's work or academic performance at MCAD, are inconsistent with the mission of the College.

The Minneapolis College of Art and Design urges victims of sexual harassment to bring a formal complaint against

the harasser.

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

II. Sexual Harassment Defined

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, as amended (42 USC S2000 et. seq.) and the Minnesota Human Rights Act (S363.01-14).

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

1. submission to such conduct or communication is made either explicitly or implicitly a term or condition of employment or academic status;
2. submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or academic endeavors;
3. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment, academic endeavors or professional performance, or creates an intimidating, hostile, or offensive employment or educational environment; and, in the case of employment, the employer knows or should have known of the existence of the harassment and fails to take timely and appropriate action.

B. Sexual harassment is a specific form of sex discrimination.

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

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

III. Internal Complaint Process

A. Procedures - complaints of sexual harassment should be made in the following manner:

1. Any members of the College community (student, staff, faculty) who believe they have been the victim of sexual harassment by any other member of the College community are urged to immediately report the alleged act to the appropriate College official. Generally, if the victim or the person complained against is a student, the complaint should be reported to the Vice President of Student Affairs. If the victim or the person complained against is a member of the faculty, the complaint should be reported to the Vice President of Academic Affairs.
2. If the victim or the person complained against is a staff member, the complaint should be reported to the Vice President of Administration. Initial complaints may be made, however, with any of these individuals. If the Vice President of Students Affairs, the Vice President of Academic Affairs or the Vice President of Administration is the subject of the complaint, the report should be made to the President of the College. If the President of the College is the subject of the complaint, the report should be made to the Vice President of Academic Affairs.

B. Investigation and College Action

Certain factors, as appropriate, are considered in determining whether the alleged conduct violates this policy, including but not limited to: the surrounding circumstances, the nature of the alleged sexual conduct, the relationships between the parties involved, the context in which the alleged incident(s) occurred, and whether the behavior was unwelcome. Whether a particular action or incident violates this policy requires a

determination based on all the facts and circumstances surrounding the alleged incident(s).

The investigation may include personal interviews with the complainant, the individual(s) against whom the complaint is filed and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. The victim and the accused may have support persons present during questioning.

If the investigator is not the direct supervisor of the accused, the investigator will consult with the appropriate college official in authority over the accused during the investigation and in developing the sanction, if any.

In addition, the College may take immediate steps, at its discretion, to protect the complainant and others pending completion of an investigation of alleged sexual harassment.

C. Reporting College Action

The results of the investigation of each complaint, filed under these procedures, will be reported by the College in writing to the complainant and the accused.

D. Discipline

The College will take disciplinary action, as it deems necessary and appropriate in its sole discretion, unless otherwise proscribed by law or College policy. This may include, but is not limited to: warning, probation, suspension, or immediate discharge. Immediate discharge or expulsion may be taken as a first or last disciplinary step.

E. No Retaliation

Submission of a complaint or report of a violation of this policy, which is made in good faith, will not affect the individual's future employment, educational endeavors, work assignments or academic career with the College.

No retaliatory action will be taken against any person because he/she makes a complaint of sexual harassment or participates in an investigation regarding such offenses. If anyone believes they are being retaliated against for making a complaint or participating in an investigation, they should immediately report such retaliation to the investigator.

F. Confidentiality

The College is sensitive to the need for privacy for the complainant and the accused. Therefore, in investigating complaints of sexual harassment, the College will be as discrete as possible. Only the counselor, however, is permitted to keep all information completely confidential. Discussions with the counselor are not considered reports of sexual harassment. The counselor will not investigate any complaint brought to him/her.

IV. Support Services

The College provides confidential counseling services in the Student Affairs Office Mondays - Thursdays for students who feel they have been sexually harassed. Staff and faculty may use the Employee Assistance Program (DOR: Twin Cities Metro Area (612) 332-4805; National 1-800-367-3271) for counseling and referral.

A. Other MCAD resource numbers:

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

B. Additional external resource numbers:

Rape and Sexual Assault Center	(612) 825-4357
First Call for Help/United Way	(651) 291-0211
Minnesota Center for Crime Victims Service	(651) 201-7300 or 1 (888) 622-8799
Crisis Intervention Center	(612) 873-3161
Minneapolis Civil Rights Office	(612) 673-3012
District Court Restraining Orders	(612) 348-5073
AIDSLINE	(612) 373-2437

Chrysalis: A Center for Women	(612) 871-0118
Council on Crime and Justice:	
• Crime Victim Services (24 hours)	(612) 340-5400
• Crime Victim Liaison	(612) 673-2467

V. Education and Training

From time to time, MCAD offers informational sessions on sexual harassment and sexual violence to students, staff and faculty.

In addition, this policy is included in the student, staff and faculty handbooks.

Policy Against Sexual Violence

I. Policy Statement

The Minneapolis College of Art and Design (MCAD) prohibits and will not tolerate sexual assault or violence, in any form, toward or between members of the College community. The College believes that all individuals should be treated with respect and dignity. Therefore, it is the expectation of the College that all individuals in the course of performing their jobs or academic endeavors will conduct themselves appropriately.

Sexual violence committed on property owned or rented by MCAD by a student, faculty member or staff member, against any other member of the college or community at large, is prohibited and will not be tolerated.

The Minneapolis College of Art and Design urges victims of sexual assault/violence to pursue criminal charges against the person or persons they believe to have committed the sexual assault/violence, and also to make a complaint to the College following the Internal Complaint Process. Students should inform the Vice President of Student Affairs. Faculty and staff should inform the Vice President of Administration of such acts.

II. Sexual Assault/Violence Defined

Under Minnesota State Law, sexual violence is any unwelcome sexual conduct or contact (actual or threatened) or penetration to which there has been no consent. Sexual assault may include physical contact with a person's genital area, other bodily orifices (anal, oral or vaginal) or with a person's buttocks or breasts, either over or under clothing, if the contact is done without consent. Sexual assault can be committed by persons of the same sex or opposite sex, and could involve a stranger, acquaintance or date. Child (under 18) sexual abuse and incest is also included in this policy. The use of alcohol or drugs by either person will not diminish the accused's responsibility for sexual assault/violence under this policy.

III. Provisions

A. Minnesota and federal law requires that a sexual violence policy provide for:

1. your right to file criminal charges with local law enforcement officials;
2. the prompt assistance of MCAD authorities, at the request of the victim, in notifying the appropriate law enforcement officials and disciplinary authorities of the sexual assault incident;
3. an investigation and resolution of a sexual assault complaint by MCAD disciplinary authorities;
4. both the victim and the accused are entitled to the same opportunities to have others present at any MCAD disciplinary proceeding concerning the sexual assault;
5. both the victim and the accused will be informed of outcome of any campus disciplinary proceeding;
6. the complete and prompt assistance of campus authorities, at the direction of law enforcement authorities, in obtaining, securing and maintaining evidence in connection with a sexual assault incident;
7. the assistance of campus authorities in preserving materials relevant to a campus disciplinary proceeding for a sexual assault complaint or victim;
8. the assistance of campus personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault 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 college-owned housing, if alternative classes or housing are available and feasible.

Victims of sexual violence have certain rights under the Crime Victims Bill of Rights, including the right to assistance from the Minnesota Center for Crime Victims Service. This office can be reached at (651) 282-6256 or 1 (888) 622-8799 for more information, referrals or complaints.

IV. What to do if it happens to you:

- If you are a victim of sexual assault/violence, it is recommended that you take immediate action to obtain medical, emotional or other assistance.
- Remember that it's not your fault.
- Get to a safe place.
- Immediate assistance is available by calling the Minneapolis police at 911 and MCAD Public Safety at (612) 874-3555.
- Don't be afraid to ask for help. Tell someone: your roommate, your Resident Assistant, your counselor, the Vice President of Student Affairs, campus security, an instructor or a staff member.
- Remember everything you can about your assailant.
- Do not disturb any evidence. Do not shower, douche, wash clothing or comb hair.

- Do not disturb items. Leave the scene of the incident untouched.
- Go to the hospital for: rape exam, sexually transmitted disease check, pregnancy test, and injuries. Hospitals will verify and preserve evidence for the police.
- Victims are urged to contact the Vice President of Student Affairs, the Vice President of Administration, or another College official to make an internal complaint, and contact local legal authorities to report the crime and press charges.

V. Internal Complaint Process

A. Procedures - complaints about sexual violence should be made in the following manner:

1. Any members of the College community (student, staff, faculty) who believe they have been the victim of sexual violence by any other member of the College community are urged to immediately report the alleged act to the appropriate College official. Generally, if the victim or the person complained against is a student, the complaint should be reported to the Vice President of Student Affairs. If the victim or the person complained against is a member of the faculty, the complaint should be reported to the Vice President of Academic Affairs.
2. If the victim or the person complained against is a staff member, the complaint should be reported to the Vice President of Administration. Initial complaints may be made, however, with any of these individuals. If the Vice President of Student Affairs, the Vice President of Academic Affairs or the Vice President of Administration is the subject of the complaint, the report should be made to the President of the College. If the President of the College is the subject of the complaint, the report should be made to the Vice President of Academic Affairs.

B. Investigation and College Action

Certain factors, as appropriate, are considered in determining whether the alleged conduct violates this policy, including but not limited to: the surrounding circumstances, the nature of the alleged sexual conduct, the relationships between the parties involved, the context in which the alleged incident(s) occurred, and whether the behavior was unwelcome. Whether a particular action or incident violates this policy requires a determination based on all the facts and circumstances surrounding the alleged incident(s).

The investigation may include personal interviews with the complainant, the individual(s) against whom the complaint is filed and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. The victim and the accused may have support persons present during questioning.

If the investigator is not the direct supervisor of the accused, the investigator will consult with the appropriate college official in authority over the accused during the investigation, and in developing the sanction if any.

In addition, the College may take immediate steps, at its discretion, to protect the complainant and others pending completion of an investigation of alleged sexual violence.

At all times, the College has the right to investigate those complaints of which it becomes aware. Even if there are criminal charges filed, MCAD has the right to independently investigate complaints.

C. Reporting College Action

The result of the investigation of each complaint filed under these procedures will be reported by the College, in writing, to the complainant and the accused.

D. Discipline

The College will take disciplinary action, as it deems necessary and appropriate in its sole discretion, unless otherwise proscribed by law or College policy. This may include, but is not limited to: warning, probation, suspension, or immediate discharge. Immediate discharge or expulsion may be taken as a first or last disciplinary step.

E. No Retaliation

Submission of a complaint or report of a violation of this policy that is made in good faith will not affect the individual's future employment, educational endeavors, work assignments or academic career with the College.

No retaliatory action will be taken against any person because he/she makes a complaint of sexual violence or participates in an investigation regarding such offenses. If anyone believes they are being retaliated against for making a complaint or participating in an investigation, they should immediately report such retaliation to the investigator.

F. Confidentiality

The College is sensitive to the need for privacy for the complainant and the accused. Therefore, in investigating complaints of sexual violence, the College will be as discrete as possible. Only the counselor, however, is permitted to keep all information completely confidential.

VI. Support Services

The College provides confidential counseling services in the Student Affairs Office on Tuesdays and Thursdays for students who feel they have been victims of sexual violence. Staff and faculty may use the Employee Assistance Program (DOR: Twin Cities Metro Area (612) 332-4805; National 1-800-367-3271-7594) for counseling and referral.

A. Other MCAD resources numbers:

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

B. Additional external resource numbers:

Rape and Sexual Assault Center	(612) 825-4357
First Call for Help/United Way	(651) 291-0211
Minnesota Center for Crime Victims Service	(651) 201-7300 or 1 (888) 622-8799
Crisis Intervention Center	(612) 873-3161
Minneapolis Civil Rights Office	(612) 673-3012
District Court Restraining Orders	(612) 348-5073
AIDSLINE	(612) 373-2437
Chrysalis: A Center for Women	(612) 871-0118
Council on Crime and Justice:	
• Crime Victim Services (24 hours)	(612) 340-5400
• Crime Victim Liaison	(612) 673-2467

VII. Education and Training

From time to time, MCAD offers informational sessions on sexual harassment and sexual violence to students, staff and faculty.

In addition, this policy is included in the student, staff and faculty handbooks.

MEDICAL EMERGENCIES

MCAD Public Safety officers are trained in first aid procedures.

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

CRIME STATISTICS

The following crime statistics for 2008 represent on-campus occurrences of the following criminal offenses reported to local police agencies and any official of the institution who has significant responsibility for student and campus activities. The statistics do not include larceny (petty theft), which is reported frequently on our campus. These statistics were compiled by Public Safety based on a calendar year and reflect crime/arrests that occurred on the

MCAD campus. Please note that these statistics do not include crimes that occurred in the neighborhood on property not owned by MCAD.

The crimes statistics reported for 2006, 2007 and 2008 include crimes that occurred on-campus or on public property, as defined below:

On Campus:

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

and

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

Public Property:

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

Non-campus building or property:

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or;

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

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

Crimes reported include:

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

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

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

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

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

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

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

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

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

MCAD Crime Statistics

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

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

Total Crimes Reported For:	MCAD Campus						Non-Campus Building or Property **			Public Property		
	2006		2007		2008		2006	2007	2008	2006	2007	2008
	Dorms	Other	Dorms	Other	Dorms	Other						
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter (negligent)	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	1	0	4	0	1	0	0	0	1	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	2	5	1	3	0	1	0	1	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	1	1	0

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

Offense Type	2006		2007		2008		2006	2007	2008	2006	2007	2008
	Dorms	Other	Dorms	Other	Dorms	Other						
Liquor Law Violations												
Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referral	5	2	16	1	10	1	0	0	0	0	0	0
Drug Law Violations												
Arrests	0	0	0	0	0	0	0	0	0	0	0	1
Disciplinary Referral	11	1	7	1	7	0	0	0	0	0	0	0
Weapons Laws Violations												
Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referral	0	0	0	0	0	0	0	0	0	0	0	0

**In July 2004 MCAD began leasing a "non-campus" building at 2835 Harriet Avenue in Minneapolis. Prior to this period there were no non-campus buildings

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

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

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

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

Hate Crimes (by prejudices):

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

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

Hate Crimes Reported by MCAD Officials & Minneapolis Police

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

2008																								
<i>Hate Crimes by Prejudice:</i>	Race				Gender				Religion				Sexual Orientation				Ethnicity				Disability			
	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny (theft)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Damage to Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

2007																								
<i>Hate Crimes by Prejudice:</i>	Race				Gender				Religion				Sexual Orientation				Ethnicity				Disability			
	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Nonforcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny (theft)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Damage to Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

2006																								
<i>Hate Crimes by Prejudice:</i>	Race				Gender				Religion				Sexual Orientation				Ethnicity				Disability			
	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Nonforcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

OC - On Campus

RF- Residential Facilities

NC - Noncampus Buildings**

PP - Public Property

**In July 2004 MCAD began leasing a "non-campus" building at 2835 Harriet Avenue in Minneapolis. Prior to this period there were no non-campus buildings

CRIME PREVENTION TIPS ON PERSONAL SAFETY

Walking

- Plan/use the safest and most direct route to your destination.
- Choose well-lit streets at night.
- Stay alert to your surroundings; look confident and purposeful.
- Become familiar with stores which are open late.
- If you feel uneasy, go directly to a place where there are other people.
- Walk with a friend, if possible, particularly at night.
- Carry your keys and money in a pocket, not in a purse/wallet.
- If you are being followed by someone in a car, keep away from the person and turn around and run or walk quickly in the opposite direction. Try to obtain the license plate number and a description of the car and call the police.
- If you are being followed by someone on foot, turn around to let the person know you see him/her. Immediately cross the street and walk or run toward a place where there are likely to be other people. Call the police or get someone else to call.
- In cases involving verbal harassment, ignore it and walk away. If you are alone at a bus stop, proceed to the next stop if there are other people there.

Your Car

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

At Home

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

On-Campus Apartments

- ❖ Keep building doors closed and locked. Never let a stranger into the building.
- ❖ Keep your apartment doors and windows locked at all times.
- ❖ If you feel suspicious about someone or something, go to a populated area and call Public Safety or the police immediately.
- ❖ Report any problems with door or window locks to the Housing Office immediately, on campus extension 780.
- ❖ Have a plan of escape from your residence in case of fire or other emergency.
- ❖ If upon returning to your residence, you find signs of forced entry, leave immediately, seek safety, and notify the police and campus Public Safety.
- ❖ Have keys in hand to unlock doors when returning home.
- ❖ The loss or theft of room keys should be reported immediately to the Housing Office. A resident who has lost his/her keys has one week to find them. If the resident does not do so within that time, the apartment is re-keyed at a cost to the resident.

If you are assaulted/victimized:

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

Fire Safety Report

MCAD

**Minneapolis College of Art and Design
Department of Public Safety
Fall 2009**

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

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

Fire Statistics

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

Annual Fire Safety Report

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

Fire Safety Systems

All MCAD resident apartment buildings have smoke, heat and carbon monoxide detectors in the common areas that report to a central panel at the Public Safety office. In addition, there are local sounding smoke detectors inside each apartment. Apartments with gas ranges have combination smoke detector/carbon monoxide detector units in the apartment.

Fire Drills

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

Polices On Smoking and Open Flame in Student Housing Facilities

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

Procedures for Student Housing Evacuation

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

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

If you hear a fire alarm in your building:

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

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

Discovery of Fire on campus

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

Fire Evacuation

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

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

Fire Safety Training

All resident advisors and some staff are trained in the proper use of fire extinguishers once a year.

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

After the fire is out make sure you report the incident to one of the following Departments/Individuals:

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

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

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

Fire Log

Public Safety will keep a log of the date of any reported fire in a housing facility, including the nature of the fire, time of day the fire occurred, and the general location of the fire with in the specific building.

Copies of the Fire log are available during business hours at the main information desk.

2008 MCAD Resident Building Fire Statistics

Resident Apartment Buildings	Total Fires In Each Building	Fire Incident No.	Date	Time	Cause of Fire	Number of Injuries that required treatment at a Medical Facility	No. of Deaths Related to a Fire	Value of Property Damage Caused by Fire	MCAD Pubic Safety Case No.
209 E. 25th St.	0	n/a				n/a	n/a	\$0	n/a
2511 2nd Ave.	0	n/a				n/a	n/a		n/a
2517 2nd Ave	0	n/a				n/a	n/a		n/a
2523 2nd Ave.	0	n/a				n/a	n/a		n/a
2540 3rd Ave.	0	n/a				n/a	n/a		n/a
2550 3rd Ave	0	n/a				n/a	n/a		n/a
200-204 E. 26th	0	n/a				n/a	n/a		n/a
206-210 E.	0	n/a				n/a	n/a		n/a

26th 2537 Stevens Ave	0	n/a				n/a	n/a		n/a
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2007 MCAD Resident Building Fire Statistics

Resident Apartment Buildings	Total Fires In Each Building	Fire Incident No.	Date	Time	Cause of Fire	Number of Injuries that required treatment at a Medical Facility	No. of Deaths Related to a Fire	Value of Property Damage Caused by Fire	MCAD Pubic Safety Case No.
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2511 2nd Ave.	0	n/a				n/a	n/a		n/a
2517 2nd Ave	0	n/a				n/a	n/a		n/a
2523 2nd Ave.	0	n/a				n/a	n/a		n/a
2540 3rd Ave.	0	n/a				n/a	n/a		n/a
2550 3rd Ave	0	n/a				n/a	n/a		n/a
200-204 E. 26th	0	n/a				n/a	n/a		n/a
206-210 E. 26th	0	n/a				n/a	n/a		n/a
2537 Stevens Ave	0	n/a				n/a	n/a		n/a