MACALESTER

2019 Annual Campus Security and Fire Safety Report

Prepared by Campus Security
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Campus Security Report

Introduction

Macalester College is a nationally prominent, privately supported liberal arts college. It was founded in 1874 as a

Presbyterian-related but nonsectarian college; its first class entered September 15,1885. Macalester's commitment to academic excellence, internationalism, diversity, and civic engagement is reflected in the lives of its graduates, including former United States Vice President Walter Mondale '50 and former United Nations Secretary-General Kofi Annan '61.

The College consists of a 53-acre campus that is located in the historic Macalester-Groveland residential neighborhood in St. Paul, Minnesota and it operates the Ordway Field Station located on the 280-acre Katherine Ordway Natural History Study Area. With an annual enrollment in excess of 2,000 students, Macalester employs more than 775 faculty and staff.

Mission

Macalester is committed to being a preeminent liberal arts college with an educational program known for its high standards for scholarship and its special emphasis on internationalism, multiculturalism, and service to society.

Statement of Purpose and Belief

At Macalester College we believe that education is a fundamentally transforming experience. As a community of learners, the possibilities for this personal, social, and intellectual transformation extend to us all. We affirm the importance of the intellectual growth of the students, staff, and faculty through individual and collaborative endeavor. We believe that this can best be achieved through an environment that values the diverse cultures of our world and recognizes our responsibility to provide a supportive and respectful environment for students, staff, and faculty of all cultures and backgrounds.

We expect students to develop a broad understanding of the liberal arts while they are at Macalester. Students should follow a primary course of study in order to acquire an understanding of disciplinary theory and methodology; they should be able to apply their understanding of theories to address problems in the larger community. Students should develop the ability to use information and communication resources effectively; be adept at critical, analytical, and logical thinking, and express themselves well in both oral and written forms. Finally, students should be prepared to take responsibility for their personal, social, and intellectual choices.

We believe that the benefit of the educational experience at Macalester is the development of individuals who make informed judgments and interpretations of the broader world around them and choose actions or beliefs for which they are willing to be held accountable. We expect them to develop the ability to seek and use knowledge and experience in contexts that challenge and inform their suppositions about the world. We are committed to helping students grow intellectually and personally within an environment that models and promotes academic excellence and ethical behavior. The education a student begins at Macalester provides the basis for continuous transformation through learning and service.

Preparing the Annual Security Report and Disclosure of Crime Statistics

This report is part of Macalester College's compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act." This report includes information for the Macalester College Campus and the Katherine Ordway Natural History Study Area.

This report is published annually by Macalester College and made available to all current and prospective students, staff, and faculty. Statistics are compiled by the Security Department in conjunction with the St. Paul Police Department, Inver Grove Heights Police Department, and other applicable law enforcement agencies with jurisdiction over Macalester Property. A request for statistical information is made on an annual basis to Macalester College Campus Security Authorities, which includes, but is not limited to, Student Affairs, Residential Life, Athletics, Employment Services, and the Center for Study Away Programs.

All reasonable attempts are made to identify all reported crimes and to present the statistics in the annual report in accordance with the Campus Security Act and its amendments.

Definitions Used in this Report

Campus Security Authority

A Campus Security Authority or CSA is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution:

- A Campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- 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.
- An official of an institution who has significant responsibility for students and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An **official** is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Geography

On-Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and any building or property that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

On-Campus Student Housing Facility: any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

Note: Statistics for college residential facilities are recorded and included in both the all on-campus category and the residential facility category.

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

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. The Macalester College crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

Criminal Offenses

The statistics contained in this report are published in accordance with the definitions used by the Federal Bureau of Investigation Uniform Crime Reporting (UCR) Handbook. Macalester College submits these statistics to the Department of Education on an annual basis and they are available for review through the Department of Education website.

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

Manslaughter by Negligence: The killing of another person through gross negligence.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the 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.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

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, violence, and/or causing the victim fear.

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

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

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

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle, including cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including 'joyriding.'

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

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

Weapons Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Hate Crimes

Hate Crime: a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Under the Clery Act the following eight categories are used: Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin, and Disability.

Criminal offenses which also meet the definition of a hate crime will be included in both the criminal offense category and the hate crime category. In addition to the criminal offenses listed in the previous section, the following crimes are included if it is determined that the crime was motivated by bias:

Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: constructive possession is defined by Black's Law Dictionary, sixth ed. as "where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.")

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property (Except "Arson"): 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.

VAWA Offenses

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition:

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

- Dating violence does not include acts covered under the definition of domestic violence. (In Minnesota Statutes, dating violence would generally fall within the Domestic Assault Statute (609.2242) of the Minnesota Criminal Code.)

Domestic Violence: A Felony or misdemeanor crime of violence committed by:

- a current or former spouse or intimate partner of the victim;
- a person with whom the victim shares a child in common;
- a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

In Minnesota State statutes, domestic violence would generally fall within the Domestic Assault statute (609.2242) of the Minnesota Criminal Code.

Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition:

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

Arrests and Referrals for Discipline for Liquor, Drug, and Weapons Law Violations

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

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

Weapons Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Reporting Procedures

General Reporting Procedures

Macalester College strongly encourages community members – students, faculty, staff and guests – to report all criminal actions, emergencies, and/or safety concerns occurring on-campus to the Security Department (651-696-6555 or from a campus phone 6555) in an accurate and timely manner. The campus area includes: on campus property – residence halls, buildings and/or facilities, designated non-campus properties and facilities, public property adjacent or contiguous to on-campus property, and leased, rented, or otherwise recognized and/or controlled buildings, spaces, and/or facilities.

Located throughout campus are well-marked exterior phones which can be used to access the campus phone system and function similar to a campus extension. To obtain emergency assistance, the extension 6555 or 911 can be dialed. In addition, students, faculty and staff have access to emergency alarm buttons located around campus in locations where campus community members may be working alone or are exposed to hazards (e.g. laboratories, gymnasium, etc.). When activated, these buttons notify security officers through the campus two-way radio system.

To report a crime or emergency a member of the community should:

- Call the Security Department at 651-696-6555 or from an on campus landline 6555.
- Report in-person at the Security Office in the Lower Level of the Music Building, 130 Macalester Street.
- Report emergency situations to the St. Paul Police Department at 911
- Sex offenses and other incidents of sexual or relationship violence can be reported to the Title IX Coordinator at 651-696-6258 or in-person at the Campus Center Room 243.
- Complete the online "Community Concern" form at: www.macalester.edu/security/

All Security reports involving students are forwarded to the Division of Student Affairs and the Department of Residential Life. The Security Department or St. Paul Police Department will investigate a report when deemed necessary.

Accurate and timely reporting allows the Security Department to evaluate, consider, and send timely warning reports and accurately document reportable crimes in the annual statistical disclosure.

Reporting to the St. Paul Police Department

A community member reporting a crime to the Security Department has the right to report the crime to the St. Paul Police Department by calling 911 or using the non-emergency number 651-291-1111. Security Officers will discuss this option with the victims of a crime and assist with making the report.

Reporting Sexual Misconduct

Macalester College encourages anyone who has experienced sexual misconduct (sex/gender discrimination, sexual harassment, sexual assault, sexual exploitation, dating/intimate partner violence, domestic violence, or stalking) to report the incident to the College so that the College can investigate and respond to such reports. An individual may provide a report to the College by contacting any of the following people:

- Interim Title IX Coordinator, titleixcoordinator@macalester.edu 651-696-6258.
- **DeMethra Bradley**, Assistant Vice President for Student Affairs & Dean of Students, dbradley@macalester.edu, 651-696-6220.
- **Andrew Wells**, Associate Dean of Students, awells1@macalester.edu, 651-696-6220.
- **Jody Gabriel**, Head Softball Coach/Senior Woman Administrator, jgabriel@macalester.edu, 651-696-6157.
- **Kevin Morrison**, Director, Center for Study Away, kmorisso@macalester.edu, 651-696-6077.
- Campus Security, 651-696-6555.

You can also make a report to other college employees (staff, faculty, or student). It is important for you to know that all College employees (with the exception of confidential resources) who become aware of incidents or allegations of sexual misconduct have a responsibility to report the matter to the Title IX Coordinator.

Reports to the College should include as much information as possible, including the names of the individual alleging they have experienced sexual misconduct and the accused as well as the date, time, place, and circumstances of the incidents, to enable the College to respond appropriately. Reports can be made by telephone, via email, or in person.

If you want your information to remain confidential, you can talk with one of the College's confidential resources (www.macalester.edu/violenceprevention/support/).

Confidential Reporting

Some individuals may wish to keep their concerns confidential or are not prepared to make a report, but still want to seek information and support. Such individuals may speak with a confidential resource (https://www.macalester.edu/violenceprevention/support/). Talking with a confidential resource means that those communications cannot legally be disclosed to another person without the consent of the person sharing the information. These confidential resources can be used as a resource by individuals regardless of whether the individual chooses to report to the College. All other employees are not confidential resources and are required to report to the College. In addition, a community member may choose to complete the online "Sexual Violence Anonymous Report" form at: webapps.macalester.edu/forms/studentaffairs/sexual-violence-incident-form.cfm.

Anonymous Reporting

The College will accept anonymous reports of sexual misconduct. Reports may be filed anonymously using the College's anonymous online reporting form (webapps.macalester.edu/forms/studentaffairs/sexual-violence-incident-form.cfm) without requesting further action from the College. The individual making the report is encouraged to provide as much detailed information as possible to allow the College to investigate the report and respond as appropriate. The College may be limited

in its ability to investigate an anonymous report unless sufficient information is furnished to enable the College to conduct a meaningful and fair investigation.

Employee Reporting of Sexual Misconduct

In order to enable the College to respond effectively and to prevent future instances of sexual misconduct, all College employees who are not confidential resources who obtain or receive information regarding a possible violation of the Sexual Misconduct Policy must report that information to the Title IX Coordinator. Student employees who receive such information in the course of their work position or duties also must report the to the Title IX Coordinator. Reports should be made as soon as possible and should include all relevant details needed to assess the situation. This includes, to the extent known, the names of the accused, the individual alleged to have experienced the sexual misconduct, other individuals involved in the incident, as well as relevant facts, including the date, time, and location. Employees who receive such reports should not attempt to "investigate" the allegation or require the individual reporting the incident to provide all of the details surrounding the alleged misconduct. To the extent the individual reporting the incident provides details, that information should be provided to the Title IX Coordinator. Upon receiving a report of alleged or possible sexual misconduct, the Title IX Coordinator or the Title IX Coordinator's designee(s) will evaluate the information received and determine what further actions should be taken consistent with the "Procedures for Sexual Misconduct Complaint Resolution" section and this policy.

Certain student employees (e.g., resident assistants, building managers when on duty, course preceptors, student mentors) always have a duty to report information they have about reported sexual misconduct to the Title IX Coordinator.

Daily Crime Log

The Security Department Maintains a Daily Crime Log for public inspection at the Facilities Services Desk in the Lower Level of the Music Building, 130 Macalester Street St. Paul, MN 55105, during business hours or on the department website at: www.macalester.edu/security/campussecurityact/crime_fire_log.html. The Daily Crime Log includes all crimes that are reported to the Security Department within the Macalester College Clery Geography.

The Daily Crime Log includes; case number, nature of offense, the date and time reported, the date and time of occurrence, general description of location the incident occurred and the disposition (if known). The Daily Crime Log does not include any information that may potentially identify the victim, witnesses, or reporting party.

Timely Warnings

Campus Safety Alerts are sent to the Macalester College community to provide timely notification about specific Clery Act crimes that have been reported to security and that have occurred on campus or non-campus property or public property, where it is determined that the incident may pose a serious or on-going threat to the College community. Such alerts provide an opportunity for individuals to take reasonable precautions for their own safety and aid in the prevention of similar crimes.

These alerts are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: murder and non-negligent manslaughter, manslaughter by negligence, sex offenses, robbery, aggravated assault, burglary, arson, hate crimes, and motor vehicle theft. Alerts for the crimes of aggravated assaults, motor vehicle thefts, burglary, sex offenses, domestic violence, dating violence, and stalking are considered on a case-by-case basis and evaluated on a number of factors (including, but not limited to):

- Nature of the crime
- Timeliness of the report (typically alerts are not issued for any incident reported more than 14 days from the date of occurrence)
- Is there a continuing danger to the community (perpetrator has been apprehended)
- Amount of information known by public safety
- Possible risk of compromising law enforcement efforts.

Campus Safety Alerts WILL NOT include any information that identify the victim.

Campus Safety Alerts will generally be written and distributed by the Associate Director of Public Safety or a designee and are routinely reviewed and approved by the Dean of Students or a designee. The Associate Director of Public Safety has the authority to issue a Campus Safety Alert without such consultation if time is not available.

As stipulated by the Clery Act, Macalester College will make all efforts to notify all members of the campus community. In an effort to make proper notifications, the following methods may be used to distribute Campus Safety Alerts:

- Daily campus news publication (MAC Daily)
- Department of Public Safety Internet page (www.macalester.edu/security)
- Posters (red paper) hung on bulletin boards throughout campus
- Campus-wide email

Posters and postings on the college web site will remain in place for a minimum of 7 days, then archived as appropriate.

Public Safety Notices

While it is not required by law, the Security Department may issue Public Safety Notices for crimes that occur on or outside the campus Clery geography that do not meet the requirements for a Timely Warning to be issued. These incidents will be evaluated on a case-by-case bases to determine if they pose a serious or on-going threat to the campus community or if providing a notice will aid College community members in protecting their safety or in the prevention of similar crimes.

Public Safety Notices can be written and issued by the Associate Director of Public Safety or designee and while it is not necessary to do so, may consult with the Dean of Students, AVP of Communications and Public Relations, Administration, and/or other interested departments.

In an effort to notify the College Community, Public Safety Notices can be issued and distributed using one or more of the following methods:

- Daily campus news publication (Mac Daily)
- Department of Public Safety Internet page (www.macalester.edu/security)
- Posters (blue paper) hung on bulletin boards throughout campus
- Campus-wide email

Emergency Notifications

The safety of students, staff, faculty, and visitors is important, especially during an emergency. The use of the emergency notification system provides for the rapid dissemination of time-sensitive information to enhance the safety and security of the college during emergency situations.

For the purposes of this document, an emergency is defined as any current or imminent event with significant threat to life and/or property and with a high potential to disrupt operations or adversely impact the quality of life at Macalester College. Some examples include, but are not limited to:

- Tornado warning (tornado has been sighted and the National Weather Service has issued a tornado warning)
- Large-scale environmental incident within or near a campus building
- Ongoing act(s) of violence or other criminal activity which presents significant risk of physical harm (i.e. active shooter)
- Urgent notification for cancellation of classes due to severe weather or environmental incident or hazards.

It is a requirement that either follow-up messages or “all clear” notifications be sent when an emergency notification has been issued. While it is not a requirement, as a matter of practice, a follow-up message may be sent to the entire College community.

Macalester College maintains a contract with RAVE Mobile Safety to provide an off-site emergency notification system. The system can be activated during an emergency to provide rapid notification to members of the college community through a variety of communications means:

- E-mail
- SMS text messaging
- RSS (Rich Site Summary) feeds (www.macalester.edu/alert/)

Members of the Macalester College Community are enrolled automatically using the mobile telephone number provided to either Employment Services or the Registrar’s Office. Students should contact the Registrar’s Office and Staff or Faculty should contact Employment Services to update telephone numbers.

Crime Statistics

The Security Department compiles all information and statistics for this report. Statistics are collected using official college records from the Offices of Student Affairs, Employment Services, Campus Security Authorities, and law enforcement agencies

College policies and procedures are compiled from various sources and can be viewed in the annual report, which is posted on Macalester's Website by October 1. Printed copies are also available in the offices of Safety and Security, Dean of Students, Admissions, and Human Resources. All reasonable attempts have been made to identify all reported crimes and to present the statistics in the annual report in accordance with the Campus Security Act and its amendments. Visit Macalester's Security webpage: www.macalester.edu/security.

Criminal Offenses

2018 Statistics	On Campus	Non-Campus	Public Property	Total	Residential Facility
Murder and Non-Negligent Manslaughter	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0
Rape	5	1	0	6	5
Fondling	4	0	0	4	4
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	8	0	0	8	0
Motor Vehicle Theft	0	0	2	2	0
Arson	0	0	0	0	0

2017 Statistics	On Campus	Non-Campus	Public Property	Total	Residential Facility
Murder and Non-Negligent Manslaughter	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0
Rape	10	0	0	10	10
Fondling	5	0	0	5	5
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	9	0	0	9	0
Motor Vehicle Theft	1	0	2	3	0
Arson	0	0	0	0	0

2016 Statistics	On Campus	Non-Campus	Public Property	Total	Residential Facility
Murder and Non-Negligent Manslaughter	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0
Rape	4*	2	0	6	4*
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	4	0	0	4	0
Motor Vehicle Theft	2	0	0	2	0
Arson	0	0	0	0	0

* - For 2016 Rape was changed from 2 to 4 because the offense was reported to College Administration in 2017

Hate Crimes

2018

No hate crimes to report for calendar year 2018

2017

One residential facility on-campus case of Destruction/Damage/Vandalism characterized by bias against Ethnicity

2016

No hate crimes to report for calendar year 2016

VAWA Offenses

2018 Statistics	On Campus	Non-Campus	Public Property	Total	Residential Facility
Domestic Violence	0	0	1	1	0
Dating Violence	1	0	0	1	1
Stalking	8	0	0	8	6

2017 Statistics	On Campus	Non-Campus	Public Property	Total	Residential Facility
Domestic Violence	0	0	0	0	0
Dating Violence	3	0	0	3	3
Stalking	6	0	0	6	6

2016 Statistics	On Campus	Non-Campus	Public Property	Total	Residential Facility
Domestic Violence	0	0	0	0	0
Dating Violence	3*	0	0	3	3*
Stalking	7**	1	0	8	7**

* - For 2016 Dating Violence was changed from 2 to 3 because offense was reported to College Administration in 2017
** - For 2016 Stalking was changed from 6 to 7 because the offense was reported to College Administration in 2017

Arrests and Referrals for Disciplinary Action

2018 Statistics	On Campus	Non-Campus	Public Property	Total	Residential Facility
Weapons Law Violations					
Arrest	0	0	0	0	0
Disciplinary Referral	3	0	0	3	3
Drug Law Violations					
Arrest	0	0	0	0	0
Disciplinary Referral	67	0	0	67	60
Liquor Law Violations					
Arrest	0	0	0	0	0
Disciplinary Referral	153	1	0	154	146

2017 Statistics	On Campus	Non-Campus	Public Property	Total	Residential Facility
Weapons Law Violations					
Arrest	0	0	1	1	0
Disciplinary Referral	1	0	0	1	1
Drug Law Violations					
Arrest	0	0	0	0	0
Disciplinary Referral	46	0	0	46	43
Liquor Law Violations					
Arrest	0	0	0	0	0
Disciplinary Referral	97	0	0	97	92

2016 Statistics	On Campus	Non-Campus	Public Property	Total	Residential Facility
Weapons Law Violations					
Arrest	0	0	0	0	0
Disciplinary Referral	0	0	0	0	0
Drug Law Violations					
Arrest	0	0	0	0	0
Disciplinary Referral	75	0	0	75	73
Liquor Law Violations					
Arrest	0	0	0	0	0
Disciplinary Referral	165	0	0	165	164

Access to Campus Facilities

Academic and Administrative Buildings:

The Macalester College Campus is open to the public. During those periods when the College is in normal operation (this excludes most holidays), most campus buildings and facilities are accessible to members of the campus community, as well as to parents, contractors, guests, and invitees. The buildings are open during normal business hours Monday-Friday and for limited designated hours on Saturdays and Sundays. During the time that the College is officially closed, College buildings are generally locked and only faculty, staff, and some students with proper ID and departmental written approval are admitted.

Residence Halls:

Access to residence halls is restricted to Macalester College students and authorized staff, and the halls are secured 24 hours a day, 7 days a week, with large residence halls secured by an access control system. Members of the Security Department regularly patrol the interiors and exteriors of campus residence halls. Residential Life professional and student staff also enforce campus policies and security measures within the residence halls.

Break Housing:

During the academic year, residence halls will be officially closed during Winter Break. Residence halls usually close at noon the day after the last day of exams and reopen two days prior to the beginning of Spring Classes (notices of specific times and dates will be publicized on the Residential Life home page). Students are expected to make travel arrangements accordingly; all students must vacate residence halls during the break. January housing will be available beginning on January 2nd each year for International Students with permanent addresses outside the United States and students approved for athletic, academic, and Macalester-sponsored break programs and activities.

If a student will be away from campus for an extended period of time (i.e. winter, fall or spring break) and the room will be vacant, they are expected to take out trash and perishable food, unplug items in the room, turn off lights, and shut and lock windows. Bedroom doors that are lockable and apartment doors must be closed and locked. Residents may leave personal items in their room during all breaks (except summer), however, due to the "unoccupied" status of the campus during breaks, it is suggested students take valuable items with them to ensure their safety.

During Winter Break, students must receive prior approval from Residential Life to enter their room or return prior to the official opening day of the residence halls. Once authorization has been received from Residential Life, access requests will be managed as follows: The student's identity, resident status, and room assignment will be verified. After this verification, a Security Officer or Residential Life Professional or Student Staff member will escort the student to their room, allow access for a necessary reason, and escort the student from the building. In the case of a student returning early, Residential Life must request access to residence hall be reinstated.

Any infraction of returning to residence hall while closed without approval will be noted and student(s) involved may be subject to official disciplinary action.

Maintenance and Security of Campus Facilities

Macalester College facilities and landscaping are maintained in a manner that minimizes hazardous conditions. The Facilities Services Department monitors and maintains all buildings and building systems, provides repairs and makes modifications as needed, oversees all construction projects, and plans budget expenditures.

Security regularly patrols the campus and reports malfunctioning lights, locks, and other unsafe physical conditions to Facilities Services for correction. It is helpful when other members of the College community report equipment problems to Facilities Services by submitting a work order or calling the Facilities Services desk at 651-696-6278. For urgent need contact Security at 651-696-6555.

Security Department

The Security Department is responsible for policy enforcement and security and emergency response on the campus. The Department is under the leadership of the Associate Director of Security who reports to the Director of Facilities Services. The department's Security Supervisor, who reports to the Associate Director, is responsible for the coordination of the daily security activities and operations. Two Administrative Assistants are responsible for supporting the parking and access control functions of the department.

Macalester College contracts security officers through American Security Corporation who patrol the campus and respond to emergencies 24 hours a day. A Contract Security Supervisor, employed by American Security Corporation, supervises the daily activities of the officers assigned to the Security Department. The Department also employs a contingent of student workers to provide safety escorts, safety and security equipment inspections, and dispatch services.

The Security Department manages and maintains campus security technology infrastructure, which includes more than 100 cameras and 300 card readers throughout campus. Recently updated, the card access system is used to secure academic and administrative buildings and residential facilities.

Security Enforcement Authority

The Security Department is responsible for providing security services to the Macalester College Campus. The officers and staff are responsible to Macalester College for the enforcement of College policies and Federal and State laws for administrative purposes only. Security may investigate campus criminal incidents for administrative purposes as they relate to its campus judicial process. Criminal incidents may be investigated for possible criminal prosecution by the St. Paul Police Department or other law enforcement agency with jurisdiction.

Security Arrest Authority

Campus security personnel are unsworn security personnel contracted through American Security Corporation by Macalester College and have no official powers of arrest authority. Security will summon support from the St. Paul Police Department or other applicable law enforcement entities to affect an arrest on or within campus-owned, -controlled, -leased, or -recognized property.

Security Jurisdiction

Security's jurisdiction encompasses on campus property that includes campus residence halls, buildings, and/or facilities and designated non-campus property.

Security Training

Prior to assignment, security officers receive 12 hours of required pre-placement training. During this state-mandated coursework, officers receive training in the following areas: Introduction to Safety and Security, Blood Borne Pathogenes, customer service and professionalism, legal issues, respectful workplace, sexual harassment prevention, report writing and communications, dealing with difficult people, understanding diversity, and preventing accidents and injuries. Once assigned to the College, officers receive a minimum of 40 hours of on-the-job training, where they receive more specific training on working at Macalester.

On an annual basis, officers are required to take 6 hours of state-required refresher training and additional training in Macalester College specific topics. In addition, the Security Department holds regular training sessions to review more specific Macalester training topics.

Working Relationship with other Agencies

The Safety and Security Office maintains a close working relationship with the St. Paul Police Department, state and federal law enforcement agencies and all appropriate elements of the criminal justice system. Regular meetings are held, both on a formal and informal basis, where crime-related reports and statistics are routinely exchanged.

Other Security Department Services

- Provides Emergency Notifications and Timely Warnings as necessary
- Responds to intrusion, security, and fire alarms for the entire campus
- Manages parking around campus
- Manages building access control systems
- Assists with building lockouts
- Gathers, maintains and disseminates information on safety and security policies and incidents of crime on campus

SAFEwalk Program

An escort service, particularly during hours of darkness, for persons walking on campus. Student safe walk teams escort people off campus up to one mile. For SAFEwalk Assistance, call 651-696-6699.

Crime Prevention and Educational Programs

Members of the community must assume responsibility for their own personal safety and the security of their personal property. The ***"See something, say something"*** theme is broadly communicated to the members of the community. The following can provide guidance:

- Report all suspicious activity to Security or the Police
- Never take personal safety for granted
- When walking, plan your route, and if walking alone (especially at night) use the SAFEwalk program
- Stay alert to your surroundings – avoid distractions such as phones or headphones
- Never leave your valuables (phones, computers, purses, wallets) unattended
- Carry your keys at all times and do not lend them to anyone
- Lock your bicycles, motorcycles, and cars
- Engrave and inventory your personal property
- Always lock the door to your residence hall room, whether you are there or not. Be sure your door is locked while sleeping. DO NOT PROP INTERIOR OR EXTERIOR DOORS OPEN

Crime Prevention, Fire Safety, and Safety Awareness Programming

Macalester College provides a number of opportunities to inform students, faculty, and staff about campus safety and security procedures. Whenever possible, we encourage our community members to be responsible for their own safety and that of others while on campus. Crime prevention and safety and security awareness are supported by various campus organizations. These programs include, but are not limited to: general safety and security information provided during new student/employee orientation, crime prevention presentations, sexual violence education and prevention, and annual Title IX training.

In addition, Macalester College provides a number of crime prevention services and strategies to ensure safety and security of the community. The Security Department uses student workers to provide escorts, emergency telephones around the campus grounds, duress alarms in campus buildings, crime prevention through architectural design, card access system, and facilities surveys.

Crime Prevention Presentations

Presentations on crime prevention are made annually to campus groups and organizations such as Facilities Services employees, commuter students, students with disabilities, international students, student government, the faculty and staff advisory committees, specific campus departments and student organizations.

Operation Identification / Personal Inventory template

Listing of serial numbers, pictures or owner-recognized numbers on items of value. The practice is strongly promoted in student residence facilities and among College employees for items such as bicycles and electronic equipment.

Alcohol and Other Drug Policies

Macalester College is committed to complying with the Drug Free Schools and Communities Act and the Drug Free Workplace Act. The requirements for compliance with the Drug Free Schools and Communities Act of 1989 are addressed in the alcohol policy section of the student, staff, and faculty handbooks. The College conducts a biennial review of its alcohol and other drug program and policies to determine its effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced.

Additional requirements for compliance with the Drug Free Workplace Act of 1988 state that employees of the College are required to report to work on time and in appropriate mental and physical condition for work and to remain in that condition during the work shift. Employees must, as a condition of employment, abide by the terms of this policy and report any criminal convictions under a criminal drug statute for violations occurring on or off campus premises while conducting college business. A report of conviction must be made within five days of conviction.

Alcohol and Other Drug Policies

On Macalester College premises or at College-sponsored activities, the following acts are prohibited:

- Distribution, possession or use of any illegal drug or controlled substance.

- Providing alcoholic beverages to individuals under 21 years of age.
- Illegal possession of an open container of an alcoholic beverage, public intoxication, driving while intoxicated, and drinking alcoholic beverages in an unauthorized public place.

In addition to disciplinary sanctions under Macalester procedures, which can include suspension or separation from the College, students and employees may face prosecution and imprisonment under federal and Minnesota laws, which make such acts felony and/or misdemeanor crimes.

Community Care Program Provision

All members of the campus community are encouraged to seek immediate medical or security assistance for students whose health and well-being may be at risk due to the overconsumption of alcohol and/or other drugs. The intent of the community of care provision is to encourage students to request assistance from Macalester staff and/or emergency personnel without fear of disciplinary action being taken against the impaired student or those who seek to help them. For the safety of the student in need, those calling for help should remain with the impaired student until college professional staff arrive.

Neither students who actively seek assistance nor the impaired student(s) will be subject to formal disciplinary action for the consumption of alcohol and/or other drugs if all involved students follow the medical, health, and safety recommendations of the responding staff. Failure to do so may result in formal disciplinary action. Educational sanctions may be enacted without formal disciplinary action. These educational sanctions include such things as meeting with a professional staff member, alcohol workshop, assessment, or writing a reflection paper. If students do not comply with the assigned educational sanctions they will be subject to a formal disciplinary process.

The community of care provision applies to the consumption of alcohol and/or other drugs. Individuals may be held responsible for other policy violations such as property damage, hazing, harassment, or physical and sexual assault if applicable. When necessary, the Assistant Vice President & Dean of Students will render the final decision regarding whether the provision can be applied. The College cannot guarantee that criminal charges will not be brought against the student if local law enforcement officials are required for assistance during the incident. The College may be required to notify parents/guardians if a student is transported to the hospital or a detoxification center for a medical emergency. Taking responsibility for helping a student in need will always be viewed positively in any post-incident follow-up.

Available Programs

Macalester College provides substance abuse assessments and referral services; as well as educational programs to students about alcohol and other drugs.

For further information about these programs or for individual assistance, call 651-696-6275.

Sexual Misconduct Prevention and Response

The FBI's National Incident-Based Reporting System (NIBRS) edition of the UCR defines a sex offense as 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. All forms of sexual violence are violations of Macalester College's conduct policies.

If you or someone you know has been victimized on campus, you are strongly encouraged to report the incident to the police, campus security, or a college official. Your welfare is important to Macalester: college staff will provide all necessary support and counseling can be made available.

All victims have access, when appropriate, to the following services and assistance:

- Filing criminal charges with local law enforcement.
- Assistance by Macalester authorities upon request by the victim, including notifying law enforcement agencies.
- Contacting the Minnesota Crime Victim Ombudsman for assistance. The ombudsman helps to ensure a victim's rights are safeguarded.
- Contacting the Minnesota Crime Victims Reparation Board. The Board may provide monetary compensation for certain crime victims.
- An investigation and resolution of complaints of sexual violence through the Macalester disciplinary and judicial procedures.
- The victim's participation in, and the presence of the victim's attorney or other support person at, any campus disciplinary hearing.
- Notice of outcome of a disciplinary hearing consistent with state and federal law and Macalester procedures.

- Assistance of Macalester authorities in obtaining and maintaining evidence.
- Assistance of Macalester authorities in preserving materials relevant to a campus disciplinary hearing.
- Change of victim's on-campus housing and classroom schedule, if those changes are requested by the student and are reasonably available.

Reporting Sexual Violence

If you have or someone you know has been sexually assaulted, tell someone what happened. Call the police, contact a Sexual Assault & Harassment Support Team Member (www.macalester.edu/violenceprevention/support/sast/), talk to an RA, trusted professor or administrator, counselor or other Health and Wellness Center staff member, or call Campus Security at 651-696-6555 or x6555. Get medical attention immediately by calling 911 and preserve all physical evidence. For the complete policy or more information about what to do, visit www.macalester.edu/violenceprevention/.

Reporting Process

Option 1: Report assault but choose not to file a complaint or charges:

- A report is a written account of what happened, a complaint is a formal request for the college to investigate the assault and adjudicate as appropriate. You are encouraged to file a report of the assault, even if you aren't certain you want to file a complaint.
- Telling your experience to any campus official does not obligate you to report it to the police, nor does reporting it to the police obligate you to file an official report to the College – these are separate processes.
- There are no time limits for filing a complaint.
- The following options exist for on-campus reporting of a sexual assault:
  - Sexual Assault and Harassment Support Team
  - Online Report Form – can be anonymous - webapps.macalester.edu/forms/studentaffairs/sexual-violence-incident-form.cfm
  - Campus Security – 651-696-6555; can assist with providing resources for follow-up

Option 2: File a complaint with the college

- The Title IX Coordinator can take your complaint.
- You will have formal and informal avenues you can pursue, or you can decide not to pursue the case at any time in the process.
- More details about the process can be found in the student handbook or at www.macalester.edu/titleix/team/.

Option 3: Pursue criminal charges

- If you want to file an official report of the assault to the police, you can initiate a report by contacting the St. Paul Police Department. An officer will contact the appropriate authorities if the assault occurred outside their jurisdiction.
- A Member of the Office of Student Affairs or Campus Security can also assist you in contacting the police.
- Your report will not obligate you to follow through with legal action or action through the College.

Option 4: Pursue both College and Criminal Charges

- Processes outlined in options (2) and (3) occur simultaneously.
- Criminal adjudication and College processes occur independently.

Important Considerations

- Counseling and/or support from a trained professional is strongly encouraged in all cases.
- Medical treatment is recommended. Not all injuries are immediately evident, and the assault may have resulted in pregnancy or a sexually transmitted disease.
- If you should decide at any point that you want to pursue legal action, forensic evidence needs to be collected within 24 hours. Evidence is best collected within 5 days, or 120 hours of the incident.
- Do not change clothes, bathe, shower or douche before seeking medical attention. Doing so may destroy important medical evidence in the case that you choose to pursue legal action. If you have changed clothes, bring your soiled clothing with you in a plastic bag for evidence collection.

Sexual Violence Resources

On Campus

Title IX Coordinator & Director of Equity
Campus Center, Rm. 243
651-696-6258
titleixcoordinator@macalester.edu

DeMethra Bradley*
Assistance Vice President for Student Affairs & Dean of Students
Weyerhaeuser Hall, Rm. 119
651-696-6220
dbradley@macalester.edu

Andrew Wells*
Associate Dean of Students
Weyerhaueser Hall, Rm. 119
651-696-6220
awells1@macalester.edu

Jody Gabriel*
Head Softball Coach/Senior Woman Administrator
Leonard Center, Rm. 90f
651-696-6157
jgabriel@macalester.edu

Kevin Morrison*
Director, Center for Study Away
Markim 209
651-696-6077
kmorisso@macalester.edu

Sexual Violence Prevention Program
Laurie Hamre Center for Health and Wellness
651-696-6275
health@macalester.edu

Campus Security
651-696-6555 (24-Hour Emergency)

* - Trained Deputy Title IX Coordinators

Off Campus

Police: 911 (24-Hour Emergency)

Regions Hospital Emergency Center Sexual Assault Nurse Examiners (SANE)
640 Jackson St., St. Paul, MN 55101
651-254-3456

Hennepin County Medical Center Emergency Room
701 Park Ave, Minneapolis, MN 55415
612-873-3000
Sexual Assault Resources Service
612-873-5832

Resources and Support

Confidential Campus Resources

Center for Religious and Spiritual Life:
Kelly Stone, Associate Dean and Chaplain
651-696-6298
kstone1@macalester.edu

Laurie Hamre Center for Health and Wellness Staff:
651-696-6275

Confidential Off-Campus Resources

SOS Sexual Violence Services of Ramsey County
24-hour hotline: 651-266-1000

RAINN (Rape, Assault, and Incest National Network)
24-hour hotline: 1-800-656-HOPE

Sexual Violence Center Minneapolis
24-hour hotline: 612-871-5111

Campus Support Services

Sexual Assault Support Team (SAST)
macalester.edu/violenceprevention/support/sast/
SAST members are volunteer non-confidential members of the staff and faculty who are committed to sexual violence prevention and ending power-based personal violence. They can offer support, guidance, and referrals.

Residential Life Staff
macalester.edu/residential-life/
651-696-6215
Residential Life staff members have been trained in crisis intervention and in counseling and support skills. They can direct you to appropriate campus services.

General Provisions for Complaint Resolution Process

One option available to an individual reporting alleged sexual misconduct is a complaint resolution process. In this process, the individual alleged to have experienced the alleged misconduct is referred to as the complainant, and the individual accused of the alleged misconduct is referred to as the respondent. Complaints of a violation of this policy received by the College will be processed according to the "Procedures for Sexual Misconduct Complaint Resolution" found in the next section. The principles below are applicable to all complaint resolution processes.

Rights of the Complainant and Respondent

In instances where the College moves forward with a complaint resolution process without the participation of the individual who has alleged the sexual misconduct, the individual who is alleged to have experienced the misconduct will have the same rights as provided to a complainant under this policy even if the individual is not named as a complainant.

The complainant and respondent are entitled to:

- respect, sensitivity, and dignity;
- appropriate support from the College;
- privacy to the extent possible based on applicable law and College policy;
- information on the policy and procedures;
- the right to participate or decline to participate in the complaint resolution process, with the acknowledgement that not participating, either totally or in part, may not prevent the process from proceeding with the information available;
- equitable procedures that provide both parties with a prompt, fair and impartial investigation and resolution conducted by officials who receive annual training on conduct prohibited by the policy;
- notice of the allegations and defenses and an opportunity to respond;

- an equal opportunity to identify relevant witnesses and other evidence and to suggest possible topics to be covered with witnesses during the formal process;
- for the complainant, not to be questioned or have evidence considered regarding the complainant's prior sexual conduct with anyone other than the respondent;
- for the complainant, to never be treated by campus authorities in a manner that suggests they are at fault for the sexual misconduct or that they should have acted in a different manner to avoid the sexual misconduct;
- to be free from retaliation;
- the right to appeal the decision and/or the sanctions;
- the right to notification, in writing, of the resolution, including the outcome of any appeal.

Additional Rights in Cases Involving Allegations of Sexual Assault, Dating/Intimate Partner Violence, Domestic Violence, or Stalking:

In cases involving allegations of sexual assault, dating/intimate partner violence, domestic violence, or stalking, the following rights will be afforded to the complainant and the respondent in addition to those rights described above.

- The complainant and respondent will be provided timely notice of meetings at which the complainant or respondent may be present.
- The complainant and respondent will be provided timely and equal access to any information that will be used during informal and formal disciplinary meetings during the adjudication phase of the complaint resolution process.
- The complainant and respondent have the right to the assistance of campus personnel (during and after the complaint process), in cooperation with the appropriate law enforcement authorities, in shielding the complainant or respondent, at their request, from unwanted contact with the complainant or respondent, including but not limited to a college issued no-contact directive, transfer to alternative classes or to alternative college-owned housing, if alternative classes or housing are available and feasible, change in work location or schedule, or reassignment, if available and feasible; and to receive assistance with academic issues
- The complainant has the right to decide when to repeat a description of an incident of sexual assault, dating/intimate partner violence, domestic violence, or stalking and the respondent has the right to decide when to repeat a description of a defense to such allegations;
- The complainant and respondent have the right to have an advisor present during the complaint resolution process. The College will not limit the choice of advisor or presence of the advisor for the complainant or respondent in any meeting or disciplinary process. See the "Advisors" section below for additional information and rules regarding the conduct of advisors.
- The complainant and respondent have the right to 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.
- The complainant and respondent have the right to the assistance of campus authorities in preserving materials relevant to a campus complaint proceeding.
- The complainant and the respondent have the right to be provided access to their description of the incident, as it was reported to the College, including if the individual transfers to another post-secondary institution, subject to compliance with FERPA, the Clery Act, Title IX, and other federal or state law. Requests for an individual's description of the incident should be made to the Title IX Coordinator.

In addition, a complainant who alleges sexual assault, dating/intimate partner violence, domestic violence, or stalking has the following rights:

- to be informed by the College of options to notify proper law enforcement authorities of a sexual assault, dating/intimate partner violence, domestic violence, or stalking incident, or to decline to notify such authorities;
- to the complete and prompt assistance of campus authorities, at the complainant's request, in notifying the appropriate law enforcement officials and College officials of a sexual assault dating/intimate partner violence, domestic violence, or stalking incident and filing criminal charges with local law enforcement officials in sexual assault dating/intimate partner violence, domestic violence, or stalking cases;
- to be offered fair and respectful health care, counseling services, or referrals to such services and notice of the availability of campus or local programs providing sexual assault advocacy, dating/intimate partner violence, domestic violence, or stalking services;
- to assistance from the Crime Victim Reparations Board and the Commissioner of Public Safety;
- for students who choose to transfer to another post-secondary institution, the right to receive information about resources for victims of sexual assault, dating/intimate partner violence, domestic violence, or stalking at the institution to which the victim is transferring.

Advisors in Cases Involving Allegations of Sexual Assault, Dating/Intimate Partner Violence, Domestic Violence, or Stalking

The complainant and the respondent in complaint resolution processes involving allegations of sexual assault, dating/intimate partner violence, domestic violence, and stalking have the right to be assisted by an advisor of their choice, including an attorney.

Guidelines related to the use of advisors:

- The purpose of the advisor is to support an individual during the complaint resolution process. An advisor is permitted to accompany the individual to in-person interviews or other meetings during the complaint resolution process. In selecting an advisor, each party should consider the potential advisor's availability to attend in-person interviews and meetings. As a general matter, the College will not unnecessarily delay its processes to accommodate the schedules of advisors.
- Advisors may confer with their advisee, but they may not actively participate in the complaint resolution process. The advisor may accompany the complainant or respondent to all meetings relating to the complaint resolution proceeding. The advisor may not appear in lieu of the complainant or respondent or speak on their behalf in either in-person or written communications to the College. The advisor may not communicate directly with the investigator, adjudicators, appeal officers, Title IX Coordinator, Deputy Title IX Coordinator, or any other school official involved in the complaint resolution process and may not interrupt or otherwise delay the complaint resolution process.
- Advisors may have access to information concerning a case only when accompanying the party (for in-person access to information) or only when the party has given permission for the advisor to be copied on emails or other correspondence (for access to written communications). An advisor's access to such information is subject to the same limitations as those placed upon the parties and conditioned upon the advisor's agreement to maintain the confidentiality of any student education records or other confidential information.
- The College will notify a party to a complaint resolution process if another party involved in the complaint resolution process has obtained an advisor. The notice shall indicate if the other party's advisor is an attorney.
- Advisors will be required to sign an Advisor Agreement acknowledging receipt and understanding of these requirements. Failure to comply with these requirements, including violations of confidentiality, or other forms of interference with the complaint resolution process by the advisor may result in disqualification of an advisor. The College reserves the right to dismiss an advisor.

Requests for Reasonable Accommodations

Individuals who need a reasonable accommodation should contact the Title IX Coordinator. The College will consider requests for reasonable accommodations submitted to the Title IX Coordinator on a case-by-case basis. Accommodations the College may provide include:

- Providing reasonable accommodations as required by law to an individual with a disability who requests an accommodation necessary to participate in the complaint resolution process.
- Providing an interpreter for individuals who are limited English-language proficient.

Interim Actions and Protective Measures

At any time after a report of a potential violation of this policy has been received by the College, the Title IX Coordinator or the Title IX Coordinator's designee(s) will consider whether interim actions or protective measures are reasonably necessary or appropriate to protect the parties and the broader Macalester community, pending completion of the response and resolution process. The College will make accommodations and provide protective measures for an individual who believes they have experienced sexual misconduct, if requested and reasonably available. The College may take such steps even when an individual asks that the College keep a reported violation of this policy confidential and that it not investigate the matter and regardless of whether an individual chooses to report to law enforcement. The College may also provide accommodations and resources to others involved in the process, including those adversely affected by allegations of sexual misconduct, if requested and reasonably available. The College determines which measures are appropriate for a particular individual on a case-by-case basis.

In implementing interim actions or protective measures, the Title IX Coordinator or the Title IX Coordinator's designee(s) will consult with the Title IX Bias and Harassment Team and/or appropriate staff and faculty members who have a need to know information about the interim action(s) or protective measure(s).

Examples of interim actions include, without limitation:

- Establishing a "no contact" directive prohibiting the parties involved from communicating with each other during the response and resolution process.

- Changing an individual's on-campus residency, dining, or transportation arrangements.
- Assistance in finding alternative housing.
- Changing an individual's student or employee status or job responsibilities.
- Changing an individual's work or class schedule.
- Providing academic accommodations or providing assistance with academic issues.
- Providing security escorts.
- Access to counseling and medical services.
- Making available to complainant information about orders for protection and harassment restraining orders and providing assistance with respect to obtaining and enforcing such orders.
- Assistance in identifying an advocate to help secure additional resources or assistance, including off-campus and community advocacy, support, and services.
- For students who choose to transfer to another institution, at the student's request, providing information about resources for victims of sexual assault at the institution to which the student is transferring.

Other protective measures that may be available, if safety concerns or other overriding circumstances warrant them, include:

- Prohibiting an individual involved from being on Macalester property.
- Prohibiting an individual involved from participating in Macalester-sponsored events.
- Prohibiting an individual from residing in a Macalester residence.

To request an interim action or protective measure, individuals who believe they have experienced sexual misconduct should contact the Title IX Coordinator. If a respondent feels that they need interim measures, please contact the Title IX Coordinator.

The College will maintain as confidential any interim actions or protective measures provided to an individual, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the accommodations or protective measures. Additional services are available on campus and/or in the community, as described in the Resources section at the end of this policy and on the College's website.

Any concern about a violation of an interim action and/or protective measure should be reported to the Title IX Coordinator.

Non-Participation and Silence

Either party may decline, at any time, to provide information or participate further in the complaint resolution process. If, at any time during the complaint resolution process, a party decides not to participate, the College will proceed with the complaint resolution process and make a determination based upon the information available. A respondent's silence in response to a complainant's allegation will not necessarily be viewed as an admission of the allegation, but may leave the complainant's allegations undisputed. Similarly, a complainant's silence in response to a respondent's denials or defenses will not necessarily be viewed as an admission of the denials or defenses, but may leave the respondent's denials or defenses undisputed. Even if a party decides not to participate or chooses to stop participating at a phase of the process, the party will still be given the option to participate during additional phases of the process.

Conflicts

If a complainant or respondent has any concern that any individual acting for the College under this policy has a conflict of interest or bias, such concern should immediately be reported in writing to the Title IX Coordinator. Any concern regarding a conflict of interest or bias must be submitted within two (2) days after receiving notice of the person's involvement in the process. The Title IX Coordinator or the Title IX Coordinator's designee(s) will review the concerns and take appropriate steps to ensure that no conflicts of interest exist on the part of anyone investigating or resolving a complaint under this policy. If the Title IX Coordinator has a conflict of interest with respect to a complaint, the College's Dean of Students/Deputy Title IX Coordinator shall appoint an alternate person to oversee adherence to the Sexual Misconduct Policy with respect to the complaint at issue. If the Dean of Students/Deputy Title IX Coordinator is a party to the complaint or has a conflict of interest with respect to a complaint, the Associate Dean of Students/Deputy Title IX Coordinator shall ensure that the College puts in place appropriate safeguards under the circumstances to ensure that the institution promptly and equitably responds to the complaint, including, but not limited to, appointment of alternate individuals to oversee adherence to the Sexual Misconduct Policy.

Time Frames for Resolution

Macalester is committed to the prompt and equitable resolution of allegations of sexual misconduct. Macalester will strive to conclude the response and resolution process within 60 calendar days of receiving a complaint alleging a policy violation. Specific time frames for each phase of the complaint resolution process are set forth in the "Procedures for Sexual Misconduct Complaint Resolution" below. Generally, the College will strive to complete the investigation within 30 calendar days and the adjudication within 15 calendar days. Circumstances may arise that require the extension of time frames based on the complexity of the allegations, the number of witnesses involved, the availability of the parties involved, witnesses

being absent from campus, the effect of a concurrent criminal investigation, unsuccessful attempts at informal resolution, any intervening school break, vacation, or other unforeseen circumstance.

In cases where an incident has also been reported to law enforcement, the College will not delay its investigation and resolution processes in order to wait for the conclusion of a criminal investigation or proceeding. The College will, however, comply with valid requests by law enforcement for cooperation in a criminal investigation. As such, the College may need to delay temporarily an investigation under this policy while law enforcement is in the process of gathering evidence. This process typically takes 7-10 days. Once law enforcement has completed its gathering of evidence, the College will promptly resume and complete its investigation and resolution procedures.

In the event that the investigation and resolution exceed the 60 calendar day timeframe, or to the extent additional time is needed during any of the phases of the process discussed below, the College will notify all parties of the reason for the delay and the expected adjustment in time frames. Efforts will be made to complete the process in a timely manner balancing principles of thoroughness, fundamental fairness, and promptness.

Complainants are encouraged to begin the complaint resolution process as soon as possible following an alleged incident. If a complaint is brought forward more than five (5) calendar years after an alleged incident, the College, in its discretion, may decline to process a complaint under these procedures, but reserves the right to take other administrative action as appropriate depending on the specific circumstances of the complaint. If at least one party involved in the complaint is still a member of the College community as a student or employee, the complaint generally will be processed under these procedures.

Reservation of Flexibility

The procedures set forth in this policy reflect the College's desire to respond to complaints in good faith and in a manner that promotes fairness to all parties. The College recognizes that each case is unique and that circumstances may arise which require that it reserve some flexibility in responding to the particular circumstances of the matter. Where it is not possible or practical to follow this procedure, the College reserves the right to modify the procedure or to take other administrative action as appropriate under the circumstances.

Procedures for Sexual Misconduct Complaint Resolution

Each process involving a sexual misconduct complaint will provide a prompt, fair, and impartial investigation and resolution. Each sexual misconduct complaint resolution process will be conducted by individuals who receive annual training on the issues related to sexual harassment, sexual assault, domestic violence, dating/intimate partner violence, stalking, and how to conduct an investigation and decision-making process that protects the safety of all and promotes accountability. In addition, each complaint resolution process will be conducted by individuals who do not have a conflict of interest or bias for or against the complainant or respondent. All College officials will treat the parties with dignity and will never treat the complainant in a manner that suggests they are at fault for the sexual misconduct or that they should have acted in a different manner to avoid the sexual misconduct.

Initial Title IX Report Review and Assessment

In most cases, the first step of the complaint resolution process is a preliminary meeting between the complainant and the Title IX Coordinator or the Title IX Coordinator's designee(s). The purpose of the preliminary meeting is to allow the Title IX Coordinator to gain a basic understanding of the nature and circumstances of the report or complaint; it is not intended to be a full investigation interview.

As part of the initial meeting with the complainant, the Title IX Coordinator or the Title IX Coordinator's designee(s) will:

- assess the nature and circumstances of the allegation;
- address immediate physical safety and emotional well-being of the complainant;
- notify the complainant of the right to contact law enforcement and seek medical treatment;
- notify the complainant of the importance of preservation of evidence;
- provide the complainant with information about on- and off-campus resources;
- notify the complainant of the range of interim accommodations and remedies;
- provide the complainant with an explanation of the procedural options, including how to file a complaint and the complaint process;
- in cases involving allegations of sexual assault, dating/intimate partner violence, domestic violence, or stalking, advise the complainant of the right to have an advisor of choice;
- discuss the complainant's expressed preference for the manner of resolution and any barriers to proceeding; and
- explain the College's policy prohibiting retaliation.

All reports and complaints of sexual misconduct will be reviewed by the Title IX Coordinator and/or the Title IX Coordinator's designee(s) to determine the risk of harm to individuals or to the campus community. Steps will be taken to

address these risks in consultation with the Associate Director of Safety and Security and/or members of the Title IX Bias and Harassment Team. The Title IX Coordinator and/or the Title IX Coordinator's designee(s) will also assess the reported conduct for the need for a timely warning under the Clery Act and assess for pattern evidence or other similar conduct by respondent.

The Title IX Coordinator or the Title IX Coordinator's designee(s) has discretion to refer the matter to other College disciplinary procedures. This referral option will generally be used when the alleged behavior does not fall within the policy or the alleged behavior applies to another disciplinary procedure. If the Title IX Coordinator or the Title IX Coordinator's designee(s) determines that the report or complaint, even if substantiated, would be a violation of this policy, they may dismiss the matter or refer it to another applicable disciplinary procedure. The parties will be notified of that determination and the complainant will be informed of other procedures for resolving the complaint and of other resources that may be available to the complainant.

This initial review generally will take no more than five (5) calendar days.

Sexual Misconduct Complaint

The filing of a complaint begins the complaint resolution process under this process. In most cases, complaints are made by the complainant. However, the College reserves the right to move forward with a complaint resolution process to protect the safety and welfare of the community, even if the victim chooses not to make or move forward with a complaint. Generally, the Title IX Coordinator will make a determination of whether the College will move forward with a complaint resolution process in the absence of a complaint filed by the victim. If the College decides that it has an obligation to move forward with a complaint resolution process, it will notify the victim before proceeding.

Complaints of sexual misconduct should be made through the Title IX Coordinator:

Dion Farganis
Interim Title IX Coordinator and Director of Equity
243 Campus Center
Telephone: 651-696-6258
Email: titleixcoordinator@macalester.edu

Notice of Allegation

When the Title IX Coordinator has received a complaint of sexual misconduct, the Title IX Coordinator or the Title IX Coordinator's designee(s) will meet with the respondent and will:

- notify the respondent of the complaint and alleged policy violations that are being investigated;
- provide the respondent an explanation of the process;
- notify the respondent of the importance of preservation of evidence;
- notify the respondent of any interim actions or protective measures that have been put in place that directly relate to the respondent (i.e., no contact directive);
- provide the respondent with information about on- and off-campus resources;
- in cases involving allegations of sexual assault, dating/intimate partner violence, domestic violence, or stalking, advise the respondent of the right to have an advisor; and
- explain the College's policy prohibiting retaliation.

Informal Resolution

When the complainant chooses to move forward with the complaint resolution process, the complainant has the option to proceed informally, when permissible. In cases involving sexual assault, dating/intimate partner violence, domestic violence, or stalking, informal resolutions are not appropriate and are never permissible.

If an informal resolution is pursued, the Title IX Coordinator (or the Title IX Coordinator's designee) will attempt to facilitate a resolution that is agreeable to the complainant and the respondent. Under the informal process, the College will only conduct such fact-finding as is useful to resolve the conflict and as is necessary to protect the interests of the parties, the College, and the College community. The College will take immediate and corrective action through the imposition of individual and community remedies designed to maximize the complainant's access to the educational and extracurricular activities of the College. Examples of potential remedies are provided in the "Interim Actions and Protective Measures" section of the policy. The recommended resolution may also include other institutional responses or requirements imposed on the respondent. Any informal resolution must adequately address the concerns of the complainant, as well as the rights of the respondent and the overall intent of the College to stop, remedy, and prevent policy violations.

The College will not compel a complainant or respondent to engage in mediation, to directly confront the other party, or to participate in any particular form of informal resolution. Mediation, even if voluntary, may not be used in cases involving sexual assault, dating/intimate partner violence, domestic violence, or stalking. Participation in informal resolution is

voluntary, and the complainant and respondent have the option to discontinue the informal process at any time and request a formal investigation. The College also always has the discretion to discontinue the informal process and move forward with a formal investigation. If at any point during the informal resolution process, the complainant or respondent or the College wishes to cease the informal resolution process and to proceed through the formal resolution process, the informal resolution process will stop and the formal resolution process outlined below will be invoked.

If the parties to the complaint agree in writing to the terms and conditions of a recommended resolution within five (5) calendar days of the Title IX Coordinator presenting the recommended resolution to the parties, the case will be resolved without further process under this procedure. If all parties to the complaint do not agree in writing to the terms and conditions of the recommended resolution within five (5) calendar days of the Title IX Coordinator presenting the recommended resolution to the parties, the complaint will be referred to the Formal Resolution process. If the complaint is referred to the Formal Resolution process, the time spent attempting to reach an informal resolution generally will not be counted as part of the 60-day time frame discussed in the "Time Frames for Resolution" section above.

Formal Resolution

If the complaint is not processed or resolved through the Informal Resolution process discussed above, the complaint shall be processed according to the formal procedure outlined below.

A. Investigation

The Title IX Coordinator or the Title IX Coordinator's designee(s) will designate one or more investigators. The College will ensure that the investigator(s) has received the appropriate training, and is impartial and free of any conflict of interest. The parties shall receive written notice of the investigator(s) appointed. If any party has a concern that the investigator(s) has a conflict of interest, the party should report the concern in writing as indicated in the "Conflicts" section above.

The investigator(s) will conduct the investigation in a manner appropriate to the circumstances of the case, which will typically include interviews with the complainant, the respondent, and any witnesses; these interviews may be audio-recorded. As part of the investigation, the College will provide an opportunity for both the complainant and respondent to advise the investigator(s) of any witnesses they believe should be interviewed, and other evidence they believe should be reviewed by the investigator(s). The investigator(s) has (have) discretion to assess the relevancy of any proposed witnesses and determine which interviews to conduct, including the discretion to conduct interviews of individuals not identified by the parties. The interviews will be supplemented by the gathering of any physical, documentary, or other evidence, as appropriate and available. General character or reputation evidence generally will not be considered relevant and will not be included in the investigation. The investigator(s) may choose not to interview character witnesses and/or not to include information from character witnesses in the investigation report. In addition, lie detector test information will not be permitted or considered.

The complainant may decide when (or when not) to repeat a description of the alleged misconduct and has the right to decline to participate in the complaint resolution process. If at any time the complainant declines to participate in the process, the College's ability to meaningfully investigate and resolve a complaint may be limited. In such cases, the College will proceed with the complaint resolution process, if possible to do so without the complainant's participation, and will make a determination based upon the information available as set forth above in the section entitled, "Non-Participation and Silence." The respondent also has the right to decline to participate in the complaint resolution process. In such cases, the College will proceed with the complaint process and will make a determination based upon the information available as set forth in the above section entitled, "Non-Participation and Silence."

The investigation is designed to provide a fair and reliable gathering of the facts. The investigation will be thorough, impartial, and fair, and all individuals will be treated with appropriate sensitivity and respect. The investigation will be conducted in a manner that is respectful of individual privacy concerns.

The College will seek to complete the investigation within thirty (30) calendar days from the date of the complaint, but this time frame may be extended depending on the circumstances of each case, including the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses involved, the effect of a concurrent criminal investigation, unsuccessful attempts at informal resolution, any intervening school break, vacation, or other unforeseen circumstance.

The parties will be informed of a close of evidence date. The parties shall submit any and all information and evidence believed to be relevant to the complaint by the close of evidence date. After the close of evidence date, the parties shall not be permitted to submit new or additional evidence that existed prior to the close of evidence date, unless the investigator determines otherwise.

At the conclusion of the investigation, the investigator(s) may prepare a report setting forth the facts gathered. The investigator(s) generally will compile an investigation file, which may consist of any information, documents, recordings, or other evidence that are provided to the adjudicators. At the investigator(s)' discretion, such information may include, as

applicable: the written complaint, recordings or written records of interviews with the complainant, respondent, and any witnesses, any other evidence obtaining during the investigation, and the investigator's report of the investigation. The investigation file will be forwarded to the Title IX Coordinator. The Title IX Coordinator or the Title IX Coordinator's designee(s) will review the investigation file and has the discretion to ask the investigator(s) for clarification, additional investigation, and/or to have information removed or redacted from the investigation report.

B. Review of Investigation File in Cases Involving Sexual Assault, Dating/Intimate Partner Violence, Domestic Violence, and Stalking

For complaints involving allegations of sexual assault, dating/intimate partner violence, domestic violence or stalking, the investigation file will be made available for review by the complainant and respondent. Confidential information in the investigation file that cannot be shared with the complainant, respondent, or adjudicators may be redacted from the file in accordance with applicable law. The Title IX Coordinator or the Title IX Coordinator's designee(s) will provide a four (4) calendar day period (the review and response period) for the complainant and respondent to have access to review the investigation file and prepare a response to the investigation file, as discussed below. The parties' access to the investigation file generally will be provided during normal business hours in a designated on-campus location. The investigation file cannot be removed from that location, nor can copies be made or pictures taken of the file contents.

Both parties will have the opportunity to provide a written response to the investigation file. To do so, the party must submit an initial written statement, which shall not exceed 2,000 words in length, to the Title IX Coordinator. The initial written statement must be submitted by the conclusion of the review and response period described above. The initial written statement may be used as an opportunity to clarify points in the investigation report or identify information previously given to the investigator that is not included in the investigation report which the party believes should have been included. While the parties may be assisted by their advisors in preparation of the initial written statement, the initial written statement must be submitted by the party, must be the party's own statement, and may not be used to submit the statements of others on the party's behalf.

The parties will have an opportunity to review the initial written statement submitted by the other party and, if desired, may submit a rebuttal written statement not to exceed 1,500 words. The rebuttal written statement must be submitted within two (2) calendar days after being given access to the other party's initial written statement. The rebuttal written statement may only be used to respond to arguments made in the other party's initial written statement. While the parties may be assisted by their advisors in preparation of the rebuttal written statement, the rebuttal written statement must be submitted by the party, must be the party's own statement, and may not be used to submit the statements of others on the party's behalf. The parties shall have an opportunity to review the rebuttal written statement submitted by the other party. The Title IX Coordinator or the Title IX Coordinator's designee(s) will provide two (2) calendar days for the complainant and respondent to have access to review the other party's rebuttal written statement. The parties' access to the rebuttal written statement generally will be provided during normal business hours in a designated on-campus location. The rebuttal written statement cannot be removed from that location, nor can copies be made or pictures taken of the contents.

The Title IX Coordinator or the Title IX Coordinator's designee(s) will review the initial written statements and rebuttal written statements. Based on the statements, the Title IX Coordinator or the Title IX Coordinator's designee(s) has the discretion to ask the investigator(s) for clarification, additional investigation, and/or to have information removed or redacted from the investigation report. In addition, the Title IX Coordinator or the Title IX Coordinator's designee(s) may remove or redact any portions of the parties' written statements that exceed the word limits of the statements as stated above or that otherwise exceed the scope of information that may be considered in the complaint resolution process (e.g., general character or reputation evidence and evidence relating to the complainant's prior sexual history).

C. Adjudication

The College will strive to complete a prompt, thorough, fair and impartial adjudication.

1. Appointment of Adjudicators

Upon completion of the investigation, the Title IX Coordinator or the Title IX Coordinator's designee(s) will assign the appropriate College authority and a second designee from the Title IX or Bias and Harassment Team to adjudicate the complaint. When the respondent is a student, the appropriate College authority is the Vice President for Student Affairs or designee; when the respondent is a faculty member, the appropriate College authority is the Provost and Dean of the Faculty or the designee; when the respondent is a member of the staff, the appropriate College authority is the Director of Employment Services or the designee; and when the respondent is the President of the College, the appropriate College authority is the Chair of the Board of Trustees or designee. If the appropriate College authority is the respondent or the complainant, either of the other two administrators designated will assume the responsibility of adjudicating the complaint. In any complaint process, the assigned adjudicators may request to

have a third adjudicator appointed to the case at any point during the adjudication prior to the issuance of the written notice of outcome.

The College will ensure that the adjudicators have received the appropriate training, and are impartial and free of any conflict of interest. The parties shall receive written notice of the adjudicators appointed. If any party has a concern that an adjudicator has a conflict of interest, the party should report the concern in writing as indicated in the "Conflicts" section above.

The adjudicators will use a "preponderance of evidence" standard to determine whether it is more likely than not that the respondent violated the policy.

2. Determination

The adjudicators will receive and review the investigation file and any initial written statements and rebuttal written statements provided by the complainant and respondent after the parties' review of the investigation file, as applicable. The adjudicators may, in their discretion, request additional investigation by the investigator(s) or another appropriate individual. In the event that the adjudicators request additional investigation, the complainant and respondent shall be notified.

The adjudicators will use a preponderance of the evidence standard to determine whether it is more likely than not that the respondent violated the policy and impose remedies and/or sanctions as necessary to end the misconduct, prevent its recurrence, and address its effects.

If the adjudicators determine that the respondent is responsible for a policy violation, they may, in their discretion, request information from the Title IX Coordinator regarding whether the respondent has previously been found responsible for any violations of this policy. In the event that information regarding the respondent's previous policy violations is shared with the adjudicators, the parties shall be notified.

Not all forms of sexual misconduct are deemed equally serious offenses and, as a result, different remedies or sanctions may be imposed depending on the severity of the offense and any previous conduct violations.

3. Sanctions and Remedies

The adjudicators will impose sanctions and/or remedies as necessary to end the misconduct, prevent its recurrence, and address its effects. The College reserves the right to take whatever measures deemed necessary in response to an allegation of sexual misconduct in order to protect the rights and personal safety of the complainant and the College community.

Individuals who are found responsible under this policy may face the following sanctions as appropriate for students, employees, visitors, or others:

- assigned disciplinary status: warning, probation, strict probation, suspension, or expulsion;
- temporary or permanent restricted access to areas of campus and campus events;
- temporary or permanent restricted access to or participation in activities, organizations or courses;
- temporary or permanent removal from class or residential assignment;
- conditions upon presence on campus or at college events;
- no trespass or no contact directives;
- required attendance at educational trainings or meetings;
- behavioral contracts;
- required assessment or counseling;
- community service hours;
- loss of salary or benefit such as sabbatical or research or travel funding, removal or non-renewal of scholarships or honors;
- suspension of promotion or salary increase increments;
- transfer or change of job or responsibilities, revocation of tenure, demotion, or termination of employment;
- payment of restitution or costs incurred.

A finding of responsibility will become part of the student's academic record or, if an employee, the employee's personnel file. In addition, a finding of responsibility will become a part of any upcoming personnel reviews, including, but not limited to, pre-tenure, tenure, or promotion reviews for faculty members.

Violations of imposed sanctions should be reported to the Title IX Coordinator.

Remedies, accommodations, and protective measures for the complainant include implementing or extending interim or protective measures, including, without limitation:

- a mutual or one-sided no contact order;
- prohibiting an individual involved from being on College property;
- prohibiting an individual involved from participating in College-sponsored events;
- changing an individual's on-campus residency, dining, or transportation arrangements, or prohibiting an individual from residing in a College residence;
- assistance in finding alternative housing;
- changing an individual's student or employee status or job responsibilities;
- changing an individual's work or class schedule;
- providing academic accommodations or providing assistance with academic issues;
- providing security escorts;
- access to counseling and medical services;
- making information about orders for protection and harassment restraining orders available to a complainant;
- assistance identifying an advocate to help secure additional resources or assistance, including off-campus and community advocacy, support, and services.

Remedies designed to address the Macalester community include increased monitoring, supervision, and/or security at locations or in connection with activities where the prohibited conduct occurred or is likely to reoccur and targeted or broad-based educational programming or training for relevant persons or groups.

4. Notice of Outcome

The complainant and respondent will receive a written notice of the outcome by letter or email. The notifications will be sent to the complainant and the respondent at the same time.

For complaints involving sexual assault, dating/intimate partner violence, domestic violence, or stalking, the written notice shall include the determination of the adjudicators, any imposition of sanctions, and the rationales for the determination and sanctions. The written notice will also include information about the procedures for appeal, as set forth below, and when the result becomes final. In addition, the written notice shall include any other steps the College has taken to eliminate the conduct and prevent its recurrence and the complainant's written notice will include remedies offered or provided to the complainant. For all other complaints of sexual misconduct, the written notice shall include the determination of the adjudicators. The respondent's written notice shall include any imposition of sanctions and the complainant's written notice shall include any imposition of sanctions that directly relate to the complainant. The written notice will also include information about the procedures for appeal, as set forth below, and when the result becomes final. In addition, the written notice shall include any other steps the College has taken to eliminate the conduct and prevent its recurrence and the complainant's written notice will include remedies offered or provided to the complainant.

The College will seek to complete the adjudication process and provide written notice of outcome within fifteen (15) calendar days of the adjudicators receiving the investigation file from the Title IX Coordinator; however, in some cases, more time may be required.

The determination of the adjudicators may be appealed as provided below. In the event that no appeal is filed within the time periods prescribed below, the decision will be final.

APPEAL OF DECISION

Either the complainant or the respondent may appeal the results of the formal resolution process on one or more of the following bases:

- a procedural error occurred that substantially affected the outcome of the process;
- the decision was arbitrary and capricious or violated academic freedom;
- there has been discovery of significant new factual material not available to the investigator(s) that could have affected the original outcome; however, intentional omission of factual information by the appealing party is not a ground for an appeal;
- the sanction or other response by Macalester under the formal resolution process was excessively severe or grossly inadequate.

Submitting an Appeal

Either party may request an appeal by submitting a written appeal statement, not to exceed 2,000 words, which must explain which of the bases above the party is citing for the appeal. A written appeal must be submitted to the Title IX Coordinator within ten (10) calendar days following the date that the notice of outcome was sent to the complainant and the respondent. Failure to file a timely appeal constitutes a waiver of any right to an appeal.

The Title IX Coordinator or the Title IX Coordinator's designee(s) will review the appeal statement to determine whether the appeal states a permissible ground for appeal (as set forth above), such that the appeal will be considered.

The non-appealing party will be notified of the appeal and the alleged grounds for the appeal. The non-appealing party may, if desired, submit a written response to the appeal, not to exceed 2,000 words. The written response to the appeal must be submitted to the Title IX Coordinator within seven (7) calendar days of receiving notice of the appeal.

The Title IX Coordinator or the Title IX Coordinator's designee(s) shall review the appeal statement and any responsive appeal statement and may remove or redact any portions of the statements that exceed the permitted scope of the appeal or that otherwise exceed the scope of information that may be considered in the complaint resolution process (e.g., general character or reputation evidence and evidence relating to the complainant's prior sexual history). The Title IX Coordinator generally will compile an appeal file, which may consist of any information, documents, recordings, or other evidence that is provided to the appeal officer. Such information, may include, as applicable, the written appeal statement, the responsive appeal statement, the notice of outcome, the investigation file, the parties' initial written statements and rebuttal written statements, and any previously undiscovered evidence (if discovery of new evidence is a ground for appeal).

Appeals will be considered by an appeal officer appointed by the Title IX Coordinator or the Title IX Coordinator's designee(s). Generally, the appeal officer will be a member of the Title IX Bias and Harassment Team who has not been previously involved in the complaint process and does not have a conflict of interest in the case. The College will ensure that the appeal officer has received the appropriate training and is impartial and free of any conflict of interest. The parties shall receive written notice of the appointed appeal officer. If any party has a concern that the appeal officer has a conflict of interest, the party should report the concern in writing as indicated in the "Conflicts" section above.

For complaints involving allegations of sexual assault, dating/intimate partner violence, domestic violence, or stalking, the appeal file will be made available for review by the complainant and respondent. The Title IX Coordinator or the Title IX Coordinator's designee(s) will provide a four (4) calendar day period for the complainant and respondent to have access to review the appeal file and such access generally will be provided during normal business hours in a designated on-campus location. The appeal file cannot be removed from that location, nor can copies be made or pictures taken of the contents.

Consideration of Appeal

In an appeal, the burden of proof is on the appealing party to show that it is more likely than not that one or more of the above grounds for appeal are satisfied.

The appeal officer will not rehear the case, but will receive and review the appeal file and consider whether it is more likely than not that the above-listed grounds for appeal have been satisfied and impacted the outcome of the process. The appeal officer may choose to meet with the parties and consider other additional information, in their sole discretion. For complaints involving allegations of sexual assault, dating/intimate partner violence, domestic violence, or stalking, if the appeal officer meets with a party, the other party shall have an opportunity to review any information provided to the appeal officer during or as a result of such a meeting.

If the appeal officer determines that the appealing party has demonstrated that it is more likely than not that one of the above grounds for appeal is satisfied, the matter will be remanded for further investigation and/or deliberations, as determined by the appeal officer. The appeal officer, in consultation with the Title IX Coordinator or the Title IX Coordinator's designee(s), will determine whether the matter should be remanded to the previous adjudicators or whether new adjudicators should review the matter, and, if the reasons for remand relate to the investigation or warrant additional investigation, whether the matter should be remanded to the previous investigator(s) or whether a new investigator(s) should be appointed. Upon remand, the investigator(s) and adjudicators shall utilize the same process as required for all complaint processes under this policy.

If the appeal officer determines that the appealing party has not demonstrated that it is more likely than not that one or more grounds for appeal have been satisfied, the appeal officer will dismiss the appeal. This decision is final and is not appealable.

The appeal officer will issue a written decision stating the appeal officer's findings and the final disposition of the appeal. The College will seek to complete the appeal process within fifteen (15) calendar days following the appeal officer's receipt of the appeal file from the Title IX Coordinator; however, in some cases, more time may be required.

Record Keeping

The Title IX Coordinator is responsible for maintaining the official Macalester records of sexual misconduct reports and complaints. When a complaint is pending, each official having a role in the response and resolution process is responsible for handling records appropriate to their role. When the process is complete, the official records relating to the Complaint or report will be provided to the Title IX Coordinator, who will maintain such records in accordance with Macalester record retention requirements and applicable law.

The official records include:

- In cases where the informal resolution process is requested by the complainant, (a) a summary of the report of sexual misconduct and request for resolution via an informal process, (b) a summary of the Title IX Coordinator's analysis of the appropriate remedy that should be followed; and (c) a summary of the process used and responsive action taken by Macalester;
- In cases where the formal resolution process is used, a copy of any written complaint;
- A description of any interim action taken and copies of correspondence from Macalester to the complainant and respondent relating to the interim action.
- A copy of any Clery Act report submitted to Director of Campus Safety (Campus Safety shall maintain the original or a copy);
- Record indicating that the Title IX Coordinator or the Title IX Coordinator's designee(s) met with the complainant and/or respondent and the issues covered;
- Record indicating the advisor selected by the complainant or respondent;
- Copies of any notices or summaries given to the complainant and/or respondent;
- The investigative summary report and accompanying documentation compiled by the investigator(s);
- Copies of statements provided by the parties or witnesses;
- Documentation indicating the decision reached and sanctions imposed;
- Copies of the notice of outcome provided to the parties;
- Appeal statement, if any; and
- Decision of Appeal Officer and copies of notices sent to parties regarding appeal, if applicable.

Each official having a role in the response and resolution process may elect to send additional records to the Title IX Coordinator depending on the particular facts and circumstances. Personal notes of officials involved in the response and resolution process generally will be maintained in the sole possession of the official who took the notes according to the official's normal recordkeeping practices, any applicable Macalester record retention requirements and applicable law.

Records related to sexual misconduct reports and complaints will be treated as confidential and shared only on a need-to-know basis or as required by law.

Minnesota law, Minn. Stat. 135A.15, requires institutions to collect statistics, without inclusion of any personally-identifying information, regarding the number of reports of sexual assault received by an institution and the number of types of resolutions. Data collected for purposes of submitting annual reports containing those statistics to the Minnesota Office of Higher Education under Minn. Stat. 135A.15 shall only be disclosed to the victim, persons whose work assignments reasonably require access, and, at the victim's request, police conducting a criminal investigation. Nothing in this paragraph is intended to conflict with or limits the authority of the College to comply with other applicable state or federal laws.

No Retaliation

The College prohibits retaliation against any individual who makes a good faith report of a potential violation of this policy, who supports another person's report, or who acts as a witness in any investigation into a complaint. Any concerns of retaliation should be reported to the Title IX Coordinator. The College will take appropriate action against any individual who retaliates against another person in violation of this policy. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Any reports of alleged retaliation should be reported to the Title IX Coordinator. The Title IX Coordinator will assign a member(s) of the Title IX Bias and Harassment team to investigate any allegation of retaliation and determine an appropriate response.

Complaints of Retaliation, Violation of Interim Measures and Violations of Sanctions

Any complaint relating to retaliation in violation of this policy, violations of interim measures, or violations of sanctions should be reported promptly to the Title IX Coordinator. The College will take appropriate action against any individual who retaliates against another person in violation of this policy or who violates interim measures or sanctions.

When the College receives a complaint of retaliation or of violations of interim measures or sanctions, the Title IX Coordinator may exercise discretion to determine an appropriate responsive process based on the facts and circumstances. At the Title IX Coordinator or the Title IX Coordinator's designee(s)' discretion, options for resolution include, but are not limited to: informal discussions and resolution facilitated by the Title IX Coordinator or the Title IX Coordinator's designee(s), or assignment of a member(s) of the Title IX Team to investigate the complaint and determine an appropriate response. This process will be separate and distinct from the Procedures for Sexual Misconduct Complaint Resolution outlined above for addressing sexual misconduct complaints. The Title IX Coordinator or the Title IX Coordinator's designee(s) will document the complaint received, the process used, and the outcome. The College will notify the parties of

the outcome of the complaint. Any party with concerns about the process or outcome should consult with the Title IX Coordinator.

Alternative Process

Nothing in this policy is intended to interfere with the right of any individual to pursue other avenues of recourse which may include, but is not limited to, filing a complaint with the United States Department of Education's Office for Civil Rights (OCR).

The OCR office for institutions located in Minnesota is:

U.S. Department of Education
Office for Civil Rights
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago IL 60661-4544

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Sexual Violence Education and Prevention

The Office of Student Affairs, Laurie Hamre Center for Health and Wellness, Residential Life, Security Department, Office of Title IX & Equity, and the Sexual Violence Prevention Working Group work together to provide information and programming on sexual violence prevention for faculty, staff, and students. In addition, numerous student groups, as well as individual students, staff and faculty are trained to provide prevention presentations and victim support programs. Various programs are offered several times per year, including at new student orientation. In addition, all employees completed a required sexual violence education online module; all first-year students completed a sexual violence prevention module prior to starting classes in the fall semester; and all staff and faculty who are involved in the sexual misconduct complaint resolution process attended required training on Title IX, investigations, adjudication, and Clery reporting.

Consent is Mac

Consent is Mac is a program created by students for students, which articulates expectations about sexual violence prevention in the Macalester community. We encourage all students to understand and commit to their rights and responsibilities in their relationships by signing the Consent Pledge found below. Look for pledge signing opportunities around campus.

Consent Pledge

Rights	Responsibilities
▪ I have the right to trust my own instincts and experiences. ▪ I have the right to leave any situation without explaining myself. ▪ If I do not want physical closeness, I have the right to say "**NO**" at any point in the interaction. ▪ I have the right to feel safe. ▪ I have the right to mutually consensual, pleasurable physical experiences. ▪ I have the right to tell someone when I feel I have been mistreated. ▪ I have the right change my mind whenever I want. ▪ I have the right to tell my partner what I want physically and emotionally. ▪ I have the right to be heard and respected.	▪ I have the responsibility to accept "**NO**" for an answer. ▪ I have the responsibility to communicate in advance or in the moment, what I want or do not want. ▪ I have the responsibility to check my actions and decisions to make sure they are good for me and others. ▪ I have the responsibility to educate myself about sex and intimacy. ▪ I have the responsibility to know when I am too tired, drunk or otherwise incapable of making a responsible decision. ▪ I have the responsibility to ask when I am unclear about the other person's needs and wants. ▪ I have the responsibility to ensure all parties actively want each step of the interaction to occur. ▪ I have the responsibility to communicate when I am uncomfortable. ▪ I have the responsibility to ensure my partner is comfortable. ▪ I have the responsibility of dealing with the repercussions of a sexual encounter no matter my relationship with the other person. ▪ I have the responsibility to interfere when I think someone else is being mistreated, coerced or is unable to fend for themselves.

Green Dot Bystander Intervention – is a violence prevention program that focuses on making our campus safer by empowering bystanders to become active members in reducing power-based personal violence (sexual assault, partner violence, and stalking). A green dot is simply your individual choice at any given moment to make your community safer. A green dot is any behavior, choice, word, or attitude that promotes safety and communicates intolerance for any form of violence.

Registered Sex Offender Information

The Federal Campus Sex Crimes 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. The Campus Sex Crimes Act also mandates that sex offenders who are already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

The Minnesota Bureau of Criminal Apprehension administers a predatory offender registration and tracking program. Any questions regarding the program may be directed to the Predatory Offender Unit at (888) 234-1248 or (651) 793-7070. Information regarding this program can be found at the following web site:

por.state.mn.us/

Information regarding registered sex offenders may be obtained through the St. Paul Police Department (SPPD). The SPPD may be contacted at (651) 266-5685. General information on registration requirements and notification procedures can be found at the following web site:

www.stpaul.gov/departments/police/administration-office-chief/major-crimes-division/family-sexual-violence-unit-1

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

coms.doc.state.mn.us/publicregistrantsearch

Lastly, the Dru Sjodin National Sex Offender Public Website (NSOPW), coordinated by the U.S. Department of Justice, is a cooperative effort between local and state jurisdictions hosting public sex offender registries and the federal government and is offered free of charge to the public

www.nsopw.gov/

Sex Offender Registry

In accordance to the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Macalester College Safety and Security Office is providing a link to the Minnesota State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning 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 a vocation, or is a student.

In the state of Minnesota, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the Bureau of Criminal Apprehension.

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.

In addition to the above notice to the State of Minnesota, all sex offenders are required to deliver written notice of their status as a sex offender to the college admissions office or employment Services not later than three (3) business days prior to their enrollment in, employment with volunteering at or residence in the college. Such notifications may be disseminated by the college to, and for the safety and well-being of, the college community, and may be considered by the college for enrollment and discipline purposes.

Follow the link below to access the Minnesota Bureau of Criminal Apprehension website. https://dps.mn.gov/divisions/bca/Pages/default.aspx.

Notification of Missing Students

If a member of the College community has reason to believe that a student who resides in on-campus student housing is missing, they should **immediately notify security at** 651-696-6686. Security will generate a Missing Person report, notify appropriate staff members, and begin an investigation.

After investigating the Missing Person report, should it be determined that the student is missing and has been missing for more than 24 hours, a representative from the college (Security, Student Affairs, or Residential Life) will notify the St. Paul Police Department or local law enforcement agency with jurisdiction and the student's emergency contact no later than 24 hours after the student is determined to be missing.

If the missing person is under the age of 18 and is not emancipated, a representative of Student Affairs will notify the student's parent or legal guardian, the missing person contact, and the St. Paul Police Department or local law enforcement agency with jurisdiction immediately after security has determined that the student has been missing for more than 24 hours.

At the beginning of each academic semester, all students will be asked to voluntarily provide emergency contact information in the event they are reported missing while enrolled at Macalester College. This emergency information will be confidential in the Banner 1600grand application and will be updated as necessary.

Violence and Threats Are Prohibited

The College does not tolerate acts or threats of violence on campus property or in conjunction with College related activities. Any threat of violence will be treated as a serious situation. Violations of this policy will result in strict disciplinary action.

Firearms and Weapon Policies

Macalester College is committed to maintaining a safe environment. According to the Firearms/Weapons Policy, members of the college community (students, staff, and faculty) and visitors are prohibited from possessing, carrying or storing firearms while on campus. This does not include law enforcement officials or other specific jobs that may require a weapon as part of their official and required duties.

Emergency Medical Response Procedures

Any medical emergency should be reported to the Security Department at 651-696-6555 or St. Paul Fire/EMS by dialing 911.

Macalester College Security Officers are trained in first aid and will respond to all medical emergencies. In addition, MacEMS (medically trained and certified emergency responders) is available during scheduled times on the weekends.

Emergency Evacuation Procedures

What to do in an Evacuation Situation

On occasion you may, without notice, be asked to evacuate the building. The reasons for this could be fire alarms, bomb threats, natural gas leaks, etc. When you are notified to evacuate, follow these procedures:

Anytime an evacuation order is issued, either by alarm or verbally, **you must evacuate immediately!**

- Close all windows and doors and walk to the nearest exit. If the alarm stops sounding, continue evacuation and warn others who may attempt to enter the building.
- Assist disabled persons or visitors leaving the building.
- Do no use elevators.
- Proceed to other college buildings or stand 100 feet away from building in the designated meeting area. Keep the streets and sidewalks open for emergency personnel. Do not return to the building until directed to do so by Safety and Security. The silencing of audible sirens or horns does NOT mean it is safe to re-enter the building.

- Safety and Security does NOT set off fire alarms on a random basis. All tests are announced prior to their activation.
- It is the policy of Safety and Security to notify the St. Paul Fire Department anytime there is an evacuation situation. The fire department may issue citations to persons who do not evacuate a building during an evacuation.

  DO:
  - Leave immediately.
  - Walk, don't run.
  - Do not use elevators.
  - When instructed, evacuate and go a safe distance from your building (pre-designated assembly points for your building).
  - If you know of hazards or trapped persons, tell the nearest campus security or police officer.
  - Do not re-enter the building until the police or emergency management personnel tell you it is safe.

  DO NOT:
  - Use elevators.
  - Re-enter buildings.
  - This building's designated outside meeting area

Fire Evacuation

Macalester College Safety and Security monitors all fire systems for the college. The Security Officer on-duty 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.

- Respond quickly to building evacuation alarms.
- Do not use elevators.
- Evacuate in an orderly, calm fashion, using the closest available exit.
- Once outside, go to your designated meeting place and keep at least 100 feet away from affected building.
- When Safety and Security Officers give the “all-clear,” the building may be re-entered.

Annual Fire Safety Report

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 the College.

The Facilities Services Department's Health and Safety Manager is responsible for Life and Fire Safety, OSHA compliance, and environmental, health, and safety concerns.

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

Fire Drills

Building evacuation/fire exit drills will be conducted as follows: (1) Residence Halls (Dormitories) and program houses once per semester after sunset (2) Other buildings annually or as required by local codes.

Residential Fire Safety Policies and Procedures

The following Residential Life policies are made available to all students on the Student Affairs website: (www.macalester.edu/studentaffairs/) and in the Student Handbook: (www.macalester.edu/studentaffairs/studenthandbook/).

Appliances

The use of potentially hazardous electrical appliances is not allowed in student rooms. Hazardous appliances include:

- Any appliance not in good working condition
- Any appliance with an open flame or heating element such as hot plates, broiler ovens, toaster ovens, pizza ovens, toasters, etc. These appliances may be used only in designated kitchen areas on floors and in the main building's kitchens.
- Charcoal or gas grills, charcoal and charcoal lighter fluids may not be stored or used in any residence hall room or area.
- No major appliances are permitted in the halls including, but not limited to, large refrigerators, stoves, dishwashers, microwaves, ceiling fans, space heaters, etc.
- Air conditioners are not allowed in any college dwelling, except if installed by the college.
- Waterbeds or hot tubs are not permitted.
- Macalester College has committed to climate neutrality. We recommend students using appliances that are energy star rated. See information on Sustainability for more information at www.macalester.edu/sustainability.
- Rooms are not wired to permit the use of major electrical appliances. Major appliances, including microwaves, can also become a health concern if students do not keep them clean.

Students are permitted to bring their own refrigerator provided it is the compact type which is less than 3.6 cubic feet in capacity as well as in safe electrical condition. All refrigerators should be connected directly to the wall outlet and not on an extension cord or power strip. For proper ventilation and sanitation, refrigerators should be placed on the ground and not placed in a closet. Residents have the opportunity to rent a small refrigerator unit from a contracted vendor service who is on campus during the early part of each semester. Information on refrigerator rental is provided in housing information distributed over the summer. Students are responsible for returning rented refrigerators to the company, regardless of when they leave during the academic year. Only one refrigerator is allowed per three people in a room. We encourage students to plan ahead and speak with roommates before purchasing or renting a refrigerator.

College-owned houses (excluding cottages), apartments, the Stadium Residence Hall, and the Interfaith House in Kirk Section 8 are provided full-sized refrigerators, microwaves, dishwashers, and stoves that are maintained by the college. Other appliances (hot plates, broiler ovens, toaster ovens, pizza ovens, toasters, etc.) are allowed in these kitchens but not in individual student rooms.

Fire Safety

Arson, use of fire, and/or tampering with fire and/or safety equipment is not permitted. This includes but is not limited to fire alarms, smoke detectors, fire hoses, fire extinguishers, alarmed emergency exits and fire doors. Hanging from or hanging anything on sprinkler heads or pipes is not permitted.

The burning of candles or incense is not permitted in any college owned residence. Students with religious observance needs not met by this policy should contact their Residence Hall Director. This includes students who identify as pagans who have a need to cleanse their residence hall space.

Knowingly pulling a fire alarm when no known fire exists is against federal law and a danger to the community. Creating situations that endanger the quick evacuation of a room or building (tampering with locks or obstructing an exit) is prohibited. Not evacuating a building during a fire alarm is against college policy. Staff is not responsible for evacuating residents. Students may be fined for not evacuating.

No natural vegetation of a combustible nature will be permitted. Christmas trees and evergreen boughs are examples.

Students are not permitted to use halogen lights or lamps in any College-owned residence.

Each room is equipped with a smoke detector. It is not to be disconnected at any time for any reason. Students found tampering with smoke detectors will referred to the conduct system. Residents should notify the hall staff immediately if a smoke detector is not working properly. Students should test their detector once a month.

Any resident who tampers with fire equipment will be referred for disciplinary action and/or civil prosecution, which may result in termination of the resident's housing contract or affect the status of the student at the college. The cost incurred for any damage caused by the misuse of fire equipment will be passed along to the student(s) involved. Any fires deliberately set constitute arson and may be grounds for disciplinary action and/or civil proceedings.

Fire Alarm Procedures

If a fire is seen or smoke is present, sound the alarm and call the fire department at 911, then call Campus Security at 651-696-6555. Do not attempt to extinguish the fire. If a fire alarm sounds, all residents of the hall must leave the building via the nearest exit. Before leaving, residents should follow these steps:

1. Feel the door before opening it to determine if it is hot. If so, do not open the door. Place a wet towel at the bottom of the door to keep out the smoke.
2. Hang a sheet out the window to attract the attention of fire fighters.
3. If the door is not hot, open it slowly. If there is excessive heat or smoke in the hallway, return to the room and close the door.
4. Before leaving the room, put on shoes and a coat, close all windows, turn off the lights and shut the door.
5. Exit by way of the nearest useable stairway or door. Do not linger.
6. Once outside, go to your designated meeting place (www.macalester.edu/security/emergencyprocedures/evacuationplan/evacuationmap.pdf) (map located within each building). Stay approximately 100 feet from the building.
7. Never use the elevator when evacuating a building.
8. Do not re-enter the building unless instructed by safety personnel.

Fire Safety

1. If you discover a fire, explosion, or smell smoke in the building: Sound the alarm.
2. Immediately call 911, and then call Safety and Security at 651-696-6555 and give the following information:
   - Your name
   - Building name
   - Floor
   - Room number
   - Type of incident
3. When a fire alarm sounds, complete evacuation is required. Close doors and windows on your level. If the alarm stops sounding, continue evacuation and warn others who may attempt to enter the building.

4. Do not use elevators during a fire emergency.

5. Proceed to meeting area. See building evacuation meeting place map. Account for all person/s assigned to your area. Leave walks and driveways open for arriving firefighters. Do not return to the building until directed to do so by Safety and Security officers. The silencing of audible alarms or horns does not mean it is safe to re-enter the building.

6. Notify fire fighters on the scene if you suspect someone may be trapped inside the building.

7. If you are trapped during a fire:
   - Wet and place cloth material around and under the door to prevent smoke from entering.
   - Close as many doors as possible between you and the fire.
   - Be prepared to signal someone outside, but do not break glass until absolutely necessary, as smoke may be drawn into the room.

8. If caught in smoke:
   - Drop to the floor and crawl toward an exit.
   - Stay as low as possible.
   - Take shallow breaths through your nose and use a shirt or towel as a filter.

DO'S
- Leave immediate fire area and close doors behind you.
- Use the stairwells to evacuate the building.
- If caught in heavy smoke, stay near the floor, take short breaths through your nose, and move to the exit by crawling.

DO NOT'S
- DO NOT attempt to fight the fire.
- DO NOT use the elevators.
- DO NOT return to a building until told to do so by the fire captain.

What Will Happen Next

The fire department is dispatched by the 911 operator. Safety and Security and Facilities Services personnel prepare for the arrival of the fire department and direct them to the scene. Firefighters arrive to handle the emergency.

Fire Log

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

Definitions

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or that is burning in an uncontrolled manner.

Fire drill: A supervised practice of a mandatory evacuation of a building for a fire.

Cause of fire: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

Fire-related injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters, or any other individuals.

Fire-related death: Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire. Deaths within 1 year of injuries sustained as result of the fire are also included.

Fire safety system: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices; stand-alone smoke alarms devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

Value of property damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

Plans for Future Improvements in Fire Safety

Macalester has an active Safety Committee that evaluates and recommends fire safety improvements annually to the college administration. These recommendations will be reviewed and those determined necessary will be made.

Fire Safety Systems

All large Macalester resident buildings have an automatic fire sprinkler system and smoke, heat, and carbon monoxide detectors in the common areas that report to a central panel in the building and report to a central campus monitoring system. Smaller residential houses have smoke, heat, and carbon monoxide detectors in common areas that sound locally and report to a central campus monitoring system. In addition, there are local sounding smoke detectors inside each sleeping room.

Building Name Address	Fire Alarm Monitoring On Site	Fire Alert Audible Alarms	Fire Alert Strobe Lights	Sprinkler System	Smoke & Carbon Monoxide Detection	Fire Doors	Fire Walls	Fire Extinguisher Devices	Evacuation Plans/ Placards	Number of evacuation (fire) drills each calendar year
30 Mac 30 Macalester Street	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	2
Cultural House 37 Macalester Street	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	2
Bigelow Hall 40 Macalester Street	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	2
Doty Hall 1607 Grand Avenue	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	2
Dupre Hall 1594 Grand Avenue	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	2
George Draper Dayton 16 Cambridge Avenue	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	2
Grand Cambridge Apts 1679 Grand Avenue	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	2
Kirk Hall 85 Snelling Avenue S	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	2
Stadium Res. Hall 19 Snelling Avenue S	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	2
Summit House 1576 Summit Avenue	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	2
Turck Hall 1605 Grand Avenue	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	2
Wallace Hall 1632 Summit Avenue	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	2
Other Student Housing										
53 Mac 53 Macalester Street	Yes	Yes	No	No	Yes	No	Yes	Yes	No	2
57 Mac 57 Macalester Street	Yes	Yes	No	No	Yes	No	Yes	Yes	No	2
Briggs House 1644 Summit Avenue	Yes	Yes	No	No	Yes	No	Yes	Yes	No	2
Japanese House 1661-63 Princeton Ave	Yes	Yes	No	No	Yes	No	Yes	Yes	No	2
RA House 1662 Princeton Ave	Yes	Yes	No	No	Yes	No	Yes	Yes	No	2
Russian House 1668 Princeton Ave	Yes	Yes	No	No	Yes	No	Yes	Yes	No	2
Arabic House 176 Vernon Street	Yes	Yes	No	No	Yes	No	Yes	Yes	No	2
French House 182 Vernon Street	Yes	Yes	No	No	Yes	No	Yes	Yes	No	2
German House 190 Vernon Street	Yes	Yes	No	No	Yes	No	Yes	Yes	No	2

Building Name Address	Fire Alarm Monitoring On Site	Fire Alert Audible Alarms	Fire Alert Strobe Lights	Sprinkler System	Smoke & Carbon Monoxide Detection	Fire Doors	Fire Walls	Fire Extinguisher Devices	Evacuation Plans/ Placards	Number of evacuation (fire) drills each calendar year
Spanish House 196 Vernon Street	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	2
Eco House 200 Vernon Street	Yes	Yes	No	No	Yes	No	Yes	Yes	No	2
Chinese House 216 Vernon Street	Yes	Yes	No	No	Yes	No	Yes	Yes	No	2
Ordway Nature Ctr. 9550 Inver Grove Tr	Yes	Yes	Yes	No	Yes	No	Yes	Yes	No	2
1838 Portland Ave. Upper Floor	No	Yes	Yes	No	Yes	Yes	Yes	Yes	No	0
1217 Grand Avenue 1st Floor	No	Yes	Yes	No	Yes	Yes	Yes	Yes	No	0
1836 Grand Avenue 2nd Floor	No	Yes	Yes	No	Yes	Yes	Yes	Yes	No	0
87 Prior Avenue 1st Floor	No	Yes	Yes	No	Yes	Yes	Yes	Yes	No	0
1131 Lincoln Avenue 2nd Floor	No	Yes	Yes	No	Yes	Yes	Yes	Yes	No	0
1701 St. Clair Avenue 1st Floor	No	Yes	Yes	No	Yes	Yes	Yes	Yes	No	0
1541 Lincoln Avenue 2nd Floor	No	Yes	Yes	No	Yes	Yes	Yes	Yes	No	0
61 Cambridge Street 2nd and 3rd Floors	No	Yes	Yes	No	Yes	Yes	Yes	Yes	No	0
Student Hotel-Hague Hoefkade 9, 2526 Netherlands	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	2
Gasgasse 2 1150 Vienna Austria	Yes	Yes	No	No	Smoke Only	Yes	Yes	Yes	No	1

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 to the fire that resulted in treatment at a medical facility, and the value of property damage related to the fire.

2018 Student Residence Hall Fire Statistics

Building Name Address	Total Fires in Each Building	Fire Number	Date/Time of Fire	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Cause by Fire
30 Mac 30 Macalester Street	0	0	N/A	N/A	0	0	N/A
Cultural House 37 Macalester Street	0	0	N/A	N/A	0	0	N/A
Bigelow Hall 40 Macalester Street	0	0	N/A	N/A	0	0	N/A
Doty Hall 1607 Grand Avenue	0	0	N/A	N/A	0	0	N/A
Dupre Hall 1594 Grand Avenue	0	0	N/A	N/A	0	0	N/A
George Draper Dayton 16 Cambridge Avenue	0	0	N/A	N/A	0	0	N/A
Grand Cambridge Apts 1679 Grand Avenue	0	0	N/A	N/A	0	0	N/A
Kirk Hall 85 Snelling Avenue S	0	0	N/A	N/A	0	0	N/A
Stadium Residence Hall 19 Snelling Avenue S	0	0	N/A	N/A	0	0	N/A
Summit House 1576 Summit Avenue	0	0	N/A	N/A	0	0	N/A
Turck Hall 1605 Grand Avenue	0	0	N/A	N/A	0	0	N/A
Wallace Hall 1632 Summit Avenue	0	0	N/A	N/A	0	0	N/A
Other Student Housing							
53 Mac 53 Macalester Street	0	0	N/A	N/A	0	0	N/A
57 Mac 57 Macalester Street	0	0	N/A	N/A	0	0	N/A
Briggs House 1644 Summit Avenue	0	0	N/A	N/A	0	0	N/A
Japanese House 1661-63 Princeton Ave	0	0	N/A	N/A	0	0	N/A
RA House 1662 Princeton Avenue	0	0	N/A	N/A	0	0	N/A
Russian House 1668 Princeton Avenue	0	0	N/A	N/A	0	0	N/A
Arabic House 176 Vernon Street	0	0	N/A	N/A	0	0	N/A
French House 182 Vernon Street	0	0	N/A	N/A	0	0	N/A
German House 190 Vernon Street	0	0	N/A	N/A	0	0	N/A
Spanish House 196 Vernon Street	0	0	N/A	N/A	0	0	N/A
Eco House 200 Vernon Street	0	0	N/A	N/A	0	0	N/A
Chinese House 216 Vernon Street	0	0	N/A	N/A	0	0	N/A
Ordway Nature Center 9550 Inver Grove Trail	0	0	N/A	N/A	0	0	N/A
1838 Portland Avenue Upper Floor	0	0	N/A	N/A	0	0	N/A
1217 Grand Avenue 1st Floor	0	0	N/A	N/A	0	0	N/A
1836 Grand Avenue 2nd Floor	0	0	N/A	N/A	0	0	N/A

2018 Student Residence Hall Fire Statistics (continued)

Building Name Address	Total Fires in Each Building	Fire Number	Date/Time of Fire	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Cause by Fire
Other Student Housing							
87 Prior Avenue 1st Floor	0	0	N/A	N/A	0	0	N/A
1131 Lincoln Avenue 2nd Floor	0	0	N/A	N/A	0	0	N/A
1701 St. Clair Avenue 1st Floor	0	0	N/A	N/A	0	0	N/A
1541 Lincoln Avenue 2nd Floor	0	0	N/A	N/A	0	0	N/A
61 Cambridge Street 2nd and 3rd Floors	0	0	N/A	N/A	0	0	N/A
Student Hotel-Hague Hoefkade 9, 2526 Netherlands	0	0	N/A	N/A	0	0	N/A
Gasgasse 2 1150 Vienna Austria	0	0	N/A	N/A	0	0	N/A

2017 Student Residence Hall Fire Statistics

Building Name Address	Total Fires in Each Building	Fire Number	Date/Time of Fire	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Cause by Fire
30 Mac 30 Macalester Street	0	0	N/A	N/A	0	0	N/A
Cultural House 37 Macalester Street	0	0	N/A	N/A	0	0	N/A
Bigelow Hall 40 Macalester Street	0	0	N/A	N/A	0	0	N/A
Doty Hall 1607 Grand Avenue	0	0	N/A	N/A	0	0	N/A
Dupre Hall 1594 Grand Avenue	2	1 2	03/11/17-21:29 03/11/17-14:50	**Unintentional Cooking**-Toaster **Unintentional Fire**-Trash can	0 0	0 0	$0 – $99 $0 – $99
George Draper Dayton 16 Cambridge Avenue	0	0	N/A	N/A	0	0	N/A
Grand Cambridge Apts 1679 Grand Avenue	0	0	N/A	N/A	0	0	N/A
Kirk Hall 85 Snelling Avenue S	0	0	N/A	N/A	0	0	N/A
Stadium Residence Hall 19 Snelling Avenue S	0	0	N/A	N/A	0	0	N/A
Summit House 1576 Summit Avenue	0	0	N/A	N/A	0	0	N/A
Turck Hall 1605 Grand Avenue	0	0	N/A	N/A	0	0	N/A
Wallace Hall 1632 Summit Avenue	0	0	N/A	N/A	0	0	N/A
Other Student Housing							
53 Mac 53 Macalester Street	0	0	N/A	N/A	0	0	N/A
57 Mac 57 Macalester Street	0	0	N/A	N/A	0	0	N/A
Briggs House 1644 Summit Avenue	0	0	N/A	N/A	0	0	N/A
Japanese House 1661-63 Princeton Ave	0	0	N/A	N/A	0	0	N/A
RA House 1662 Princeton Avenue	0	0	N/A	N/A	0	0	N/A
Russian House 1668 Princeton Avenue	0	0	N/A	N/A	0	0	N/A
Arabic House 176 Vernon Street	0	0	N/A	N/A	0	0	N/A
French House 182 Vernon Street	0	0	N/A	N/A	0	0	N/A
German House 190 Vernon Street	0	0	N/A	N/A	0	0	N/A
Spanish House 196 Vernon Street	0	0	N/A	N/A	0	0	N/A
Eco House 200 Vernon Street	0	0	N/A	N/A	0	0	N/A
Chinese House 216 Vernon Street	0	0	N/A	N/A	0	0	N/A
Ordway Nature Center 9550 Inver Grove Trail	0	0	N/A	N/A	0	0	N/A

2016 Student Residence Hall Fire Statistics

Building Name Address	Total Fires in Each Building	Fire Number	Date/Time of Fire	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Cause by Fire
30 Mac 30 Macalester Street	0	0	N/A	N/A	0	0	N/A
Cultural House 37 Macalester Street	0	0	N/A	N/A	0	0	N/A
Bigelow Hall 40 Macalester Street	0	0	N/A	N/A	0	0	N/A
Doty Hall 1607 Grand Avenue	0	0	N/A	N/A	0	0	N/A
Dupre Hall 1594 Grand Avenue	0	0	N/A	N/A	0	0	N/A
George Draper Dayton 16 Cambridge Avenue	0	0	N/A	N/A	0	0	N/A
Grand Cambridge Apts 1679 Grand Avenue	0	0	N/A	N/A	0	0	N/A
Kirk Hall 85 Snelling Avenue S	0	0	N/A	N/A	0	0	N/A
Stadium Residence Hall 19 Snelling Avenue S	0	0	N/A	N/A	0	0	N/A
Summit House 1576 Summit Avenue	0	0	N/A	N/A	0	0	N/A
Turck Hall 1605 Grand Avenue	0	0	N/A	N/A	0	0	N/A
Wallace Hall 1632 Summit Avenue	0	0	N/A	N/A	0	0	N/A
Other Student Housing							
53 Mac 53 Macalester Street	0	0	N/A	N/A	0	0	N/A
57 Mac 57 Macalester Street	0	0	N/A	N/A	0	0	N/A
Briggs House 1644 Summit Avenue	0	0	N/A	N/A	0	0	N/A
Japanese House 1661-63 Princeton Ave	0	0	N/A	N/A	0	0	N/A
RA House 1662 Princeton Avenue	0	0	N/A	N/A	0	0	N/A
Russian House 1668 Princeton Avenue	0	0	N/A	N/A	0	0	N/A
Arabic House 176 Vernon Street	0	0	N/A	N/A	0	0	N/A
French House 182 Vernon Street	0	0	N/A	N/A	0	0	N/A
German House 190 Vernon Street	0	0	N/A	N/A	0	0	N/A
Spanish House 196 Vernon Street	0	0	N/A	N/A	0	0	N/A
Eco House 200 Vernon Street	0	0	N/A	N/A	0	0	N/A
Chinese House 216 Vernon Street	0	0	N/A	N/A	0	0	N/A
Ordway Nature Center 9550 Inver Grove Trail	0	0	N/A	N/A	0	0	N/A

For More Information

To request a copy of this report or a copy in a different format, contact the Macalester College Security Department:

Music Building Lower Level
130 Macalester Street
St. Paul, MN 55105,
651-696-6278.

Macalester College is an equal opportunity/affirmative action educator and employer.

Resources

Frequently Called Phone Numbers

College Switchboard		651-696-6000
Officer of Student Affairs		651-696-6220
Laurie Hamre Center for Health and Wellness		651-696-6275
Residential Life		651-696-6215
Facilities Services		651-696-6278
Security	Non-Emergency	651-696-6278
	Emergency	651-696-6555
St. Paul Police/Fire/Medical		911
Community Resources		211

Macalester College Security Department Internet Page: www.macalester.edu/security/