

# Campus Security Policy

## Scope

This policy applies to students/trainees within the Mayo Clinic College of Medicine (MCCM).

## Purpose

This report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act). The report includes certain crime statistics and policies and procedures related to campus security, reporting of crimes, and sexual violence.

The information in this document is provided to enhance campus safety at Mayo Clinic College of Medicine, which includes the three granting schools in the Mayo Clinic College of Medicine, Mayo Medical School, Mayo Graduate School, and Mayo School of Health Sciences at campuses in Minnesota, Florida, and Arizona. Crime Statistics

Mayo Clinic College of Medicine reports required crime statistics for each of its schools at each geographic location. Crime statistics for the preceding three years are reported to the U.S. Department of Education and are available at <http://ope.ed.gov/security/>.

## Policy

Criminal activity, sexual violence, or severe injury should be reported immediately, both to Mayo Security and to local law enforcement. Mayo Security is not a law enforcement agency, but works closely with local law enforcement agencies and with Mayo Clinic College of Medicine administration. For specific information on the resources offered by the Mayo Security Department see: Security: [ARZ](#) | [FLA](#) | [RST](#)

### Mayo Clinic -Rochester

**Emergency Contact: 911**

**Nonemergency Contact:**

The following individuals are authorized to take a report of a crime or suspected crime:

Name	Title	Location	Telephone	Pager
Mayo Security (downtown)	N/A	Mayo Bldg RO-MA B8E4	507-284-2179	N/A
Mayo Security (St. Mary's Campus)	N/A	Generose Bldg RO-GE-G-310	507-255-5108	N/A

Marcia Andresen Reid	Administrator	Mayo Medical School 1st Floor-25	507-266-2808	127 (5-3628)
Kim Wolfgram Salz	Administrator	Mayo Graduate School Guggenheim Bldg 2-24	507-284-3163 507-284-4356	N/A
Troy Tynsky	Administrator	Mayo School of Health Sciences Siebens Bldg 3rd Floor	507-538-3540	127 5-3368

**Mayo Clinic- Arizona**

**Emergency Contact: 911**

**Nonemergency Contact: 911**

The following individuals are authorized to take a report of a crime or suspected crime:

Name	Title	Location	Telephone	Pager
Mayo Security (Scottsdale)	N/A	Clinic Building 1A	480-301-7027	N/A
Mayo Security (Phoenix)	N/A	Mayo Clinic Hospital 1st Floor	480-342-0576	N/A
Linda McCleve	Operations Manager	Medical Education MCB-CP	480-301-6077 480-301-8071	127 2-5115

**Mayo Clinic- Florida**

**Emergency Contact: 911**

**Nonemergency Contact:**

The following individuals are authorized to take a report of a crime or suspected crime:

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Name	Title	Location	Telephone	Pager
Mayo Security	N/A	Mayo Bldg 1-920	904-953-2323	N/A
Nell Robinson	Administrator	Stabile Bldg 790N	904-953-2753	904-953-7816

## What to do if you are the Victim of a Crime

Your first priority should always be your own safety and that of others who may be in danger. Make a report to local law enforcement and Mayo Security as soon as possible after a crime occurs. Do not disturb or destroy evidence or allow others to do so that authorities can investigate the scene.

## Mayo's Response to a Report of a Crime

The Mayo Clinic College of Medicine will cooperate with Mayo Security and local law enforcement officials to promptly investigate all reports of criminal activity as required by Mayo policy. Victims of crimes retain the legal right to pursue criminal charges in addition to any internal investigation or proceedings. Mayo Clinic College of Medicine will provide reasonable notice to the campus community when information is available related to a crime which poses a continuing threat to specific individuals or the general public. The intent is that this information will allow individuals to take appropriate safety measures. Mayo Security will classify all reports of alleged crimes, both on and off campus, and annually report these statistics as required by the Clery Act.

## Policies and Procedures Related to Sexual Assault

Any form of sexual coercion, harassment, abuse or violence is contrary to the values and policies of Mayo Clinic College of Medicine. Reported allegations of sexual violence will be investigated and handled as described in the Mayo Sexual Harassment Policy. Internal investigations will be conducted in addition to any criminal reporting or investigations by law enforcement officials. The victim and the accused may each bring a support person to any interview or proceeding and are each entitled to general information about the results of the investigation.

If a sexual assault occurs, the victim is encouraged to make a report to local law enforcement and to Mayo Security and get immediate medical and emotional support. Mayo Security will assist and support victims in reporting the incident to law enforcement. At the direction of criminal investigators, Mayo Security will assist in obtaining, securing and maintaining evidence. If you have been physically attacked or sexually assaulted, do not wash or bathe until you have been examined by a health care professional. Even if you do not wish to press charges at the time of the attack, DNA evidence can be taken and preserved so it is available in the event you wish to file charges at a later date.

**The Mayo Sexual Harassment Policy can be found at:**

<http://mayocontent.mayo.edu/hr-epm/DOCMAN-0000039798>

**The Mayo Workplace Violence Policy can be found at:**

<http://mayocontent.mayo.edu/hr-epm/DOCMAN-0000039803>

**Sex Offender Notification**

The Minnesota Department of Corrections maintains a list of Level 3 sex offenders in Minnesota who have been required by law to register. This list includes the address provided by each sex offender. The list is available to the public at:

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

The State of Arizona and the Maricopa County Sheriff's Office maintain a list of Level 2 and 3 sex offenders who have been required by law to register. The list is available to the public at:

[http://www.azdps.gov/Services/Sex\\_Offender/Notification/](http://www.azdps.gov/Services/Sex_Offender/Notification/)

The State of Florida maintains a list of sex offenders in Florida who have been required by law to register. This list includes the address provided by each sex offender. The list is available to the public at:

<http://offender.fdle.state.fl.us/offender/Search.jsp>

## **Other Resources for Victims of Sexual Violence**

### **Rochester, MN**

- Patient Receiving Unit Rochester Methodist Hospital – 24-hour medical assistance. Staff can help victims contact the Sexual Assault Program for additional assistance and counseling.
- Employee Assistance Coordinators provide confidential assessments, counseling and triage services.

### **Call:**

- Mayo Clinic, 507-284-3352
- Mayo Clinic Hospital, Saint Mary's Campus, 507-255-4776
- Mayo Clinic Hospital, Methodist Campus, 507-266-1080
- Sexual Assault Program, 24-hour assistance daily, 507-289-0636
- Rochester Area Family Y, 507-287-2265

### **Jacksonville, FL**

For immediate medical attention, report to the Emergency Department – Mayo Clinic

- Hubbard House, Inc  
P.O. Box 4909  
Jacksonville, FL 32201  
Crisis Hotline: 904-399-1000
- Quigley House, Inc.  
P.O. Box 142  
Orange Park, FL 32073  
Local Hotline: 904-284-0061  
Toll-free Hotline: 1-800-339-5017
- The Women's Center of Jacksonville  
5644 Colcord  
Jacksonville, FL 32211  
Phone: 904-722-3100

Emergency Counseling – Pager #: 904-617-7927  
Rape Recovery Team – On-call pager: 904-617-7888  
[mail@womenscenterofjax.org](mailto:mail@womenscenterofjax.org)

### **Scottsdale, AZ**

- immediate medical attention, report to the Mayo Clinic Hospital Emergency Department, 480-342-1776.

## **Additional Resources**

- The state of Arizona – Crime Victims Support Web site lists all the community resources in Arizona for sexual assault victims at <http://www.dps.state.az.us/azvictims/assault/services.asp>.
- The Web site for the state of Arizona – Department of Public Safety sex offender info center. The Web site lists all offenders who are registered by the sheriff and DPS (Department of Public Safety) at [http://www.azdps.gov/Services/Sex\\_Offender/](http://www.azdps.gov/Services/Sex_Offender/)

## **Access to Campus Buildings**

Access to campus buildings is restricted to students, faculty, staff, and their invited guests and those persons on official business. Outside doors to campus buildings are locked at designated times and access thereafter is controlled. Card-key access systems reused for access to buildings and restricted areas. Students and staff who are issued card-keys are prohibited from giving or loaning their card-key to another individual. All students, employees and visitors are prohibited from propping open doors to any building.

## **Identification**

All students and employees are required to carry their official Mayo identification card with them anytime they are present on college property or attending a college-sponsored event. The identification card must be presented upon request to college officials, security personnel and law enforcement officials.

## **Education**

Students and employees who are new to Mayo will receive information during their orientation about Mayo's security policies and practices. Information and continuing education about personal security measures will be included periodically in Mayo publications.

## **Drug and Alcohol Policy**

The unauthorized manufacture, distribution, possession, use, sale, disposal and introduction or transfer of drugs, narcotics, medications, alcohol, or other substances regulated by law into or on Mayo property are prohibited. The policy statement concerning this issue is distributed in its entirety to all Mayo students and employees annually and is available at:

<http://mayocontent.mayo.edu/collegeofmedicine/DOCMAN-0000197721>

## **Related Document(s)**

N/A

## **References**

N/A

## **Approved by**

Mayo Clinic Education Committee

## **Owner**

## Contact

Kathy Cieslak, Mayo School of Health Sciences, Operations Manager

## Revision History

Date	Synopsis of Change
02/01/2016	<b>Implementation Date</b>
02/01/2016	<b>Last Review Date</b>
02/01/2018	<b>Next Review Date</b>

## Content Information

Contact: Amundson, Travis J.

Content ID: DOCMAN-0000166449

Release Date: 02/29/2016

Site(s): Arizona, Florida, Rochester

Workflow Reviewer Name(s): Lawrence, Sabrina J.

Workflow Approver Name(s): Lafferty, Debra S. (Deb)

Next Review Date: 08/30/2017

Comments: FEB 2016: Updated to new template format. DEC 2014: updated contacts JAN 2014: Corrected link to have backslash at the end <http://ope.ed.gov/security/> instead of <http://ope.ed.gov/security> ; DEC 11 2013-No2: revised policy table format; DEC 2013: Policy migrated to UCM format with recently approved edits.

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