

**University of St. Thomas/West Summit Neighborhood Advisory Committee  
2011-12 Neighborhood Disturbance Initiatives Action Plan  
(WORKING DRAFT 7.25.11)**

**\*\*new initiatives**

**JULY 2011**

**Freshmen Orientation**

- New students and their parents attend summer orientation programs (July 11, 13, 15, 19, 21, 23, 25, 27, 29). Students attend a "Community Session," and parents a "UST Cares" session, during which the Dean of Students staff, summer orientation staff and Public Safety staff emphasize expectations that students:
  - Behave with civility and respect in the neighborhood
  - Abide by all local, state and federal laws
  - Will be held accountable to UST for both on- and off-campus behavior
  - Be aware of the UST/SPPD neighborhood patrol
  - Be aware of the Public Safety escort program
- A program educates students about "bystander intervention," which is designed to assist and encourage students to confront their peers to help prevent them from making poor choices.

**\*\*Initial Landlord Contact Outreach for University Student Tenant Education Program**

- *The Off-Campus Student Services (OCSS) office implements the Student Tenant Education Program (STEP), an advanced and intensive renter education opportunity. OCSS contact landlords to engage their cooperation by providing a still-to-be-determined incentive to their tenants who complete the two-session, four-hour program.*

**Social Host Education Initiative**

- **\*\*OCSS adds information specifically related to the Social Host ordinance to its Renter's Resources booklet and updates its Web site with the same information at <http://www.stthomas.edu/offcampus/housing/resources/default.html>.**

**UST Public Safety Neighborhood Patrol Pre-planning**

- Public Safety begins to plan for staffing and funding for September/October neighborhood patrol.

**AUGUST 2011**

**"Whom Do I Call?" Information**

- By Labor Day, University Relations will distribute to 500 neighbors a "refrigerator clip" with St. Thomas and Police Department phone numbers.

**Public Safety Initiatives**

- St. Thomas and WSNAC representatives meet with St. Paul Police Western District Commander Todd Axtell and staff, and City Council member Russ Stark, to outline procedures to prevent neighborhood disturbances and to report and respond to disturbances.
- Public Safety and the neighborhood liaison creates a list of rental houses with histories of disturbance patterns for St. Paul police and St. Thomas Public Safety officers to note as they cover their regular patrol routes.

**Transfer Student Orientation**

- New transfer students attend a summer orientation program, Aug. 24 or Sept. 2. Sessions are similar in content to those offered during freshmen orientation.

#### **Landlord Communication Outreach**

- The neighborhood liaison contacts rental property owners and landlords, asking them to be “active presences” during September and October and to remind renters about behaving responsibly and the Social Host ordinance.
- The neighborhood liaison begins with monthly e-communications to a list of 120 landlords about items such as requiring renters to complete Student Tenant Education Program, providing “no keg” clauses in leases and understanding the city’s occupancy ordinance.

#### **\*\*Undergraduate Student Government Lawn Sign Initiative**

- The Undergraduate Student Government (USG) cooperates with landlords and their student tenants to place “respect our neighborhood” lawn signs in 50 strategic locations adjacent to campus.

#### **\*\*“Drive 25” Lawn Sign Initiative**

- To promote traffic calming, the Neighborhood Liaison works with neighbors to strategically place “Drive 25” lawn signs adjacent to campus.

### **SEPTEMBER 2011**

#### **St. Paul Police and St. Thomas Public Safety Patrols**

- The Public Safety associate director hires off-duty St. Paul police officers for Friday and Saturday patrol coverage between 9 p.m. and 3 a.m. The number of hired officers each weekend evening varies depending on circumstances and is determined by the associate director in consultation with university officials.
- Public Safety continues to partner with the St. Paul Police Western District to identify dates, times and areas to saturate patrol.
- *\*\*St. Paul Police Department educates officers about the application of the Social Host ordinance (in preparation for the fall term) through roll call training.*
- St. Paul Police Department officers are actively present in the neighborhood over Labor Day weekend and on subsequent weekend evenings.

#### **Neighborhood Liaison Outreach**

- The neighborhood liaison visits to approximately 50 rental houses to address civility concerns and request students’ cooperation.
- *\*\*He identifies “special attention required” rental houses to be contacted personally by dean’s office personnel.*
- He updates neighborhood disturbance log for WSNAC and UST officials.

#### **Off-Campus Student Services Initiatives & Neighborhood Walkthrough**

- In cooperation with the Wellness Center, the OCSS office continues producing a proactive alcohol education program for students living in the neighborhood.
- OCSS continues to work to ensure neighborhood students are made aware of the Social Host ordinance.
- *\*\*Five Neighborhood Student Advisers (NSAs), newly created positions in OCSS, begin producing a year-long series of programming for neighborhood students to address “practical living topics” including one which covers “How to Be a Good Neighbor.”*
- NSAs and other OCSS staff set up information tables on campus proximate to major student commuter pedestrian routes to distribute information related to renters’ rights and responsibilities, the Social Host ordinance and neighborhood resources.

- OCSS conducts a neighborhood walkthrough to distribute rental information packets to 300 student rental units. The goal is to have students provide information to their peers about community resources, rights and responsibilities, and to deliver messages about respectful neighborhood behavior.

#### **First-Year Commuter Student Orientation**

- OCSS contacts first-year commuter students, most of whom live at home, and encourage them to be mindful of St. Thomas neighborhoods and to drive and park legally and responsibly. Older commuter students will receive an e-mail message encouraging them to be respectful of the neighborhood.

#### **Residence Hall Welcome and Orientation**

- Residence Life staff communicates university alcohol policies to resident students during opening hall and floor meetings, emphasizing civil behavior in the neighborhood. Staff continues to reinforce the messages throughout the fall semester.

#### **Public Building and Residence Hall Poster**

- Civility posters—with a “do the right thing, respect your neighbors” theme—are placed in the residence halls, Commuter Center and other appropriate buildings.

#### **Dean of Students Office “Parent Connect” E-Newsletter**

- The monthly Dean of Students *Parent Connect* e-newsletter shares information regarding programming and outreach taking place with students who live in the neighborhood in an effort to enhance parent communication with their children.

#### **OCSS, Dean’s Office, Public Safety and Neighborhood Liaison Disturbance Follow-Up**

- The assistant dean of students, the manager of Off-Campus Student Services and the neighborhood liaison hold weekly collaborative Public Safety report/disturbance report response meetings.
- As a matter of standard procedure, the offices coordinate consistent follow-up to all disturbance complaints. They meet every Tuesday to review complaints, and the dean's office follows up with students who received police citations or behaved inappropriately.

#### **Residence and Student Group On-Campus Programming**

- Residence Life and St. Thomas Activities and Recreation (STAR) both provide on-campus social programs each weekend beginning in September. The Anderson Athletic and Recreation Complex continues to attract large numbers of students.

#### **Public Safety and Student Affairs St. John’s Football Game Preparation**

- Public Safety prepares and deploys appropriate police and staff for the October 1 St. Thomas-St. John's football game.

#### **\*\*Sigma Chi Fraternity Community Clean-up**

- Sigma Chi fraternity conducts two Sunday morning community clean-up efforts during the month.

### **OCTOBER 2011**

#### **St. Paul Police and St. Thomas Public Safety Patrols**

- Continue neighborhood patrol program as weather dictates.

### **Educational and Outreach Programming Continues**

- OCSS and the neighborhood liaison continue programming efforts.

### **\*\*OCSS Student Tenant Education Program (STEP)**

- In collaboration with Information Resource Technologies rolls out updates to its off-campus housing listings site to implement aspects of the STEP initiative. Participating landlords and their properties are featured prominently with a graphic that indicates their cooperation.

### **OCSS, Dean's Office, Public Safety and Neighborhood Liaison Follow-Up**

- Continue weekly collaborative Public Safety report/disturbance report response meetings to coordinate consistent follow-up to all disturbance complaints.

### **Neighborhood Liaison Landlord Advisory**

- Sends monthly advisory re Halloween vigilance, fall break.
- Updates neighborhood disturbance log for WSNAC and UST officials.

### **Sigma Chi Fraternity Community Clean-up**

- Sigma Chi fraternity conducts bi-weekly Sunday morning community clean-up efforts during the month.

## **NOVEMBER 2011**

### **OCSS Initiatives**

- OCSS increases publicity for the STEP initiative in order to encourage students to participate and to raise awareness of participating landlords and properties.

### **Neighborhood Liaison Landlord Advisory**

- Sends monthly advisory re snow emergency, snow removal; Thanksgiving reminder.
- Shares UST News Service "Winter Storm" information from daily, electronic *Bulletin Today* with landlords.
- Updates neighborhood disturbance log for WSNAC and UST officials.

### **OCSS, Dean's Office, Public Safety and Neighborhood Disturbance Liaison Follow-Up**

- Continue weekly collaborative Public Safety report/disturbance report response meetings to coordinate consistent follow-up to all disturbance complaints.

## **DECEMBER 2011**

### **Neighborhood Liaison Landlord Advisory**

- Sends monthly advisory re snow emergencies, winter break, attention to vacant home security, snow removal and New Years parties.
- Updates neighborhood disturbance log for WSNAC and UST officials.
- Provides landlord snow emergency advisories as needed.

### **OCSS Snow Emergency Initiatives**

- OCSS conducts its annual Snow Emergency Drive, sharing snow emergency and parking information with commuting and neighborhood students.
- OCSS advises commuter students of snow emergency situation when feasible.

**OCSS, Dean's Office, Public Safety and Neighborhood Disturbance Liaison Follow-Up**

- Continue weekly collaborative Public Safety report/disturbance report response meetings to coordinate consistent follow-up to all disturbance complaints.

**JANUARY/FEBRUARY 2012**

**Neighborhood Liaison Landlord Advisory**

- Sends monthly advisory.
- Updates neighborhood disturbance log for WSNAC and UST officials.
- Provides landlord snow emergency advisories as needed.

**OCSS Initiatives**

- OCSS sends its annual landlord lease renewal letter, advises landlords of the STEP program and reminds landlords of rental house occupancy levels.
- OCSS conducts its annual renter education information forum for students.
- OCSS launches its more extensive Student Tenant Education Program for participating students.

**OCSS, Dean's Office, Public Safety and Neighborhood Disturbance Liaison Follow-Up**

- Continue weekly collaborative Public Safety report/disturbance report response meetings to coordinate consistent follow-up to all disturbance complaints.

**MARCH 2012**

**Neighborhood Liaison Landlord Advisory**

- Sends monthly advisory.
- Updates neighborhood disturbance log for WSNAC and UST officials.
- Provides landlord snow emergency advisories as needed.

**UST Public Safety Neighborhood Patrol Pre-planning**

- Public Safety begins to plan for staffing and funding for September/October neighborhood patrol.

**UST/WSNAC – St. Paul Police Meeting**

- Prepare systematic response efforts for post-spring break “party season.”

**\*\*Neighborhood Liaison/OCSS Rental Property Outreach Initiative**

- These offices send electronic civil behavior reminders to selected rental properties and landlords.

**OCSS, Dean's Office, Public Safety and Neighborhood Disturbance Liaison Follow-Up**

- Continue weekly collaborative Public Safety report/disturbance report response meetings to coordinate consistent follow-up to all disturbance complaints.

**APRIL/MAY 2012**

**Public Safety/St. Paul Police Patrol Initiative**

- Start neighborhood patrol program through end of semester.

**Neighborhood Liaison Landlord Advisory**

- Sends monthly advisory re rental house check-out, new lease start-up.
- Updates neighborhood disturbance log for WSNAC and UST officials.
- Conducts neighborhood furniture pick-up as necessary.

**OCSS Initiative**

- OCSS conducts its annual Spring Neighborhood Walkthrough which will involve NSAs and other students to share end-of-lease and move-out information with students who live in the neighborhood.

**OCSS, Dean's Office, Public Safety and Neighborhood Disturbance Liaison Follow-Up**

- Continue weekly collaborative Public Safety report/disturbance report response meetings to coordinate consistent follow-up to all disturbance complaints.