

Public Safety Escort Policy and Locations List

Hours of Operation:

The hours of operation for the campus escort service will be provided from “dusk until dawn”. Throughout the year, campus community members may request an escort during the following times:

1. December 21 through March 20
 - a.) Hours of Operation: 4pm - 7am
2. March 20 through June 21
 - a.) Hours of Operation: 7pm - 7am
3. June 21 through September 23
 - a.) Hours of Operation: 9pm – 7am
4. September 23 - December 21
 - a.) Hours of Operation: 6pm – 7am

All requested escorts must have a point of origin or destination on campus. The only exception to this would be in the event of a non-emergency transport to an authorized medical facility.

What we need from you:

When a college community member requests an escort, we will need a little information in order to get you where you need to go. The information that we need to assist you is:

1. Name of the requestor.
2. Contact information for the requestor.
3. Augsburg Identification Number (Students)
4. Department of Employment (Staff and Faculty).
5. Point of origin.
6. Point of destination.
7. Number of people in party.
8. Any mobility issues of the requestor

Anyone requesting an escort shall adhere to the following requirements for service:

1. The requesting party must be dressed appropriately for the weather.
2. The requesting party must be at the intended pickup point at the time of their request.
3. The requesting party must disclose any luggage or large items that they intend to bring with them for the escort.
4. The requesting party must be prepared to physically move or carry any luggage or large item in their possession. Each Public Safety employee is instructed to not

assist with the physical transfer of luggage or large items to and from the patrol vehicle.

Campus Pickup and Drop-off Locations:

The Department of Public Safety has designated locations where an escort may be picked up or dropped off via the patrol vehicle. These locations have been selected for the safety of the requestor while providing a location with consideration to lighting, a building to safely exit while waiting for the service or enter in order to access campus tunnel and skyway systems.

The established pickup and drop-off locations on campus are the following:

1. Ten Minute Zone (Underneath the Urness and Mortensen Lobby)
2. Lot F (Near the sidewalk between Anderson and Luther Hall)
3. Oren Gateway “Turn Around” (South Residential Entrance to Oren Gateway)
4. Skyway Entrance (S 7th Street at north entrance to Lindell Skyway)
5. Foss Center (22nd Avenue South at sidewalk at west entrance to Foss Center)
6. Kennedy Center (23rd Avenue South at Si Melby Stairs, NW corner of building)
7. Science Tunnel (21st Ave South)
8. Memorial West (Under Music/Memorial skyway)
9. Lot L.

Safety escorts on Campus:

The department of Public Safety will continue to offer walking escorts from a campus location to campus location at any time. A Public Safety employee will meet the requestor at the specified point and provide a walking escort to the requested destination.

In the event that the requestor has an injury or other mobility issues that create a situation where the requestor cannot walk with a Public Safety Employee, the patrol vehicle will be used to provide the requested escort. The Public Safety employee will use their discretion when it is necessary to use the patrol vehicle for a campus to campus location escort.

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Authorized Off Campus Locations:

The following locations are eligible for request at any time between “dusk and dawn” each day:

1. *Any residence or parked vehicle within a 2 block radius of Augsburg College campus.*
2. *Franklin Light Rail Station (blue line)*
 - A. Pickup and drop off point – Street Access, north of the platform.
3. *West Bank Light Rail station (green line)*
 - A. Pickup and drop off point- 3rd Street, near May Day Bookstore
4. *Fairview Emergency Room(Eligible for escort 24 hours a day)*
 - A. Pickup and drop off point – Emergency room Cul de Sac.
5. *Hennepin County Medical Center (Upon Request from CCHP)*
 - A. Pickup and drop off point – Emergency room Cul de Sac.
6. *Aurora Center(Upon Request from CCHP or Incident Response Requirement)*
 - A. Pickup and drop off point – Suite 117 Appleyby Hall, 128 Pleasant St SE
 - B. Hours of Operation – Monday through Friday: 0800-1630.
Saturday and Sunday: Closed.
7. *Minnehaha Apartments*
 - A. Pickup and drop off point – Main Entrance, south side of building.
8. *Cedar 94 Apartments*
 - A. Pickup and drop off point – South 9th Street Entrance, north side of building.
9. *Franklin Cooperative Apartments*
 - A. Pickup and drop off point – Main Entrance, south side of building.
10. *Boulder Court Apartments*
 - A. Pickup and drop off point – 21st Avenue South, east side of building.
11. *“Jimmy John” Apartments*
 - A. Pickup and drop off point – South 6th Street, south side of building.
12. *Riverside Plaza Apartments*
 - A. Pickup and drop off points
 - a.) 1601 South 4th Street, north side of building.
 - b.) 1611 South 6th Street, south side of building.
13. *Franklin Terrace Apartments*
 - A. Pickup and drop off point – South 9th Street entrance, north side of building.

Authorized Medical Centers:

The following locations are medical centers that are eligible for escort during the respective hours of operation:

1. *People's Center*
 - A. Hours of Operation
 - a.) Monday and Friday: 0830-1700.
 - b.) Tuesday through Thursday: 0830-2000.
 - c.) Saturday and Sunday: Closed.
 - B. Pickup and drop off point – 20th Avenue South, west entrance of building.
2. *Fairview Sports Medicine Clinic*
 - A. Hours of Operation
 - a.) Monday through Friday: 0800-1630.
 - b.) Saturday and Sunday: Closed.
 - B. Pickup and drop off point – 25th Avenue south, Cul de Sac west entrance.
3. *Health Partners Clinic*
 - A. Hours of Operation
 - a.) Monday through Friday: 0800-2100.
 - b.) Saturday: 0900-1700.
 - c.) Sunday: 1200-1700.
 - B. Pickup and drop off point – Parking lot, south entrance of building.
4. *Smiley's Clinic*
 - A. Hours of Operation
 - a.) Monday through Friday: 0800-1700.
 - b.) Saturday and Sunday: Closed.
 - B. Pickup and drop off point – Parking lot, south entrance of building.
5. *Riverside and Cedar Walk-in Clinic*
 - A. Hours of Operation
 - a.) Monday through Friday: 0930-1800.
 - b.) Saturday and Sunday: Closed.
 - B. Pickup and drop off location – Corner of 3rd Street South and Cedar.

Volunteer Sites:

The Department of Public Safety supports Augsburg College's commitment to volunteerism. Many courses offered at the college have a volunteer or internship requirement. In order to ensure academic success for our students, the Department of Public Safety will allow escorts to volunteer sites during these sites hours of operation.

In order for a student to be eligible for an escort to a volunteer site, the student must work with their professor in order for this escort to be authorized.

The professor will submit a volunteer site authorization form which will name the student(s) who must volunteer or intern as an academic requirement. The form will be submitted to the Department of Public Safety and the student will be added to the volunteer authorization site list.

In the event that a local site has been identified by a professor for an academic reason which is not on the volunteer authorization site list; the professor should contact the Department of Public Safety and request approval for the addition of the site. The professor should receive a response regarding the request within 72 hours. With the approval of a new volunteer or internship site, the aforementioned volunteer site authorization form must be completed.

Authorized Volunteer Sites:

The following locations are eligible for request during the hours of operation of the volunteer facility. The requestor must be on the volunteer site authorization list in order to be transported to and from these sites.

1. *Brian Coyle Center*
 - A. Hours of Operation
 - a.) Monday through Friday: 0800-2000.
 - b.) Saturday: 1000-1700.
 - c.) Sunday: Closed.
 - B. Pickup and drop off point – Parking Lot, east entrance of building.
2. *Volunteers of America (VOA)*
 - A. Hours of Operation
 - a.) Sunday through Monday: Closed
 - b.) Tuesday and Thursday: 1200-2000.
 - c.) Wednesday, Friday, and Saturday: 1000-1800.
 - B. Pickup and drop off point – 19th Avenue South, east entrance of building.
3. *American Indian Center*
 - A. Hours of Operation
 - a.) Monday through Friday: 0800-1500.
 - b.) Saturday and Sunday: Closed.
 - B. Pickup and drop off point – E Franklin Ave, south entrance of building.
4. *Seward Montessori*
 - A. Hours of Operation
 - a.) Monday through Friday: 0700-1900.
 - b.) Saturday and Sunday: Closed.
 - B. Pickup and drop off point – Cul de Sac off S. 28th Ave, west entrance.

5. *Cedar Riverside School*

A. Hours of Operation

a.) Monday through Friday: 0700-1900.

b.) Saturday and Sunday: Closed.

B. Pickup and drop off point – S 6th Street, south entrance of building.

