**CAMPUS SECURITY REPORT**

Winona State University (WSU) encourages all students and university community members to be fully aware of the safety issues on campus and to take action to prevent and to report illegal and inappropriate activities. Personal safety practices are the foundation of a safe community.

Pursuant to the Student Right to Know and Campus Security Act, WSU monitors criminal activity, publishes this report, and maintains a three-year statistical history both on campus and at off campus property or facilities owned or rented by WSU or recognized university organizations. The university will distribute a copy of and/or provide access to this report pursuant to Federal Law.

Winona State University has no authority to require the Winona Police Department, Winona County Sheriff's Office, or the Judicial Court to take any action in connection with a reported crime. Winona State University encourages prosecution of all criminal violations through the criminal courts and if appropriate, through the campus conduct process for violations committed on campus by any student.

The University currently has a number of policies and procedures relating to campus security and safety, and it expressly reserves the right to modify them or adopt additional policies or procedures at any time without notice. Such changes may appear in successive issues of this report.

**CRIME REPORTING**

Winona State University Security is located on the main floor of Sheehan Hall, 264 W. Mark Street, Winona State University, Winona, MN 55987, and phone 507-457-5555. Campus Security is the official record for all criminal reports made on campus. Students, university employees and visitors are encouraged to immediately report any and all criminal activity to Campus Security or the Winona Police Department, 201 W. 3rd Street, Winona, MN 55987, phone 507-457-6368 (emergency from on campus (911). In appropriate cases, reports will also be shared with the Campus Conduct Officer. Campus Security will assist the Winona Police Department with investigations. Winona State University Security is staffed 24/7.

Winona State University Security works closely with the Winona Police Department, Winona County Sheriff's Department, and State and Federal agencies to track and respond to criminal activity on campus. Criminal reports and any statement relating to these reports that are made to Campus Security will be forwarded to the Winona Police Department when necessary and required by law.

Winona State University Security maintains a daily log that lists the identifying report number, initial classification, date, time, general location and if known, the disposition of each criminal report within two business days of being received. This information may be delayed in being placed on the daily log in cases where such disclosure is prohibited by the Minnesota Data Privacy Act or where such disclosure may jeopardize the confidentiality of the victim.

When alleged perpetrators are identified as students, the case may be forwarded to the University Conduct Officer for investigation and appropriate action. Criminal investigation, arrest, and prosecution can occur independently and at the same time as the campus judicial process.

All allegations will be investigated, if feasible. If the Winona Police Department concludes that the allegations reported are not substantiated by the facts or the law, no campus crime need be disclosed as a statistic (Federal Register, April 29, 1994).
Reports will be classified by the appropriate law enforcement agency according to the FBI Uniform Crime Report Definitions. Winona State University Security will assist the Winona Police Department in any investigation as may be requested.

Winona State University monitors and records student criminal activity at both on and off campus locations of student organizations recognized by the university, including student organizations with off campus housing facilities.

The university normally requires a written complaint and the assistance of the complainant in the disciplinary process, unless the university determines that there is a clear danger to the victim and/or the university community.

Individuals reporting criminal complaints to Campus Security who wish to file a complaint with the Winona Police Department will be provided with assistance from Campus Security upon request. The Director of Security will serve as the primary liaison between Campus Security and all law enforcement agencies.

Criminal reports can also be made to the Dean of Students, Hall Directors, Vice-President of Student Life & Development and Conduct Office among others listed within this report.

Every effort should be made to ensure that physical evidence is maintained and protected. Immediate reports will assist in preserving evidence.

Obtain a description of the offender(s), including sex, age, race, hair, clothing and other distinguishable features. Attempt to obtain a description and license number of any vehicle involved. Note the direction taken by the offenders or vehicles and report those to Campus Security or the police. Report as much detail as possible to ensure accurate reporting. If you are a victim of a crime your immediate recall of the event is often the best. Writer down as much information as you can remember after a crime. Keep in mind the following when attempting to recall suspects:

- Gender
- Approximate age
- Height
- Weight/build
- Description of face including eye color, hair color and hair style
- Dress/clothing
- Facial hair
- Glasses
- Distinguishing marks including scars and tattoos and distinguishing gait
- Voice

Preserve the crime scene. Do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime scene until Campus Security or police arrive.

All employees, faculty or staff who become aware of an allegation in violation of University policy, student code of conduct, or civil or criminal law should report the allegation to their supervisor and Campus Security. The following people (but not limited to) with "significant responsibility" for student and campus activities must report potential criminal activity of which they are aware to Campus Security:

President, Vice-Presidents, Affirmative Action Officer, Director of Student Union, Provost, Director of Alumni Relations, Athletic Director, Director of Intramurals, Coaches, Director of Disability Services, Director of Career Services, Advisors to student clubs and organizations, Director of Admissions, Admission Counselors, Dean of
Students, Conduct Officer, Community Liaison, Director of Housing, Associate Director of Housing, Hall Directors, Resident Assistants, Security Guards, Director of Financial Aid, Director of Placement Services, Cultural Diversity Director, Director of International Office, Director of Health Services, Nurses, Human Resource Director, Director of Bookstore, Registrar, Director of Child Care Services…

These individuals should not attempt to investigate, but should instead report and allow Campus Security to investigate. All persons in the WSU community are encouraged to assist in the reporting of alleged criminal activity by contacting Campus Security and/or the Winona Police Department, as well as providing assistance in making the report.

Licensed and pastoral counselors are exempt from these reporting procedures. The University does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies when appropriate.

According to the Federal Register, "the function of these administrators (significant responsibility) is not to determine whether a crime took place. That is the function of the law enforcement professionals working within the criminal justice system, but with respect to these regulations to report the alleged crime, that was received in good faith, to the appropriate law enforcement personnel, either campus or local police."

Failure to report criminal activity to Campus Security in a timely manner may result in disciplinary action by the University. University employees and students, who are not members of the Campus Security staff, are encouraged to assist anyone reporting alleged criminal activity in contacting Campus Security and/or the Winona Police Department in order to file a criminal report.

Winona State University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is alleged perpetrator of the crime or offense.

Crimes may also be reported to the following individuals and/or organizations:

<table>
<thead>
<tr>
<th>Winona State University Security</th>
<th>507-457-5555</th>
<th>Sheehan Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conduct Officer</td>
<td>507-457-5300</td>
<td>Kryzsko Commons</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>507-457-5300</td>
<td>Kryzsko Commons</td>
</tr>
<tr>
<td>Director of Housing</td>
<td>507-457-5311</td>
<td>Kryzsko Commons</td>
</tr>
<tr>
<td>VP Student Life &amp; Development</td>
<td>507-457-5300</td>
<td>Kryzsko Commons</td>
</tr>
<tr>
<td>Winona Police Department</td>
<td>507-457-6368</td>
<td>201 W. 3rd Street, Winona</td>
</tr>
<tr>
<td>Director of Security</td>
<td>507-457-5555</td>
<td>Sheehan Hall</td>
</tr>
</tbody>
</table>

CRIME PREVENTION/EDUCATIONAL PROGRAMMING

Winona State University provides a variety of crime prevention programs and services including: escort service, 24 hour patrols, Operation Identification, surveillance cameras, Crime Stoppers, crime prevention brochures, sexual assault awareness seminars, etc. For more information concerning crime prevention programs/services visit Winona State University Security’s web site at www.winona.msus.edu/security or contact the Director of Security at 457-5555.

Winona State University Security provides assistance in presenting programs on campus safety and security. Campus Security develops and will present educational programs in the areas of crime prevention, sexual assault awareness, self-defense, annoying phone calls, personal safety, etc. Campus Security has available brochures, flyers, pamphlets, movies, videos, and posters concerning various safety and security issues.
The Winona State University Health Services and Counseling Center provide staff to aid students in coping with a variety of issues including sexual assault awareness, personal safety, alcohol and drug abuse.

Winona State University Security staff is available to assist you in protecting yourself by providing vehicle, and foot, patrols, safety and security programs, and various safety and security posters and brochures. However, you can help protect yourself by being aware of your surroundings and taking appropriate steps in preventing crime from happening.

Numerous safety programs can be found on Winona State University Security’s Home Page. Members of the campus community who would like to arrange crime prevention, safety and/or any security related seminar may do so by contacting the Director of Security at dwalski@winona.edu. Safety presentations are also available to student and parents during orientation and other specified times throughout the year.

CRIME PREVENTION RECOMMENDATIONS

Protect your room or apartment. Lock your door even if you are only going out for a short time or only going a short distance. It only takes seconds to walk into an open room and steal valuables.

Always lock your door when you are asleep. You are also encouraged to lock your door when you are awake.

Do not prop open locked exterior building doors. These doors are locked for your protection and protection of other residents.

Never open exterior doors of the building for strangers or non-residents. Always escort your guests to and from the building.

Do not loan your keys to anyone, even a classmate or a friend. They may not be careful with them and may misplace them, giving the wrong person access to your possessions.

Do not leave your keys lying around in public places or in your jacket pocket when you are not wearing it.

Do not put your name or address on key rings as they may be used to steal your property if found by the wrong person.

PROTECT YOUR PROPERTY

Participate in Operation Identification by engraving your Operation Identification number on your valuables. Winona State University Security will loan engraving equipment to you and assist in marking your property.

Personal property (purses, briefcases, calculators, computers, etc.) should never be left unattended. Take such items with you if you are leaving the office, classroom, residence hall, or any other unsecured location.

Lock your door whenever you leave your room or office.

Protect all valuables in your room or office. Do not leave valuables in plain view.

Take valuables home with you during vacations.
You are encouraged to open a savings or checking account rather than allow large sums of money to accumulate in
your room. If you open a checking account, remember the number of the last check written. The theft of a single
check can go undetected until a bank statement discloses a forgery.

If possible, park your bike where you can keep an eye on it. Always lock your bike. There are several good anti-
theft devices available. Casehardened heavy locks and chains afford the best protection.

PROTECT YOUR AUTOMOBILE

Always lock your car doors and never leave your keys in the vehicle.

Try to park your car in a well-lit area.

Avoid leaving property where it is visible.

Call for an escort (457-5555).

If you arrive at Winona State University late at night, you should drive to Security and request an escort. They will
escort you to a parking area and then escort you to your residence hall.

PROTECT YOURSELF AT NIGHT

Avoid walking alone at night.

Refrain from taking shortcuts, and walk where there is plenty of light and traffic.

Walk with a friend.

PROTECT YOURSELF WALKING AND JOGGING

Avoid walking and jogging alone after dark. If you travel alone at night use the WSU Escort Service (457-5555) to
escort you to your on campus destination (or within a four block radius of campus).

Walk along well-lit routes.

Be alert to your surroundings. If you suspect you are being followed, run in a different direction, or to the other
side of the street and yell for help, or head quickly for a lighted area or a group of people.

Have your keys ready when returning to your residence hall or apartment, and keep your personal valuables
concealed and close to your body.

HELP US PROTECT YOU

Watch for suspicious persons in and around the University buildings and parking lots. Do not pursue them. Call
Campus Security immediately. Call Campus Security if you should enter your room and find a stranger, regardless
of the "cover story" supplied.

If you see any suspicious activity or people on or near campus, call WSU Security (457-5555) or the Winona Police
Department 911. Do not assume that what you observe is an innocent activity or that it has already been reported.
Do not assume the person is a visitor or a university staff member that you haven't seen before.

Suspicious people may be loitering about at unusual hours and locations or running, especially if something of value is being carried. Persons may be under the influence of drugs or need medical or psychiatric assistance. If you spot someone carrying property that may be suspicious or going room to room trying door handles, report it to Campus Security immediately. Door-to-door soliciting is not permitted in the University residence halls. Violations of this rule should be reported to your Hall Director immediately.

Immediately report all thefts and property loss to Campus Security.

SECURITY CONSIDERATIONS OF CAMPUS FACILITIES:

The WSU campus is for the use of students, faculty, staff, and their guests, and those on official business with Winona State University. Access to campus buildings is limited to normal business hours.

Students, faculty, staff, and visitors are encouraged to report needed repairs to the Facilities Services for all academic and residence halls.

ANNUAL SECURITY REPORT POLICY

Winona State University Security prepares an Annual Report that complies with the Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be found at http://www.winona.edu/security/securityact.asp. The Annual Security Report includes criminal reports made to Campus Security and/or the Winona Police Department. The Report includes crimes that were reported to have taken place on campus, facilities owned or rented by the University, public property, and non-campus property as defined in the Jeanne Cleary Disclosure Act. The report is prepared in cooperation with local law enforcement, Housing and Residence Life, and Office of Student Life & Development. Each entity provides updated information on their educational efforts and programs as required reported crime will also be identified by location of occurrence.

Crimes that are included within this report include: Murder & Non-negligent Manslaughter, Negligent Manslaughter, Aggravated Assault, Burglary, Robbery, Motor Vehicle Theft, Arson, Sexual Assault to include Forcible Sodomy, Sexual Assault with an object, Forcible Fondling, Non-Forcible Sex Offences (Incest & Statutory Rape), Alcohol Offenses Arrests, Drug Arrests, Weapons Arrests, Disciplinary referrals for alcohol, drug and weapons violations, and Bias Motivated Crimes

Winona State University will report if any of the above criminal reports are also hate crimes. These reports shall be classified according to category of prejudice including race, gender, religion, sexual orientation, ethnicity or disability.

WSU reports the number of arrests on campus to the extent that the university is able to obtain such information from the Winona Police Department and the Winona County Sheriff’s Department.

Crime Classification: The Director of Security serves as the primary liaison concerning campus safety, criminal activity, and security services with all law enforcement agencies. The Director shall defer to local law enforcement professionals and/or legal professionals regarding the appropriate crime classification of incidents taking place on campus or other required reporting areas. WSU also follows the FBI Uniform Crime Report "hierarchy rule". In reports with multiple alleged crimes, only the most serious will be listed.
Annual Report Distribution: Winona State University will distribute a copy of the Campus Security Act or provide the web site to all students, faculty, staff, and employees by October 1st via Winona State University email. You may contact the Director of Security at dwalski@winona.edu for a copy of the report at no cost.

DEFINITIONS

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 within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

Student Residences: a subset of "On Campus" crimes which includes only those crimes that were reported to have occurred in residence halls or other residential facilities.

Noncampus Buildings or Property: any building or property owned or controlled by a student organization recognized by the institution; or any building or property (other than a branch campus) 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: (1) all public property, including Winona streets, sidewalks, and parking facilities, that is within the outer perimeter surrounding all property and buildings on the campus of the institution that are adjacent to one another; (2) any sidewalk, street or parking facility immediately adjacent to any property or building on the outer perimeter described in clause (1); and (3) any street, sidewalk or parking facility immediately adjacent to any facility or property within the same reasonably contiguous geographic area that is outside the perimeter described in clause (1) and is used by the institution in direct support of, or in a manner related to the institution’s educational purpose.

A Business Day: is defined as Monday through Friday, excluding any day when the institution is closed.

Referred For Campus Disciplinary Action: Written referral of any student to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of sanctions.

Campus Security Authority: (1) A police or campus security department maintained by an institution. (2) An 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. (3) An official of an institution who has significant responsibility for student campus activities, including, but not limited to, student housing, activities, student discipline and campus judicial proceedings.

Professional Counselor: An employee of an institution whose primary responsibility is providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

CAMPUS CRIME TIMELY WARNING

In compliance with the "Timely Notice" provisions of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 Winona State University Security will provide notice of acts that could pose as a possible threat that reportedly occurred on or near the campus of Winona State University. Until the investigation of the specific act has been concluded, it can be assumed that conditions continue to exist that may pose a threat to members and guests of the community. It is the duty of the institution to warn of possible "dangerous conditions" on its property. If the Director of Security determines that a crime or series of crimes pose a continuing threat or danger to the university community, the university will publish a warning to the campus
community. Warnings may be issued through the following means; campus bulletins, campus radio, campus newspaper, residence hall bulletins, posters, electronic email and Star Alert.

WINONA STATE UNIVERSITY – SEXUAL VIOLENCE POLICY & PROCEDURES

Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Minnesota State Colleges and Universities. Minnesota State Colleges and Universities is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other Board Policies that may require separate proceedings. To further its commitment against sexual violence, Minnesota State Colleges and Universities provides reporting options, internal mechanisms for dispute resolution, and prevention training or other related services as appropriate.

This policy applies to all Minnesota State Colleges and Universities students and employees and to others, as appropriate, where alleged incidents of sexual violence have occurred on System property. Incidents of sexual violence alleged to have been committed by a student at a location other than on System property are covered by this policy pursuant to the factors listed in Minnesota State Colleges and Universities Board Policy 3.6, Part 5*. Incidents of sexual violence alleged to have been committed by a Minnesota State Colleges and Universities employee at a location other than System property are covered by this policy.

Individuals alleged to have committed acts of sexual violence on System property who are not students or employees are subject to appropriate actions by Minnesota State Colleges and Universities, including, but not limited to, pursuing criminal or civil action against them.

DEFINITIONS

SEXUAL VIOLENCE - Sexual violence includes a continuum of conduct that includes sexual assault, and non-forcible sex acts, as well as aiding acts of sexual violence.

SEXUAL ASSAULT - “Sexual assault” means an actual, attempted, or threatened sexual act with another person without that person’s consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under Minnesota State Colleges and Universities student conduct codes and employee disciplinary standards. Sexual assault includes but is not limited to:

- Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as “date rape” or “acquaintance rape.” This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.

- Involvement in any sexual act when the victim is unable to give consent.

- The intentional touching or coercing, forcing, or attempting to coerce or force another to touch an unwilling person’s intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast).

- Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.

CONSENT - Consent is informed, freely given and mutually understood. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, and the condition was known or would be known to a reasonable person, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.
NON-FORCIBLE SEX ACTS - Non-forcible acts include unlawful sexual acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent, as defined by Minnesota law, or between persons who are related to each other within degrees wherein marriage is prohibited by law.

SYSTEM PROPERTY - “System property” means the facilities and land owned, leased, or under the primary control of Minnesota State Colleges and Universities, its Board of Trustees, Office of the Chancellor, colleges and universities.

EMPLOYEE - “Employee” means any individual employed by Minnesota State Colleges and Universities, its colleges and universities and Office of the Chancellor, including student workers.

STUDENT - “Student” means an individual who is:

- admitted, enrolled, registered to take or is taking one or more courses, classes, or seminars, credit or noncredit, at any System college or university; or
- between terms of a continuing course of study at the college or university, such as summer break between spring and fall academic terms; or
- expelled or suspended from enrollment as a student at the college or university, during the pendency of any adjudication of the student disciplinary action.

PROCEDURE

This procedure is designed to further implement Minnesota State Colleges and Universities Board Policy 1B.3 prohibiting sexual violence. This procedure provides a process through which individuals alleging sexual violence may pursue a complaint. This procedure is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation and reprisal.

DEFINITIONS

CAMPUS SECURITY AUTHORITY - Campus security authority includes the following categories of individuals at a college or university:

- A college or university security department;
- Other individuals who have campus security responsibilities in addition to a college or university security department;
- Any individual or organization identified in a college or university security policy as an individual or organization to which students and employees should report criminal offenses;
- An official of a college or university who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings; advisors to recognized student organizations, and athletic coaches. Professional counselors, whose official responsibilities include providing mental health counseling, and who are functioning within the scope of their license or certification are not included in this definition.

REPORTING INCIDENTS OF SEXUAL VIOLENCE

Prompt reporting encouraged - Complainants of sexual violence may report incidents at any time, but are strongly encouraged to make reports promptly in order to best preserve evidence for a potential legal or disciplinary proceeding.
Complainants are strongly encouraged to report incidents of sexual violence to law enforcement for the location where the incident occurred. Complainants are also encouraged to contact the local victim/survivor services office, counseling and health care providers, and Minnesota State Colleges and Universities campus security authorities for appropriate action.

**Assistance in reporting** - When informed of an alleged incident of sexual violence, all Minnesota State Colleges and Universities students and employees are urged to encourage and assist complainants, as needed, to report the incident to local law enforcement, local victim/survivor services and campus security authorities.

Minnesota State Colleges and Universities campus security authorities, when informed of an alleged incident of sexual violence, shall promptly assist the complainant, including providing guidance in filing complaints with outside agencies including law enforcement; obtaining appropriate assistance from victim/survivor services or medical treatment professionals; and filing a complaint with campus officials responsible for enforcing the student conduct code or employee conduct standards.

When appropriate, Minnesota State Colleges and Universities may pursue legal action against a respondent, including, but not limited to, trespass or restraining orders, in addition to disciplinary action under the applicable student or employee conduct standard.

**CONFIDENTIALITY OF REPORTING**

**Confidential reports** - Because of laws concerning government data contained in Minnesota Statues chapter 13, the Minnesota Government Data Practices Act, colleges and universities cannot guarantee confidentiality to those who report incidents of sexual violence except where those reports are privileged communications with licensed health care professionals. Some off-campus reports also may be legally privileged by law, such as reports to clergy, private legal counsel, or health care professionals.

**Reports to campus security authorities** - Complainants of sexual violence may contact any campus security authority for appropriate assistance or to report incidents. Absolute confidentiality of reports made to campus security authorities cannot be promised. However, campus security authorities shall not disclose personally identifiable information about a complainant of sexual violence without the complainant’s consent except as may be required or permitted by law. There may be instances in which Minnesota State Colleges and Universities determines it needs to act regardless of whether the parties have reached a personal resolution or if the complainant requests that no action be taken. In such instances, Minnesota State Colleges and Universities will investigate and take appropriate action, taking care to protect the identity of the complainant and any other reporter in accordance with this procedure.

**Subpart C. Required Notice** - Each college or university shall have a sexual violence policy, which shall include the notice provisions in this part.

**Notice of complainant options** - Following a report of sexual violence the complainant shall be promptly notified of:

- Where and how to obtain immediate medical assistance; complainants should be informed that timely reporting and a medical examination within 72 hours are critical in preserving evidence of sexual assault and proving a criminal or civil case against a perpetrator. Complainants should be told, however, that they may report incidents of sexual violence at any time.
- Where and how to report incidents of sexual violence to local law enforcement officials, and/or appropriate Minnesota State Colleges and Universities system contacts for employees, students and others. Such contacts should be identified by name, location and phone number for 24-hour availability, as applicable.
Resources for where and how complainants may obtain on- or off-campus counseling, mental health or other support services.

**Notice of complainant rights** - Complainants shall be notified of the following:

- Their right to file criminal charges with local law enforcement officials in sexual assault cases;
- Rights under the crime victims bill of rights, Minnesota Statutes Sections 611A.01 – 611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety;
- Availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing and maintaining evidence in connection with a sexual violence incident;
- Assistance available from campus authorities in preserving for a sexual violence complainant materials relating to a campus disciplinary proceeding;
- That complaints of incidents of sexual violence made to campus security authorities shall be promptly and appropriately investigated and resolved;
- That, at a sexual assault complainant’s request, the college, university or Office of the Chancellor may take action to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the complainant and/or the respondent to alternative classes, or a work site or to alternative college-owned housing, if such alternatives are available and feasible.

**Required Reports** - Any campus security authority or any college or university employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence must follow college or university procedures for making a report for the annual crime statistics report. In addition, the campus security authority shall report to other school officials, as appropriate, such as the campus affirmative action office, the campus office responsible for administering the student conduct code, and/or the designated Title IX compliance coordinator, in order to initiate any applicable investigative or other resolution procedures. Campus security authorities may be obligated to report to law enforcement the fact that a sexual assault has occurred, but the name or other personally identifiable information about the complainant will be provided only with the consent of the complainant, except as may be required or permitted by law.

Sexual Assaults and Harassment can also be reported directly to the following individuals and/or departments:

<table>
<thead>
<tr>
<th>Affirmative Action Office</th>
<th>202B, Somsen Hall, Winona</th>
<th><a href="mailto:lmikl@winona.edu">lmikl@winona.edu</a></th>
<th>507-457-2766</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Security</td>
<td>Sheehan Hall - Winona</td>
<td><a href="mailto:dwalski@winona.edu">dwalski@winona.edu</a></td>
<td>507-457-5555</td>
</tr>
<tr>
<td>Director of Rochester Center</td>
<td>SS 131, Rochester (RCTC)</td>
<td><a href="mailto:crjohnson@winona.edu">crjohnson@winona.edu</a></td>
<td>507-285-7153</td>
</tr>
<tr>
<td>Vice President – Student Life</td>
<td>Kryzsko Commons – Winona</td>
<td><a href="mailto:kjohnson@winona.edu">kjohnson@winona.edu</a></td>
<td>507-457-5300</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>Kryzsko Commons – Winona</td>
<td><a href="mailto:kjohnson@winona.edu">kjohnson@winona.edu</a></td>
<td>507-457-5300</td>
</tr>
</tbody>
</table>

**POLICY NOTICES**

**Distribution of policy to students** - Each college or university shall, at a minimum, at the time of registration make available to each student information about its sexual violence policy and procedure, and shall additionally post a copy of its policy and procedure at appropriate locations on campus at all times. A college or university may distribute its policy and procedure by posting on an Internet or Intranet Web site, provided all students are directly notified of how to access the policy by an exact address, and that they may request a paper copy.
Distribution of policy to employees - All colleges, universities and the Office of the Chancellor shall make available to all employees a copy of its sexual violence policy and procedure. Distribution may be accomplished by posting on an Internet or Intranet Web site, provided all employees are directly notified of the exact address of the policy and procedure and that they may receive a paper copy upon request.

Required Notice - Each college or university shall have a sexual violence policy, which shall include the notice provisions in this part.

Notice of complainant options - Following a report of sexual violence the complainant shall be promptly notified of:

- Where and how to obtain immediate medical assistance; complainants should be informed that timely reporting and a medical examination within 72 hours are critical in preserving evidence of sexual assault and proving a criminal or civil case against a perpetrator. Complainants should be told, however, that they may report incidents of sexual violence at any time.

- Where and how to report incidents of sexual violence to local law enforcement officials, and/or appropriate Minnesota State Colleges and Universities system contacts for employees, students and others. Such contacts should be identified by name, location and phone number for 24-hour availability, as applicable.

- Resources for where and how complainants may obtain on- or off-campus counseling, mental health or other support services.

Notice of complainant right - Complainants shall be notified of the following:

- Their right to file criminal charges with local law enforcement officials in sexual assault cases;

- Rights under the crime victims bill of rights, Minnesota Statutes Sections 611A.01 – 611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety;

- Availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing and maintaining evidence in connection with a sexual violence incident;

- Assistance available from campus authorities in preserving for a sexual violence complainant materials relating to a campus disciplinary proceeding;

- That complaints of incidents of sexual violence made to campus security authorities shall be promptly and appropriately investigated and resolved;

- That, at a sexual assault complainant’s request, the college, university or Office of the Chancellor may take action to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the complainant and/or the respondent to alternative classes, or a work site or to alternative college-owned housing, if such alternatives are available and feasible.

- Subpart C. Complaint procedure. Each college and university shall notify students of the process used to investigate and resolve allegations of sexual violence, as provided in part 6, subpart H.
INVESTIGATION AND DISCIPLINARY PROCEDURES

A college or university may, at any time during the report/complaint process, reassign or place on administrative leave an employee alleged to have violated this policy, in accordance with the procedures in System Procedure 1B.1.1. Such action must be consistent with the applicable collective bargaining agreement or personnel plan. A college or university may summarily suspend or take other temporary measures against a student alleged to have committed a violation of this policy, in accordance with System Procedure 1B.1.1 or Board Policy 3.6.

Subpart B. General principles - Procedures used in response to a complaint of sexual violence should avoid requiring complainants to follow any plan of action, to prevent the possibility of re-victimization. Mediation or other negotiated dispute resolution processes between the complainant and the respondent concerning allegations of sexual violence shall be used only if both parties voluntarily consent. No party shall be required to participate in mediation.

College and university investigation and disciplinary procedures concerning allegations of sexual violence against employees or students shall:

1. Be respectful of the needs and rights of individuals involved;
2. Proceed as promptly as possible;
3. Permit a student complainant and a student respondent to have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with the governing procedures and applicable data practices law;
4. Employees shall have the right to representation consistent with the appropriate collective bargaining agreement or personnel plan;
5. Be conducted in accordance with applicable due process standards and privacy laws;
6. Inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law.

The past sexual history of the complainant and respondent shall be deemed irrelevant except as that history may directly relate to the incident being considered.

A respondent’s use of any drug, including alcohol, judged to be related to an offense may be considered to be an exacerbating rather than mitigating circumstance.

Relationship to parallel proceedings - In general, Minnesota State Colleges and Universities investigation and disciplinary procedures for allegations of sexual violence will proceed independent of any action taken in criminal or civil courts. A college or university need not, and in most cases should not, delay its proceedings while a parallel legal action is on-going. If a college or university is aware of a criminal proceeding involving the alleged incident, they may contact the prosecuting authority to coordinate when feasible. Criminal or civil court proceedings are not a substitute for Minnesota State Colleges and Universities procedures.

False statements prohibited. Minnesota State Colleges and Universities takes allegations of sexual violence very seriously and recognizes the consequences such allegations may have on a respondent as well as the complainant. Any individual who knowingly provides false information regarding the filing of a complaint or report of sexual violence or during the investigation of such a complaint or report may be subject to discipline or under certain circumstances, legal action. Complaints of conduct that are found not to violate policy are not assumed to be false.
Withdrawn complaint - If a complainant no longer desires to pursue a complaint through the college or university’s proceeding, the college or university reserves the right to investigate and resolve the complaint as it deems appropriate.

Minnesota State Colleges and Universities discretion to pursue certain allegations - Minnesota State Colleges and Universities reserves discretion whether to pursue alleged violations of policy under appropriate circumstances, including, but not limited to, a determination that an effective investigation is not feasible because of the passage of time, or because the respondent is no longer a student or employee of the college or university.

Minnesota State Colleges and Universities discretion to deal with policy violations disclosed in investigation - Minnesota State Colleges and Universities reserves the right to determine whether to pursue violations of policy by students or employees other than the respondent, including a complainant or witness, that come to light during the investigation of an incident of sexual violence. In order to encourage reporting of sexual violence, under appropriate circumstances college or university administrators may choose to deal with violations of Minnesota State Colleges and Universities policy in a manner other than disciplinary action.

Procedure for employees, students and individuals who are both an employee and student - Employees. If the respondent is an employee, the investigation and disciplinary decision-making shall be conducted pursuant to the procedures outlined in Board Procedure 1.B.1.1 except that use of the optional “Personal Resolution” described in Part 3. Subpart B. should not be encouraged in dealing with allegations of sexual violence due to the seriousness of the conduct.

Nothing in this procedure is intended to expand, diminish or alter in any manner any right or remedy available under a collective bargaining agreement, personnel plan or law. Any disciplinary action imposed as a result of an investigation conducted under this procedure will be processed in accordance with the applicable collective bargaining agreement or personnel plan.

Students. The college or university may elect to process complaints against students under this procedure using either the investigation and decision making process of System Procedure 1B.1.1 or Board Policy 3.6. The college or university shall notify students of the process used as required by Part 5.

If a college or university elects to use its procedures under Board Policy 3.6 for incidents of sexual violence, the conduct panel shall make written findings and recommendations, including proposed sanctions, if any, which will be submitted to a decision maker designated by the President. If the decision maker issues an adverse decision against the student, the student may appeal to the president or designee.

Individuals who are both an employee and a student. If the respondent is both a student and employee, the investigation shall be conducted by the designated officer, as defined by Board Procedure 1.B.1.1, Part 2, Subpart A. The results of the investigation shall be submitted for review to both the decision maker appointed under Procedure 1.B.1.1 Part 2, Subpart B, concerning the personnel action, and to the President or designee concerning the student action.

Sanctions - Sanctions that may be imposed if a finding is made that sexual violence has occurred include, but are not limited to, suspension, expulsion of students or termination from employment. The appropriate sanction will be determined on a case-by-case basis taking into account the severity of the conduct, the student’s or employee’s previous disciplinary history, and other factors as appropriate.

Retaliation prohibited - Actions by a student or employee intended as retaliation, reprisal or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.
SEXUAL VIOLENCE PREVENTION AND EDUCATION

Campus-wide training - Colleges, universities, and the Office of the Chancellor must include in their sexual violence policy a description of educational programs that they offer to students and employees to promote the awareness of sexual violence offenses, including sexual violence prevention measures and procedures for responding to incidents. Education shall emphasize the importance of preserving evidence for proof of a criminal offense. Colleges and universities and affiliated student organizations are encouraged to develop educational programs, brochures, posters and other means of information to decrease the incidence of sexual violence and advise individuals of the legal and other options available if they are the complainants of an incident or they learn of such an incident.

Training for individuals charged with decision making authority - Each college, university and the Office of the Chancellor shall provide appropriate training and other resources to individuals charged with decision making responsibilities under applicable procedures in order to facilitate a fair, respectful and confidential procedure on allegations of sexual violence in accordance with this and other applicable policies, procedures and laws.

Maintenance of report/complaint procedure documentation - Data that is collected, created, received, maintained or disseminated about incidents of sexual violence will be handled in accordance with the privacy requirements of the Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act), and other applicable laws.

Information on reports of incidents of sexual violence that are made to Campus Security Authorities shall be documented in accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, codified at 20 United States Code section 1092 (f). Such information will be used to report campus crime statistics on college and university campuses as required by that Act.

During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location. Access to complaint file information shall be in accordance with the applicable collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act and other applicable law and policy.

Relevant policies for Minnesota State Colleges & Universities can be viewed in the entirety at the following locations.

- Minnesota State Colleges and University's Sexual Violence Policy can be found at the following web site:  
  http://www.mnscu.edu/board/policy/1b03.html

- Minnesota State Colleges and University’s Sexual Violence Procedures can be found at the following web site:  
  http://www.mnscu.edu/board/procedure/1b03p1.html

- Minnesota State Colleges and University’s Report/Complaint of Discrimination/Harassment Investigation and Resolution can be found at the following web site:  
  http://www.mnscu.edu/board/procedure/1b01p1.html

ALCOHOL POLICY

Introduction

This policy addresses not only the act of drinking but also the second-hand effects of alcohol. It is the hope of the University that if a student decides to use alcohol that they will do so responsibly, respecting themselves, their community, the law, and campus property.
Regulations On-Campus

The possession, use, or distribution of alcohol on all Winona State University property (including buildings, grounds and vehicles) is expressly prohibited in accordance with Minnesota State College and University guidelines (regardless of age). To consistently ensure compliance with these regulations, alcohol beverage containers (both empty and full) are not allowed on campus. Examples include, but are not limited to: cans, bottles, kegs, and party balls, etc.

Public intoxication is not acceptable as it frequently is coupled with community disruption and violation of other conduct expectations (refer to WSU Student Conduct Policy & Code of Conduct) such as (but not limited to): disorderly conduct (#15); physical, psychological abuse or harassment of any person (#5); theft and/or damage to University property (#6); conduct which threatens or endangers the health or safety of any person (#8).

Local, State & Federal Laws:

WSU may take disciplinary action against students for off-campus behavior, following the procedures of the code of conduct (per MnSCU Board of Trustees Policy 3.1 part 10).

- It is illegal for any person under the age of 21 to possess or attempt to purchase any alcoholic beverage.
- It is illegal for any person to sell, barter, furnish, or give alcoholic beverages to a person under age 21.
- It is illegal for any person under the age of 21 to enter a licensed premise for the purpose of purchasing or being served any alcoholic beverage.
- It is illegal for any person to misrepresent their age through false documents or to lend their identification to someone for the purpose of purchasing or using alcoholic beverages.
- It is illegal for any person under the age of 21 to drive with any amount of alcohol in their system.

Sanctions:

For on-campus possession of alcohol, the alcohol will be disposed of by the individual in possession of the alcohol or by a staff member in the presence of the individual. Note: All individuals present in a room that contains alcohol may be found in violation of the alcohol policy regardless of participation.

The student will receive written notice of the violation. They will meet with either the Residence Hall Director (if the violation occurred in the residence hall) or meet with the University Conduct Officer. During this meeting the student will be provided a copy of this policy and sanctions imposed for violation of the alcohol policy. Sanctions imposed may be, but are not limited to: participation in Alcohol 101 (CD-Rom program and/or group session with the health educator); community service hours; discipline and/or housing probation; loss of housing contract and/or other privileges or services; suspension from the University or expulsion. Students wishing to appeal a disciplinary decision may do so by filing a request in writing with the VP for Student Affairs. To view the appeals processes please go to WSU Student Conduct Policy.

WSU will not tolerate the use or sale of drugs and/or drug paraphernalia by students and their guests. The possession, use, distribution or sale of marijuana, hallucinogens, narcotics, un-prescribed amphetamines or barbiturates is prohibited. Any sale or sharing of prescription drugs is prohibited.

State and Federal Laws

The manufacture, possession, use, distribution or sale of cocaine (powered cocaine and crack), narcotics, hallucinogens, marijuana, and the various individual drugs in these categories are illegal by Minnesota and Federal Law based on the Controlled Substances Act. The varying degrees of drug crimes and their sentencing guidelines can be found in the pamphlet A Matter of Facts which is located in Health Services. In addition to
Prosecution of drug possession and sale crimes individuals can be charged with; a) failure to purchase drug tax stamps; b) money laundering; c) racketeering; d) forfeiture of real and personal property; e) denial of federal benefits.

Sanctions

Students who are found in violation of this policy will; a) have the drugs and/or paraphernalia confiscated by residence life staff or security; b) be referred to the housing director or the judicial conduct officer and may face immediate housing contract termination and eviction from the residence halls; c) face the possibility of legal action as local law enforcement may be notified; d) be required to meet with WSU’s Health Educator. In addition, students found guilty of illegal drug use may lose their federal financial aid.

Resources Available and Educational Initiatives

Assistance and information are available on campus at Health Service (Integrated Wellness Complex) and/or the Counseling Center (Integrated Wellness Complex). Off campus resources include Winona Community Memorial Hospital, Hiawatha Mental Health Center, or First Call for Help – 1-800-362-8255.

Information about the health risks associated with the use and abuse of alcohol and other drugs can be obtained at Health Service or through the Health Educator. In addition, WSU offers programs to students during New Student Orientation, in Residence Halls, and through classroom presentations.

Health Risks

Depressants - Alcohol is the most widely used depressant, but this category also includes barbiturates, tranquilizers, and methaqualone. These drugs act as a central nervous system depressant and cause slowed reaction time, impaired coordination, slurred speech, and impaired decision making. These drugs are addictive and abuse may result in overdose with coma and death as possible consequences.

Stimulants - Cocaine, diet pills, amphetamines, and ecstasy. These drugs stimulate the central nervous system, cause excitation, and increase pulse, respiration and blood pressure. Abuse can lead to malnutrition, extreme agitation, convulsions and possible death.

Marijuana - THC is the psychoactive chemical in this plant. It can cause increased heart and pulse rate, increased appetite, an altered sense of time, impaired memory and decreased concentration, reaction time and coordination.

Hallucinogens - This classification of psychoactive drugs include LSD, Psilocybin, peyote, PCP, and other amphetamine based derivatives. Use of these drugs can create visual hallucinations, altered perception of one’s own body, agitation, paranoia, and hyperactivity.

Narcotics - These drugs are primarily pain relievers such as codeine, morphine, darvon, heroin, demerol and percodan. Use of these drugs produce euphoria, drowsiness, slowed respiration, clammy skin, nausea, and possibly death.

Solvents/Inhalants - These are toxic chemicals that are found in common household and industrial products and can be abused through the use of inhaling the fumes. This activity brings about a feeling of lightheadedness, euphoria, loss of appetite, forgetfulness, headache, nausea, flush, dizziness and possibly death by heart or respiratory failure.
**Predatory rape/club drugs** - Drugs used for this purpose are typically central nervous system depressants such as rohypnol, ketamine, and GHB. These drugs can cause muscle relaxation, loss of consciousness and blackouts.

**BUILDING ACCESS & MAINTENANCE**

During business hours the (excluding certain housing facilities) will be open to students, parents employees, contractors, guests, faculty and staff. During non-business hours access to all University facilities is by key or access card, if issued, or by admittance of University Security (with prior approval). During non business hours and extended closings, the University will admit only those with prior approval to facilities and/or Winona State University Security. Security will not open any building, office, classroom or other location that is normally locked during non business hours unless approval is first received by an authorized person. Emergencies may necessitate changes or alterations to any established schedule.

Winona State University campus is for the use of the faculty, students, staff, their escorted guests and those on official business with the university. Visitors are reminded that access to campus buildings is limited to normal business hours.

Students, faculty, staff, and visitors are encouraged to report needed repairs to the Winona State University Physical Plant. Needed repairs in the Residence Halls may also be reported to the Winona State University Housing Office.

The following guidelines are designed to provide maximum security and protection for all concerned, and still provide convenient access to buildings. Keys are issued to authorized faculty, staff, and students only. Exterior building doors should not be propped open when the doors are locked. Building evacuation is mandatory for all fire alarms.

Individual academic buildings are normally open from 7:00 a.m. until after evening classes and for scheduled weekend classes and special events. Employees and students in buildings after normal hours should have a university I.D. In their possession and present it when requested.

On-Campus telephones (Courtesy Phones) are located throughout the university for emergency calls to Campus Security. These telephones are also capable of calling 911. Students are also encouraged to use these phones to facilitate the notification of friends and others to ensure their respective safety.

Problems related to people in buildings after hours should be reported to Winona State University Security (457-5555) immediately. All non-residents of the residence halls shall be escorted between the hours of 11:00 p.m. and 4:00 a.m. Residents who lock themselves out of the rooms should contact their respective residence hall desk.

**CAMPUS SECURITY ACT: WINONA STATE UNIVERSITY - ROCHESTER CAMPUS**

Winona State University recognizes that providing the safest environment possible is an integral element of the University’s educational mission and annually publishes a Campus Security Report that is available to everyone. This report provides statements of policy for a broad range of safety and security programs including crime prevention programs including crime prevention and reporting, personal safety, community relations, environmental safety, enforcement authority and response, and a 3-year statistical review of designated crimes on campus. A printed copy of this report (Winona State University - Rochester Campus) may be obtained, at no charge from Winona State University Security, office: Sheehan Hall, 264 W. Mark St., Winona State University, Winona, MN 55987, phone number 507-457-5555.
HATE & BIAS MOTIVATED CRIMES

When a hate crime occurs on a college campus, the atmosphere of the university as a place for learning and growth is ruptured. Bias-motivated violence or threats targeting students, staff, or faculty not only impair the educational mission of the institution of higher learning but also deprive young men and women of the chance to live and learn in an atmosphere free of fear and intimidation. No college campus is immune to the risk of hate violence.

A hate crime is a criminal offense committed against persons, property, or society that is motivated, in whole or in part, by an offender’s bias against an individual’s or a group’s perceived race, religion, ethnic/national origin, gender, age, disability, or sexual orientation. Hate incidents are those actions by an individual or group that, while motivated by bias, do not rise to the level of a criminal offense.

Winona State University takes hate and bias crimes very seriously. Anyone who becomes a victim of a hate and/or bias motivated crime should report the incident immediately to the Winona Police Department or Winona State University Security. If the crime is reported to Security, Security will assist the victim with reporting the incident to law enforcement.

Winona State University provides statistical data on all reported hate crimes that take place at Winona State University, on property controlled by them and areas adjacent to the University. Local statistics may also be obtained at the Winona Police Department.

STUDENT CONDUCT

Winona State University is an academic community committed to providing an environment of learning. As such it has a vested interest in both the safety and well being of members of the University community, and for the promotion and protection of the educational mission of the University.

The purpose of the Student Citizenship Standards is to provide an educational experience through which students learn to understand, accept, and promote attitudes conducive to responsive involvement; to provide a system by which students are held accountable for actions which violate University standards; and to protect the due process rights of students charged with violating these standards. It is necessary for the University to establish and enforce citizenship standards for the following reasons:

1. The University has a primary concern with matters which can affect academic achievement and integrity.
2. The University has a concern with conduct that interferes with the rights of others.
3. The University has a responsibility to investigate conduct which threatens the health and safety of members of the University community.
4. The University has an obligation to protect its property and the property of the community members from theft, damage, or misuse.
5. The University has a commitment to enforce its contractual agreements.
6. The University has an obligation to support the laws of the city, state, and federal government.

All students are expected to comply with the Student Citizenship Standards. Consequences for failing to comply could result in sanctions from the University. Flagrant or repeated violations of the conduct standards could result in suspension or expulsion from the University.
The “WSU Student Conduct Policy” can be viewed in its entirety at www.winona.edu/studentaffairs/conduct_policy.htm

CAMPUS SEX CRIMES PREVENTION ACT

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, went into effect October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency 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, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

Information regarding individuals on the registered sex offenders' list can be obtained from the Winona Police Department, 201 W. 3rd Street, Winona, MN 55987, 507-454-6100, and from the Minnesota Department of Corrections web site (http://www.corr.state.mn.us/).

Winona State University Security will coordinate and/or provide safety information, training, and other assistance to faculty, staff, and students regarding the Campus Sex Crimes Prevention Act upon request. Any questions concerning this Act should be sent to the Director of Security (dwalski@winona.edu).

LAW ENFORCEMENT AUTHORITY/CRIME REPORTING/LETTERS OF UNDERSTANDING

Campus Security staff are employees of Winona State University; they are not certified or sworn peace officers. Campus Security Staff are authorized, when appropriate, to make a citizen's arrest. Typically, such arrests are made only in the presence of licensed police officers. Winona State University Security works closely with local, state and federal law enforcement agencies. The Winona Police Department patrols the University and responds to calls on a 24 hour basis. Winona State University falls under the jurisdiction of the Winona Police Department who will respond to campus and conduct investigations relative to criminal activity reported by members of the campus community. No written memorandums dealing with law enforcement officials/investigations exist between Winona State University. Members of the campus community may report criminal acts directly to the Winona Police Department. WSU Security will also conduct investigations and communicate those investigations and reports to law enforcement when appropriate and required by law.

All members of the campus community are encouraged to report criminal activity immediately to Winona State University Security and/or the Winona Police Department. Investigations of incidents taking place on campus will be forwarded to the Winona Police Department or other law enforcement agency as necessary.

EMERGENCY NOTIFICATION (STAR ALERT)

In the interest of promoting the safety of our campus community Winona State University has implemented a wireless emergency notification system called Star Alert for students, faculty and staff. Star Alert emergency messages are sent to you through text message and email during emergencies that threaten life or safety and/or severely impact standard campus operations. The Star Alert system will only be used in emergency situations.

All members of the WSU community are encouraged to register for this valuable service. Star Alert provides immediate emergency communication and as a wireless notification system, they provide critical information if computers and telephones are compromised. Notifications are brief and clearly identified as Star Alerts. They will include information on the situation at-hand, what action to take and where to find additional information.
Registration is free and participants must be able to receive text or email messages on their cell phones. The process can also be reversed if the service is no longer desired. Information submitted through the registration process will only be used for the Star Alert system.

Members of the campus community wishing to participate may do so by registering at the following web site: http://www.winona.edu/staralert/

Winona State University will immediately notify the campus upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health of students or staff. Warnings may only be withheld if they would compromise efforts to contain the emergency.

Members of the campus community are also encouraged to monitor their WSU email and Winona State University’s Web Site (www.winona.edu) in the event of an emergency or disaster for additional information and instructions.

The Star Alert System will be tested on an annual basis throughout the campus community. Representatives on campus who are responsible for disseminating this information to the campus community include the following: Vice-President of Finance & Administration, Provost and Vice-President of Academic Affairs, Vice-President of Student Life & Development, Associate Vice-President of Finance & Administration, Vice-President of University Advancement, Director of Security and full-time security personnel.

ANNUAL FIRE SAFETY COMPLIANCE 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 Winona State University.

General Statement of University Owned/Controlled Student Housing

At Winona State University, all residence halls are completely covered by a fire alarm system, which is monitored 24 hours/day, seven days/week. The following residence halls are also equipped with an automatic sprinkler system (East Lake Apartments, Lourdes Hall, Tau, Maria and Sheehan Hall). Prentiss-Lucas, Morey, Shepard, Richard and Conway Halls are not equipped with a sprinkler system. The University is also equipped with an emergency generator that is designed to automatically activate whenever there is a power loss. This generator will operate life safety systems including all fire safety equipment, sprinkler systems, hallway lightings, emergency exit doors and lighting in all emergency exit stairwells.

All residence life and security staff receives fire safety training at the beginning of the academic school year. In addition, a quality control program that covers emergency and evacuation procedures is reviewed regularly. Information regarding fire safety and evacuation procedures can be located in campus preparedness charts located throughout the residence halls and at the Winona State University Security Web Site. Every student room has an emergency evacuation map installed on the inside of the front door as well, to direct occupants to primary and secondary exits, and locations of fire extinguishers. Fire drills are conducted four times per year in all residence halls.

Winona State University continues to be proactive with respect to fire safety and encourages all members of the campus community to report fire safety issues immediately to their respective hall director, residence life staff or Facilities.

Any member or group within the University community requesting specific training and/or information regarding fire safety may contact Residence Life and/or Winona State University Security.
Specific Fire Prevention Related Policies

It is the policy of Winona State University to provide faculty, staff, students and visitors with the safest possible environment, free from potential fire hazards. The primary goal of the University’s Fire Prevention Program is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by (1) conducting periodic fire safety inspections of all University buildings, and (2) increasing the fire safety awareness of employees and students by conducting periodic training on basic fire safety.

To minimize the potential for fires at Winona State University it is the policy of Winona State University to prohibit the use of the following items in any University owned or operated facility (unless in accordance with other University policies and procedures, and/or by the authority having jurisdiction); candles, appliances with exposed heating elements, combustible materials, (including holiday trees may not be stored in residence halls, access to windows and doorways may not be obstructed (a minimum of 36 inches must be allowed for egress), items may not be hung from, or attached to sprinkler pipes, items posted on room doors may cover no more than 15% of the door, and extension cords cannot be used without surge protectors and can only be used in a manner that matches fire code regulations.

Burning candles and incense in the residence halls is prohibited. Candles in a room must have the wick cut off or not be burned. For safety reasons, electric candle warmers are not allowed. Note: You are responsible for any fire alarms, damages, cleaning or painting charges associated with misuse of candles or candle warmers.

In order to protect and possibly safe your life and the lives of others you must assume that there is a fire when the alarm sounds. All students must evacuate the building when a fire alarm is sounded. Failure to evacuate during an alarm will subject the student to University disciplinary action. Students should leave their rooms prepared to go outside and should not return until instructed by the University or emergency personnel.

Fire alarms, smoke detectors, sprinkler equipment, exit signs and firefighting equipment installed in the halls and your room is for your safety. Tampering with them hinders their efficiency and endangers the safety of all residents. All cases of tampering are investigated, and those found responsible may face immediate termination of their Housing contract, suspension from Winona State University, and criminal charges subject to a maximum penalty of $1,000 or 90 days in jail.

Member of the campus community wishing to participate in fire suppression and detection training may do so by contacting the Director of Security at 507-457-5555 or by email at dwalski@winona.edu.

Members of the campus community are encouraged to report all fires and fire safety hazards to at least one of the following individuals: Hall Director, Resident Assistant, Director of Housing, Director of Security or the Director of Safety.

Fire Procedures (Emergency Operations Procedures)

- Should you see or smell smoke immediately pull the nearest fire alarm, leave the building, and contact the Winona Fire Department (911) from a safe area. Be prepared to give the following information:
  - Location of fire
  - Building and room number (if known)
  - Your name and telephone number
  - Stay on the line until the dispatcher releases you

- The person reporting the fire should remain in the vicinity outside the building to supply information upon request to the Winona Fire Department
Always take fire alarms seriously. When a fire alarm has been activated, everyone is to evacuate the building immediately.

NOTE: Persons who do not leave the building when a fire alarm is sounded may be subject to disciplinary action and/or possible criminal charges.

Evacuate all rooms, closing all doors to confine the fire. Do not lock doors. Check doors for heat before opening. Open doors slowly and check for smoke.

Fire doors leading into stairwell landings should be closed.

Do not attempt to put out a fire if you are endangering your own safety or the safety of others.

Do not use elevators. Power may be fail causing the elevators to stop between floors or elevator doors may open onto the fire floor.

Disabled persons who are unable to move down the stairwells should move to a stairwell. Caution should be used as to not block traffic.

Immediately notify rescue personnel of any persons left in the building along with their locations.

NOTE: If you become trapped in a building during a fire and a window is available place an article of clothing outside the window as a marker for rescue personnel. If there is not a window, stay near the floor where the air will be less toxic. Seal up the cracks around the door using pieces of clothing or whatever is handy. Shout at regular intervals to alert emergency personnel of your location.

CAUTION: Building fire alarms may stop ringing. If they stop, do not return to the building unless notified by the Winona Fire Department or Winona State University Security.

Know the location of fire alarm pull stations, fire extinguishers and exits

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MISSING STUDENT POLICY

If a member of the University Community has reason to believe that a student is missing, whether or not the student resides on campus, all possible efforts are made to locate the student to determine his or her state of health and well-being through the collaboration of Winona State University Security and Office of Student Life & Development. If the student is an on-campus resident, WSU Security will secure authorization to make a welfare entry into the student’s room. If an off-campus student is reported missing WSU will enlist the aid of the appropriate law enforcement agency having jurisdiction.

Concurrently University officials will endeavor to determine the student’s whereabouts through contact with friends, associates, and/or employers of the student. Whether or not the student has been attending classes, labs, recitals, and scheduled organizational or academic meetings; or appearing for scheduled work shifts will be established.

If located, verification of the student’s state of health and intention of returning to campus will be made. When and where appropriate a referral will be made to the Counseling Department, Student Life & Development and/or WSU Health Services.

If not located, notification of the family within 24 hours of receiving the initial report is made to determine if they know of the whereabouts of the student. Notification can be made sooner than 24 hours if circumstances warrant it. If the student is an off-campus resident, appropriate family members or associates are encouraged to make an official missing person report to the law enforcement agency with jurisdiction. WSU Security will cooperate, aid and assist the primary investigative agency in all ways prescribed by law.

Students may make reports of missing students to any of the following; Winona State University Security, Winona Police Department, or the Office of Student Life & Development. In addition, students have the option to register a confidential contact person to be notified in the case that the student is determined to be missing and that only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may access this information. If a student does not provide a contact person the University will make the appropriate contact with law enforcement regarding the missing person investigation. A student wishing to supply a contact person(s) – should contact the Housing & Residence Life Office, Kryzkso Commons Room 235, Winona, or phone 507-457-5305. This information will be kept separate from other contact information that was previously supplied by the student even if the contact person(s) are the same.

The University must notify the parent or guardian of any student less than 18 years of age who is not emancipated.

Anyone wishing to file a missing person’s report should contact one of the following individuals and/or organizations on campus.

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<tr>
<th>Department</th>
<th>Location</th>
<th>Contact Information</th>
<th>Phone Number</th>
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</thead>
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<tr>
<td>WSU Security</td>
<td>Sheehan Hall</td>
<td><a href="mailto:dwalski@winona.edu">dwalski@winona.edu</a></td>
<td>507-457-5555</td>
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EVACUATION PROCEDURES

1. Building Evacuation

   • All building evacuations will occur when a fire alarm is sounded and/or upon notification from Maintenance/Security/Building Captains or Administration. (Refer to exception for an Active Shooter).
• When a fire alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same. If emergency personnel direct you to another exit based on the type of emergency, follow their directions.

• Do not use elevators in case of fire, tornado, or earthquake.

• Once outside, proceed to a clear area that is at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and personnel. Evacuate further if directed by emergency personnel.

• Do not return to an evacuated building until an all clear is given by emergency personnel.

2. Shelter-in-Place

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same as going to a shelter in the event of a storm or tornado). Shelter-in-Place means selecting a small, interior room with no or few windows, and taking refuge there.

Depending on the type of emergency and directives received from authorities and emergency personnel the following options are available depending upon the emergency and/or disaster.

• Closing of the University and activation of the University’s Crisis Plan.

• Follow reverse evacuation procedures and bring students, faculty, and staff inside.

• Monitor television, radio, and other forms of communication for information regarding the threat/emergency and follow their directions.

• Bring everyone in the building. Shut and lock the door.

• Gather emergency supplies if possible.

• Close windows, secure doors, and duct tape if told to do so.

3. Evacuation for People with Disabilities

The most important factor in emergency planning for people with disabilities is advanced planning.

A. In all emergencies after an evacuation is ordered evacuate people with disabilities if possible.

• Do not use elevators, unless directed to do so by police or fire personnel. Elevators can fail in certain situations.

• If situation is life threatening call the police/fire departments immediately (911).

• Check on people with special needs during an evacuation. A buddy system, where people with disabilities arrange for volunteers to alert them and assist them in an emergency is a good method.
Always ask someone with a disability how you can help before attempting any rescue technique or providing assistance. Ask how he or she can best be assisted or moved and whether there are any special considerations or items that need to come with the person.

If you are unable to evacuate a disabled person contact law enforcement or fire personnel and be able to provide them with the person’s location that needs assistance in evacuating.

Students should inform faculty members of their special needs regarding evacuation, especially prior to an emergency or disaster.

B. Response to emergencies (blindness and visual impairment)

- Offer to lead them out of the building to safety.
- Give verbal instructions about the safest route or direction using compass directions, estimate distances, and directional terms.
- Do not grasp a visually impaired person’s arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.

C. Response to emergencies (deafness or hearing loss).

- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

D. Response to emergencies (mobility impairment).

- It may be necessary to clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
- If people with mobility impairments cannot exit, they should move to a safer area for example:
  - Most enclosed stairwells
  - An office with the door closed, which is a good distance from the hazard
- Notify police or fire personnel immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.
- Building Captains when possible will assist in the coordination of evacuations and/or shelter-in-place.
EVACUATION

In the event a limited or mass evacuation of any part of Winona State University, officials will instruct members of the campus community where to evacuate to and/or what staging areas will be used to coordinate transportation to safe areas. There are a number of designated staging areas which are listed within this manual that members of the campus community are encouraged to become familiar with them. However, these areas may change depending on the nature and extent of the emergency and/or disaster.

The Incident Commander and/or emergency personnel will coordinate the evacuation of members of the campus community to designated safe areas.

On limited evacuations faculty, staff and students may be directed to safe areas outside the affected building and/or area. Winona State University Security will allow those displaced members access to facilities when necessary based on inclement weather, special needs, etc.

Buildings (mentioned below) located next to the staging areas will become part of the staging areas if possible to provide shelter and comfort until individuals can be transported to safe areas.

**Designated Staging Areas:**

A. Main Campus
   - Kryzsko Commons (west side)
   - Memorial Hall (Main Street)

B. East Lake Apartments
   - Building A (west side of building)

C. West Campus (Residential College)
   - Lourdes Hall (east side of building, Gould Street, main entrance)
   - Tau Hall and area to the east.

D. Wabasha Hall
   - North entrance, main level, Wabasha Street (7th Street).

*Please note that the location of staging areas may change based on the extent and nature of the emergency/disaster. Members of the campus community will be directed to the above and/or alternate staging areas by emergency personnel and/or University officials when appropriate.*

Evacuation – Levels (I, II, & III)

Winona State University has several forms of transportation that will be provided to transport members of the campus community to safe areas in the event of a disaster and/or emergency. The method and source of the transportation will depend on the extent and nature of the emergency, specific needs and number of individuals to be transported.
• **Level I Evacuation**

Level I involves a limited evacuation of a specific building and/or area with a population that is relatively small. Winona State University Security, Facilities Services and/or Winona State University Shuttle Services will be used to transport and/or direct members of the campus community to safe areas.

• **Level II Evacuation**

Level II involves a larger scale evacuation of buildings and individuals to safe areas. Depending on the nature and extent of the emergency all resources used during a Level I evacuation will be used along with Transit Buses from the City of Winona and/or buses from Philip’s Bus Service.

• **Level III Evacuation**

Level III evacuations is generally required when a large number of buildings are affected, entire campuses, and/or a large amount of people need to be moved. All resources available to the University may be used in the event of a Level III evacuation.

**City of Winona Transit Buses - Evacuation**

In the event additional assistance is needed in evacuating members of the campus community the following options are available to move students, faculty, staff and visitors to safe areas.

Winona State University in agreement with the City of Winona the University will use Transit Buses in the event their services are need to evacuate students, faculty and staff. If an evacuation is ordered and Transit Buses are needed the University will contact the Winona Police Department. The police shall be informed that Transit Buses are needed for an evacuation, the number of buses needed, the amount of individuals to be evacuated, and the location of the staging area.

**Lockdowns**

A lockdown is an emergency course of action ordered by a person or persons in command, such as law enforcement, WSU administration, etc. to contain a problem or incident within the area of origin by controlling the movement of people. When considering a lockdown of campus facilities, campus authorities will take into account the severity and urgency of the problem or threat and the imminent danger to persons on the campus.

When a lockdown is ordered members of the campus community are encouraged to take appropriate action immediately. The university may use a number of different options in making notification to the campus community.

*For information concerning lockdowns refer to the “Violent Behavior” section of this plan.*

**Safe Areas:**

- West Campus (Residential College)
- Minnesota State College – Southeast Technical (Winona Campus) St. Mary’s University
## CRIME STATISTICS (2010-2012)

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** The arrest categories constitute arrests made by the Winona Police Department. None of these crimes or alleged crimes were identified as manifesting evidence or prejudice based on race, religion, sexual orientation, or ethnicity, as prescribed by the Hate Crimes Statistics Act. Source: Information from the Winona Police Department.
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** The above categories and reported alleged criminal activity do not necessarily constitute an arrest or conviction. They are allegations of wrong-doing. Source: Information from the Winona Police Department