

CAMPUS SECURITY REPORT

Winona State University - Rochester Campus (WSU-RC) 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-RC monitors criminal activity and publishes this report, maintains a three-year statistical history on campus, and at off campus property or facilities owned or rented by WSU-RC 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 - Rochester Campus has no authority to require the Rochester Police Department, Olmstead County Sheriff's Office or the judicial court process to take any action in connection with a reported crime. Winona State University - Rochester Campus encourages prosecution of all criminal violations through the criminal courts and if appropriate, the campus conduct process for violations committed on campus by other students.

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 POLICIES & PROCEDURES

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 report all criminal activity immediately to Campus Security or the Rochester Police Department 507-328-6800. For those university members who attend Winona State University - Rochester Campus you may report incidents to Rochester Community & Technical College's Security 851 30th Avenue Southeast, Rochester, MN 55904, phone: 507-529-2789 or contact the Rochester Police Department.

Campus Security works closely with the Rochester Police Department, Olmstead County Sheriff's Department and State and Federal agencies to track and respond to campus criminal activity.

Criminal reports and any statement relating to these reports, made to Campus Security will be forwarded to the Rochester Police Department.

Winona State University - Rochester Campus 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 the report being received by Campus Security. 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 will be forwarded to the University Conduct Officer for investigation and appropriate action. Criminal investigation, arrests and prosecution can occur independently and at the same time as the campus judicial process.

Winona State University Security will assist the Rochester Police Department in any investigation as may be requested.

All allegations will be investigated, if feasible. If law enforcement 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).

Winona State University - Rochester Campus 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. The Director of Security will serve as the primary liaison for Campus Security with all law enforcement agencies.

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.

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 of violation of University policy, student code of conduct, civil or criminal law should report the allegation to their supervisor and Campus Security. The following people with "significant responsibility" for student and campus activities must report potential criminal activity of which they are aware to Campus Security:

Academic Directors, Affirmative Action Officer, Associate Director of Admissions, Associate Director of Residential Life, Associate Director of the Student Union, Assistant to the Academic Vice-President, Assistant Coaches, Assistant Director of Admissions, Alumni Director, Athletic Director, Athletic Trainer, Director of Career Planning and Placement Services, Director of WSU Pre-School, Deans, Department Chairs, Disability Services Coordinator, Financial Aid Director, Health Center Director, Housing Director, International Student Advisory, Intramural Director, Cultural Diversity Director, Nurses, Human Resource Director, President, Registrar, Residence Hall Director, Resident Assistant, Security Guards, Director of Parking Services, University Bookstore Supervisor, Vice-President of Student Affairs/Facilities, Vice President for Academic Affairs, Vice President of Administrative Affairs, WSU-RC Volunteer Services Coordinator as well as any assistants and associates.

These individuals should not attempt to investigate, but should instead report and allow Campus Security to investigate.

Licensed and pastoral counselors are exempted from these reporting procedures.

All persons in the WSU-RC community are encouraged to assist anyone in reporting alleged criminal activity by contacting Campus Security and/or the Rochester Police Department as well as providing assistance in making the report. Student organizations with control of any facility are encouraged to report safety and security concerns to Campus Security.

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.

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

RCTC Campus Security	507-529-2789	EA 101 – (RCTC) Rochester
Director of Rochester Center (WSU)	507-285-7153	SS 131 – (RCTC) Rochester
Winona State University Security	507-457-5555	Sheehan Hall (Winona)
Dean of Students	507-457-5300	Kryzsko Commons (Winona)
Conduct Officer (WSU)	507-457-5300	Kryzsko Commons (Winona)
Rochester Police Department	507-328-6800	101 4 th St. SE, Rochester, MN
Rochester Police Department (Emergency)	911	
Associate Director – Rochester Center	507-285-7148	SS 130 – (RCTC) Rochester

CRIME PREVENTION PROGRAMMING

Winona State University - Rochester Campus provides a variety of crime prevention program and services including Operation Identification, 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.edu/security or contact the Director of Security at 507-457-5555.

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 will develop and present any security-related program upon request. Winona State University has available at no cost, brochures, flyers, pamphlets, and videos concerning various safety and security issues. Winona State University Health Service and Counseling provides staff to aid students in coping with alcohol and drug abuse.

Winona State University Security staff is available to assist you in protecting yourself by providing safety and security posters and brochures. The campus is also periodically patrolled by members of the Rochester Police Department. However, only you can protect yourself by being aware of your surroundings and taking appropriate steps in preventing crime from happening.

The University Center Rochester provides an escort service for persons walking on campus. To request an escort, call 285-7262 at UCR and 280-3179 at Heintz Center.

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 eight seconds to walk into your open room and steal your 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 many misplace them, giving the wrong person access.

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 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. Always lock your door when sleeping. Always lock your car doors.

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

Take valuables home with you during vacation.

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.

Park your bike where you can keep an eye on it if possible. 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, 285-7262 (UCR) and 280-3179 (Heintz Center)

PROTECT YOURSELF AT NIGHT:

Avoid walking alone at night

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

Walk with a friend

Call Winona State University - Rochester Center for an escort.

PROTECT YOURSELF WALKING AND JOGGING

Avoid walking and jogging alone after dark. If you travel alone at night use the WSU Escort Service to escort you to your on campus destination or a reasonable distance from campus.

Walk along well-lit routes.

Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go 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 in 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 (507-285-7214) or the Rochester Police Department (911). If dialing from a campus phone you must dial 9-911. 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 university staff member that you haven't seen before.

Suspicious people may be loitering about at unusual hours and locations, running, especially if something of value is being carried. Exhibiting unusual mental or physical symptoms. Persons could be under the influence of drugs or otherwise needing medical or psychiatric assistance. Carrying property that may be suspicious, depending on the circumstances, going room to room trying door handles. Door-to-door soliciting is not permitted in the university residence halls. Violations of this rule should be reported to your hall director immediately.

Report all thefts and property loss immediately to Campus Security.

Be security conscious at all times.

SECURITY CONSIDERATIONS OF CAMPUS FACILITIES

The WSU-RC campus is for the use of the students, faculty, staff and their guests and those on official business with Winona State University and/or other affiliated educational institution. All others are subject to being charged with trespassing.

Access to campus buildings is limited to normal business hours.

Students, faculty, staff and visitors are encouraged to report needed repairs to the Director of the Rochester Center (WSU) at 507-285-7153.

POLICIES AND PROCEDURES FOR SAFE 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.

Emergency Telephones can be located at 851 30th Avenue S.E. they are located in the West Entrance, Gym Lobby, East Entrance, 4th Floor College Center and are connected directly to the switchboard. Members of the campus community are encouraged to acquaint themselves with their locations.

Problems related to people in buildings after hours should be reported to the Director of Institutional Services at the Rochester Campus (507-285-7214) or the Rochester Police Department (507-285-8300).

WSU-RC will accept third party reports in certain cases, like sex offenses. WSU prefers to receive reports from the victim as the detail is often more accurate when received directly from the victim.

Maintain all physical evidence. Do not wash or destroy what may be critical evidence.

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. Write down as much information as you can remember after a crime. If you cannot identify the perpetrator by name, try to recall as many details as possible, including:

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 Rochester 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 and RCTC Campus Security. 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 Rochester 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 Rochester 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 institutions 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.

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:

- The University has a primary concern with matters which can affect academic achievement and integrity.
- The University has a concern with conduct that interferes with the rights of others.
- The University has a responsibility to investigate conduct which threatens the health and safety members of the University community.
- The University has an obligation to protect its property and the property of the community members from theft, damage, or misuse.
- The University has a commitment to enforce its contractual agreements.

- 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

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 Statutes 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:

Affirmative Action Office	202B, Somsen Hall, Winona	lmikl@winona.edu	507-457-2766
Director of Security	Sheehan Hall, Winona	dwalski@winona.edu	507-457-5555
Director – WSU (RCTC)	SS 131, Rochester (RCTC)	crjohnson@winona.edu	507-285-7153
VP – Student Life	Kryzsko Commons – Winona	kjohnson@winona.edu	507-457-5300
Associate Director (RCTC)	SS 130 RCTC Campus	jstephenson@winona.edu	507-285-7148
Director (RCTC)	SS 131 RCTC Campus	crjohnson@winona.edu	507-285-7153

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

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 and Rochester Community & Technical College (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, party balls, crates, cases and wine or liquor bottles.

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. 17. Policy on Other Drugs 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 (Maxwell Hall) and/or the Counseling Center (Gildemeister Hall). 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.

18. 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 and cause excitation, increased 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, flushed, dizziness and possibly death by heart or respiratory failure.

Predatory/date 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:

1. 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 Security representative at 285-7153. Or to the Director of Institutional Services - Rochester at 285-7214.

The following guidelines are designed to provide maximum security and protection for all concerned and still provide convenient access to buildings.

- a. Keys are issued to authorized faculty, staff and students only.
- b. Exterior building doors should not be blocked open when the doors are locked.
- c. Building evacuation is mandatory for all fire alarms.
- d. On-Campus telephones are located throughout the university for emergency calls to Campus Security. These telephones are also capable of calling 911.

FIRE SAFETY:

A. If You Discover Or Suspect A Fire:

1. Pull a fire alarm station if the alarm has not already been activated. As you exit, knock on as many doors as you can and shout a warning to the occupants of the building.
2. Leave the building immediately

3. Attempt rescue efforts only if there is no immediate or foreseeable danger to you. Otherwise, immediately inform the Rochester Fire Department or the Rochester Police Department (911).

4. Do not enter the building without a fire official's permission.

B. If You Are In A Burning Building:

1. If there is smoke in the room, remain next to the floor.

2. If possible, put a wet towel over your mouth and nose.

3. Before passing through any entrances feel the door. If it is hot, do not open it.

4. If you can open the door (if it is not hot to the touch), brace yourself against the door and open it slowly in order to make sure that there is not heat or heavy smoke on the other side. If there is, close it immediately.

5. If you are able to leave the room through the door, close it as you exit.

6. Go to the nearest exit or stairway. Do not use an elevator.

7. If the nearest exit is blocked by fire, heat or smoke, go to an alternate exit.

8. If all exits on the floor are blocked, go back to your room, close the door, open the window as described below, wave something out the window and shout for help.

9. Open the windows from the top, if possible (to let out the smoke and heat) and then from the bottom (to let in the fresh air).

10. After evacuating the building, stand clear of it.

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 Rochester Police Department, 507-285-8300, and from the Minnesota Department of Corrections web site (<http://www.corr.state.mn.us/>).

LAW ENFORCEMENT AUTHORITY/CRIME REPORTING/LETTERS OF UNDERSTANDING

Campus Security staff are employees of Winona State University and or Rochester Community & Technical College; 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 Rochester Police Department patrols the University and responds to calls on a 24 hour basis. Winona State University falls under the jurisdiction of the Rochester Police Department who will respond to campus and conduct investigations relative to criminal activity reported by members of the campus community. WSU Security/RCTC 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 RCTC Campus Security and/or the Rochester Police Department. Investigations of incidents taking place on campus will be forwarded to the Rochester Police Department or other law enforcement agency as necessary. WSU Security will also assist members of the campus community in making notification to law enforcement regarding criminal activity when requested.

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 mail 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.

ANNUAL FIRE SAFETY COMPLIANCE REPORT (Winona State University)

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, combustionable 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 save 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 contact, 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.

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 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

Winona State University – Winona Campus							
Building		Academic Buildings			Residence Halls		
Year		2010	2011	2012	2010	2011	2012
FIRES	Damages	\$100	0	0	0	0	0
	Injuries	0	0	0	0	0	0
	Fatalities	0	0	0	0	0	0
Total Fires		1	0	0	0	0	0

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, Rochester 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, Kryzsko 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.

WSU Security	Sheehan Hall - Winona	507-457-5555
Director of Security	Sheehan Hall dwalski@winona.edu	507-457-5158
Asst. Director of Security	Sheehan Hall sdbestul@winona.edu	507-457-5554
Rochester Police Department		507-328-6800
RCTC Security	EA 101 (RCTC Campus) security@ucr.roch.edu	507-285-7262

ROCHESTER COMMUNITY COLLEGE - SECURITY

Students, faculty, and staff are also encouraged to review Rochester Community & Technical Colleges Security Web Site for additional information at <http://www.roch.edu/dept/security/index.html>.

ROCHESTER CRIME STATISTICS (2010-2012)					
OFFENSES (NON-HATE CRIMES)					
OFFENSE	YEAR	ON CAMPUS PROPERTY	RESIDENTIAL FACILITIES	NON CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2012	0	NA	0	0
	2011	0	NA	0	0
	2010	0	NA	0	0
NEGLIGENT MANSLAUGHTER	2012	0	NA	0	0
	2011	0	NA	0	0
	2010	0	NA	0	0
ROBBERY	2012	0	NA	0	0
	2011	0	NA	0	0
	2010	2	NA	0	0
AGGRAVATED ASSAULT	2012	0	NA	0	0
	2011	0	NA	0	0
	2010	0	NA	0	0
MOTOR VEHICLE THEFT	2012	0	NA	0	0
	2011	0	NA	0	0
	2010	0	NA	0	0
ARSON	2012	0	NA	0	0
	2011	0	NA	0	0
	2010	0	NA	0	0
BURGLARY	2012	0	NA	0	0
	2011	0	NA	0	0
	2010	0	NA	0	0
SEX OFFENSES (FORCIBLE)	2012	0	NA	0	0
	2011	0	NA	0	0
	2010	0	NA	0	0
SEX OFFENSES (NON-FORCIBLE)	2012	0	NA	0	0
	2011	0	NA	0	0
	2010	0	NA	0	0
LIQUOR LAW ARRESTS	2012	0	NA	0	0
	2011	0	NA	0	0
	2010	0	NA	0	0
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2012	0	NA	0	0
	2011	0	NA	0	0
	2010	0	NA	0	0
DRUG LAW ARRESTS	2012	0	NA	0	0
	2011	1	NA	0	0
	2010	0	NA	0	0
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2012	2	NA	0	0
	2011	0	NA	0	0
	2010	0	NA	0	0
ILLEGAL WEAPONS POSSESSION ARRESTS	2012	0	NA	0	0
	2011	0	NA	0	0
	2010	0	NA	0	0
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2012	0	NA	0	0
	2011	0	NA	0	0
	2010	0	NA	0	0

** The arrest categories constitute arrests made by Rochester Police Department. None of these crimes or alleged

crimes 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 Rochester Police Department

ROCHESTER CRIME STATISTICS (2010-2012)						
OFFENSES (HATE CRIMES)						
OFFENSE	YEAR	RACE	GENDER	RELIGION	SEXUAL ORIENTATION	DISABILITY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2012	0	0	0	0	0
	2011	0	0	0	0	0
	2010	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	2012	0	0	0	0	0
	2011	0	0	0	0	0
	2010	0	0	0	0	0
ROBBERY	2012	0	0	0	0	0
	2011	0	0	0	0	0
	2010	0	0	0	0	0
AGGRAVATED ASSAULT	2012	0	0	0	0	0
	2011	0	0	0	0	0
	2010	0	0	0	0	0
MOTOR VEHICLE THEFT	2012	0	0	0	0	0
	2011	0	0	0	0	0
	2010	0	0	0	0	0
ARSON	2012	0	0	0	0	0
	2011	0	0	0	0	0
	2010	0	0	0	0	0
BURGLARY	2012	0	0	0	0	0
	2011	0	0	0	0	0
	2010	0	0	0	0	0
LARCENY THEFT	2012	0	0	0	0	0
	2011	0	0	0	0	0
	2010	0	0	0	0	0
SIMPLE ASSAULT	2012	0	0	0	0	0
	2011	1	0	0	0	0
	2010	0	0	0	0	0
INTIMIDATION	2012	0	0	0	0	0
	2011	0	0	0	0	0
	2010	0	0	0	0	0
DAMAGE OR VADALISM TO PROPERTY	2012	0	0	0	0	0
	2011	0	0	0	0	0
	2010	0	0	0	0	0
SEX OFFENSES (FORCIBLE)	2012	0	0	0	0	0
	2011	0	0	0	0	0
	2010	0	0	0	0	0
SEX OFFENSES (NON-FORCIBLE INCEST)	2012	0	0	0	0	0
	2011	0	0	0	0	0
	2010	0	0	0	0	0
SEX OFFENSES (NON-FORCIBLE STATUTORY RAPE)	2012	0	0	0	0	0
	2011	0	0	0	0	0
	2010	0	0	0	0	0

** 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 Rochester Police Department