

MINNESOTA STATE COLLEGE – SOUTHEAST TECHNICAL

WINONA CAMPUS/AIRPORT CAMPUS

CAMPUS SECURITY REPORT - 2009

1. CAMPUS SECURITY REPORT

Minnesota State College – Southeast Technical (MSC-ST) encourages all students and College 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, MSC-ST 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 MSC-ST or recognized college organizations. The college will distribute a copy of and/or provide access to this report pursuant to Federal Law.

MSC-ST 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. MSC-ST 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 college 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.

2. CRIME REPORTING POLICIES

A. POLICIES

1. Minnesota State College - Southeast Technical Security is located in Room 210-I, 1250 Homer Road, Minnesota State College - Southeast Technical, Winona, MN 55987, and phone 507-453-2741. Campus Security is the official record for all criminal reports made on campus. Students, college 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). The Director of Security can also be contacted at dwalski@southeastmn.edu.

2. Minnesota State College - Southeast Technical Security works closely with the Winona Police Department, Winona County Sheriff's Department, and State and Federal agencies to track and respond to campus criminal activity.

3. Criminal reports and any statement relating to these reports that are made to Campus Security may be forwarded to the Winona Police Department.

4. Minnesota State College - Southeast Technical 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.

5. When alleged perpetrators are identified as students, the case will be forwarded to the Vice-President of Student Affairs for investigation and appropriate action. Criminal investigation, arrest, and prosecution can occur independently and at the same time as the campus judicial process.

6. Minnesota State College - Southeast Technical Security will assist the Winona Police Department in any investigation as may be requested.

7. All allegations will be investigated, if feasible. If Minnesota State College - Southeast Technical Security or 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).

8. Reports will be classified by the Director of Security in conjunction with the appropriate police agency according to the FBI Uniform Crime Report Definitions.

9. Minnesota State College - Southeast Technical monitors and records student criminal activity at both on and off campus locations of student organizations recognized by the college, including student organizations with off campus housing facilities.

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

11. 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.

12. The Director of Security will serve as the primary liaison between Campus Security and all law enforcement agencies.

13. MSC-ST will issue an annual report of criminal reports made to Campus Security and other law enforcement agencies for crimes occurring on college property or facilities. The annual report includes reported crimes alleged to have occurred on the campus and facilities owned or rented by MSC-ST and/or recognized student organizations. Crimes reported to have occurred on public property immediately adjacent to campus are also reported. It includes the following reports of crime.

1. Murder & Non-Negligent Manslaughter
2. Negligent Manslaughter
3. Aggravated Assault
4. Burglary
5. Robbery
6. Motor Vehicle Theft
7. Arson
8. Sexual Assault
 - a. Forcible Rape
 - b. Forcible Sodomy
 - c. Sexual Assault with an object
 - d. Forcible Fondling
 - e. Non-Forcible Sex Offenses (Incest & Statutory Rape)
9. Alcohol Arrests
10. Drug Arrests
11. Weapons Arrests
12. Disciplinary Referrals for alcohol, drug, and weapons violations
13. Bias Motivated Crimes

14. When reports are made to the Director of Security, the Director or other designated personnel will decide if a safety threat continues to exist to the campus community. If a threat continues to exist, a warning will be sent out informing the campus community.

B. REPORTING PROCEDURES

1. All criminal activity occurring on campus should be reported immediately to Minnesota State College - Southeast Technical Security (507-453-2741) or the Vice President of Student Affairs (507-453-2711) and/or the Winona Police Department (507-457-6368). Campus Security will assist the complainant in completing criminal reports. These reports will be forwarded to the Winona Police Department. In appropriate cases, reports will also be shared with the Vice-President of Student Affairs. Campus Security will assist the Winona Police Department with investigations.

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

a. 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.

b. 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.

c. Campus Security will accept third-party reports in cases of sexual assault in order to protect the victim's identity.

3. All employees, faculty or staff who become aware of an allegation in violation of college policy, student code of conduct, or 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:

President, Provost, Director of Finance, Dean of Academic Affairs, Director of College Advancement, Director of Nursing, Bookstore Manager, Director of Admissions, Career/Grants Coordinator, Director of Security, Security Guards, Director of Learning Resources, Academic Directors, Affirmative Action Officer, Assistant to the Academic Vice-President, Alumni Director, Director of Career Planning and Placement Services, Deans, Department Chairs, Disability Services Coordinator, Financial Aid Director, Health Center Director, International Student Advisory, Nurses, Human Resource Director, President, Registrar, Security Guards, Vice President for Academic Affairs, Vice President of Administrative Affairs.

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

Licensed and pastoral counselors are exempt from these reporting procedures.

4. All persons in the MSC-ST 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.

5. Student organizations with control of any facility are encouraged to report safety and security concerns to Campus Security.

6. 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."

7. Failure to report criminal activity to Campus Security in a timely manner may result in disciplinary action by the college.

8. When reports are made to Campus Security, the Director of Security shall determine if a threat continues to exist to the campus community. If it is determined that such a threat continues to exist, a warning will be sent out, via appropriate methods, informing the campus community.

9. College 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.

C. COLLEGE'S RESPONSE TO REPORTS

1. All allegations occurring on the MSC-ST campus will be investigated. These investigations may be made in conjunction with the Winona Police Department or the Winona County Sheriff's Department.
2. The Director of Security will classify reports in conjunction with the appropriate police agency according to the FBI Uniform Crime Reporting Definitions.
3. When alleged perpetrators are identified as students, the case may be forwarded to the Vice-President of Student Affairs for investigation and appropriate action. Criminal investigations, arrests and prosecution can occur independently, before, during, or after the campus judicial process.
4. The College will issue a timely warning to members of the campus community in cases where the Director of Security (or designee) determines there is a continuing threat to the campus community. In such cases, warnings may be published through campus bulletins, campus newspaper, electronic mail, etc.

D. POLICIES CONCERNING SAFETY OF AN ACCESS TO CAMPUS FACILITIES:

1. PERSONAL SAFETY RECOMMENDATIONS

- a. Minnesota State College - Southeast Technical Security staff is available to assist you in protecting yourself by providing patrols, safety and security programs. However, you can help protect yourself by being aware of your surroundings and taking appropriate steps in preventing crime from happening.
- b. 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 an open room and steal valuables.
- c. Always lock your door when you are asleep. You are also encouraged to lock your door when you are awake.
- d. Do not prop open locked exterior building doors. These doors are locked for your protection and protection of other residents.
- e. Never open exterior doors of the building for strangers or non-residents. Always escort your guests to and from the building.
- f. 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.
- g. Do not leave your keys lying around in public places or in your jacket pocket when you are not wearing it.
- h. 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.

2. PROTECT YOUR PROPERTY

a. Participate in Operation Identification by engraving your Operation Identification number on your valuables. Minnesota State College - Southeast Technical Security will loan engraving equipment to you and assist in marking your property.

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

c. Lock your door whenever you leave your room or office. Always lock your door when sleeping.

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

e. Take valuables home with you during vacations.

f. 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.

g. 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.

3. PROTECT YOUR AUTOMOBILE

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

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

c. Avoid leaving property where it is visible.

4. PROTECT YOURSELF AT NIGHT

a. Avoid walking alone at night.

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

c. Walk with a friend.

d. Contact the front desk at extension 2700 or maintenance and arrange for an escort to your vehicle or other location on campus.

5. PROTECT YOURSELF WALKING AND JOGGING

a. Walk along well-lit routes.

b. 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.

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

6. HELP US PROTECT YOU:

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

b. If you see any suspicious activity or people on or near campus, call MSC-ST Security (507-453-2741) or the front desk (ext. 2700) or the Winona 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.

c. Do not assume the person is a visitor or a College staff member that you haven't seen before.

d. 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 College residence halls. Violations of this rule should be reported to your Hall Director immediately.

e. Immediately report all thefts and property loss to Campus Security or the Vice President of Student Affairs.

f. Be security conscious at all times.

7. SECURITY CONSIDERATIONS OF CAMPUS FACILITIES:

a. The MSC-ST campus is for the use of students, faculty, staff, and their guests, and those on official business with Minnesota State College - Southeast Technical.

b. Access to campus buildings is limited to normal business hours.

c. Students, faculty, staff, and visitors are encouraged to report needed repairs to the Maintenance Office for all academic areas.

8. POLICIES AND PROCEDURES FOR SAFE ACCESS TO BUILDINGS

a. Keys are issued to authorized faculty, staff and students only.

b. Exterior building doors should not be propped open when the doors are locked.

c. 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 working hours should have a College I.D. in their possession and present the I.D. when requested.

d. Building evacuation is mandatory for all fire alarms.

f. Problems related to people in buildings after hours should be reported to MSC-ST Campus Security or the front desk.

9. POLICIES CONCERNING LAW ENFORCEMENT

a. Campus Security staff are employees of Minnesota State College - Southeast Technical; 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.

b. MSC-ST Campus Security works closely with the Winona Police Department, Winona County Sheriff's Department, and State and Federal law enforcement agencies to track and respond to campus criminal activity.

c. Report all crimes immediately: All criminal activity on the MSC-ST campus should be reported to Campus Security (507-453-2741) and/or the Winona Police Department (507-457-6368).

d. MSC-ST Campus Security will assist the complainant in completing criminal reports.

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

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

g. 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:

1. Gender
2. Approximate age
3. Height
4. Weight/build
5. Description of face including eye color, hair color, and hair style (short, curly, etc.)
6. Dress/clothing
7. Facial hair
8. Glasses
9. Distinguishing marks including scars
10. Distinguishing gait
11. Voice

10. ANNUAL REPORT POLICY

a. The College's Annual Security Report includes criminal reports made to Campus Security and/or the Winona Police Department, for the main campus. The Annual Security Report includes reported crimes alleged to have occurred on the campus and facilities owned or rented by Minnesota State College - Southeast Technical and/or recognized student organizations. As required, reported crime will also be identified by location of occurrence.

1. Murder
2. Non-negligent manslaughter
3. Negligent manslaughter
4. Sex Offenses
 - Forcible
 - Non-Forcible
5. Robbery
6. Aggravated assault
7. Burglary
8. Motor Vehicle Theft
9. Arson

Minnesota State College - Southeast Technical 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.

b. MSC-ST reports the number of arrests on campus to the extent that the College is able to obtain such information from the Winona Police Department and the Winona County Sheriff's Department.

1. Liquor Law Violations
2. Drug Abuse Violations
3. Weapons possession violations

Campus Disciplinary Referrals: MSC-ST reports the number of persons referred for campus disciplinary action for:

1. Liquor Law Violations
2. Drug Abuse Violations
3. Weapons possession violations

d. 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 of Security or his/her designee shall make classification decisions concerning campus criminal reports. The Director shall defer to local law enforcement professionals and/or legal professionals when there is a doubt about appropriate classification. MSC-ST also follows the FBI Uniform Crime Report "hierarchy rule". In reports with multiple alleged crimes, only the most serious will be listed.

11. DEFINITIONS

a. 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.

b. 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.

c. Non campus 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.

d. 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.

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

f. 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.

g. 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.

h. 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.

12. AUTHORITY

Security staff are employees of Minnesota State College - Southeast Technical and are not certified or sworn peace officers, but are authorized, when appropriate, to make a citizen's arrest. Normally, a citizen's arrest is made only in the presence of a Winona Police Officer.

13. CRIME PREVENTION PROGRAMMING

Minnesota State College - Southeast Technical provides a variety of crime prevention programs and services. For more information contact the Director of Security at 507-453-2741.

1. Annual Report Distribution: Minnesota State College - Southeast Technical will distribute a copy of the Campus Security Act or provide the web site to all students, faculty, staff, and employees by October 1st. You may contact the Director of Security at dwalski@southeastmn.edu for a copy of the report or phone 507-453-2741

2. Past Annual Reports: Copies of the College's past Annual Reports may be obtained by contacting the Director of Security at 507-453-2741 or e-mail: dwalski@southeastmn.edu.

3. Assistance: In cases where the alleged perpetrator is a student and taking the same classes as the complainant, the complainant may request Minnesota State College - Southeast Technical Registrar to change class schedules. Such requests will be granted if reasonably available and if a complaint has been filed with Minnesota State College - Southeast Technical and/or the Winona Police Department. If desired, Campus Security staff will assist individuals in making a report to the Winona Police Department.

A. EDUCATIONAL PROGRAMMING

Minnesota State College - Southeast Technical 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 Minnesota State College - Southeast Technical Counseling Center provide staff to aid students in coping with a variety of issues including sexual assault awareness, personal safety, and alcohol and drug abuse.

B. 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 Minnesota State College - Southeast Technical Security will provide notice of acts that could pose as a possible threat that reportedly occurred on or near the campus of Minnesota State College - Southeast Technical. 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 College community, the College 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, and electronic email.

14. STUDENT DISCIPLINE

Individuals or individual members of organizations in violation of the rules and regulations of the college are subject to disciplinary action by the College Vice-President of Student Affairs, Judicial Board, College Administrator, or their designee responsible for the judicial process.

15. REPORTING OF SEXUAL OFFENSES AND HARASSMENT

A. Policy

Minnesota State College - Southeast Technical's policy on sexual harassment is governed by the Minnesota State Colleges and Universities System's policy. Minnesota State Colleges and Universities are committed to a policy of nondiscrimination in employment and education opportunities. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, the Minnesota State Colleges and Universities shall work to eliminate violence in all forms. Physical contact by designated system, college, and College staff members may be appropriate if necessary to avoid physical harm to persons or property.

This policy is directed at verbal and physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, MnSCU will give due consideration to an individual's constitutionally protected right to free speech and academic freedom.

In support of the system policy, Minnesota State College - Southeast Technical reaffirms the policy that sexual harassment, including violence, abuse, and harassment, will not be tolerated. Every effort will be made to assure that all members of the College community are provided an atmosphere free from sexual harassment. To prevent sexual offenses and harassment, educational efforts will be undertaken to inform employees and students of their responsibilities regarding such behavior, how to identify and eliminate sexual harassment, and what steps can be taken if instances of sexual harassment are experienced.

Minnesota State College - Southeast Technical conducts a number of programs aimed at preventing sexual offenses and making the community aware of the potential of such crimes. These programs include conducting nightly security patrols of the campus, providing escorts, inspecting the campus for potential dangerous areas, and implementing programs to inspect campus lighting and shrubbery. In addition, educational programs concerning sexual assault awareness are provided by Minnesota State College - Southeast Technical Security upon request.

B. Procedure

Contact Minnesota State College - Southeast Technical Security (453-2741) and/or the Winona Police Department (457-6368) as soon as possible after the offense. Please remember it is most important to preserve evidence. Do not bathe, douche, use the toilet, or change clothing. Note everything about the location. If you have been sexually assaulted, you should seek medical attention immediately, regardless of whether you want to report the matter to the police or Minnesota State College - Southeast Technical Security.

Every attempt is made to maintain the anonymity of the sexual assault survivor. Campus Security will attempt to provide support for sexual assault survivors. Each report of a sexual assault will be investigated in order to provide better protection to the survivor and all members of the campus community. Sexual assault survivors should be aware of the need of the College to release information regarding the fact that an assault has occurred for the protection and safety of others. Information concerning the identity, address, and other personal information of the sexual assault survivor will not be released.

Minnesota State College - Southeast Technical Security (453-2741) will be the office of official record for reports of sexual assaults, as it is in all reported violations. Students, faculty, and staff are encouraged to contact Campus Security to report any information regarding a sexual assault.

Sexual assault survivors have the right to have reports made to the Winona Police Department. Campus Security will assist the survivor in making this report if the survivor so wishes. In these situations, the name of the complainant will not be forwarded unless approved by the survivor. Third party and anonymous reports may prevent the College and law enforcement from actively investigating the criminal activity.

Counseling services are available both on and off campus. If you are the victim of a sexual assault Minnesota State College - Southeast Technical Security encourages you to contact one or more of the following: Winona Police Department, Minnesota State College - Southeast Technical Counseling Center, Women's Resource Center, or the Winona Community Memorial Hospital.

If the Director of Security (or his designee) determines that a threat continues to exist for the community, information about the reported sexual assault will be reported to the campus community whether reported by a sexual survivor or through a third party report. As much detail as possible regarding location, date and time of the assault, and any

information which might help identify the assailant will be reported. Campus Security will inform the campus community of the reported sexual assault by posters, appropriate notices, campus newspaper, radio stations, local media, electronic mail and others.

Each report will be taken as presented by the complainant. Appropriate criminal classifications will be determined after a review of all facts by Minnesota State College - Southeast Technical Security and the Winona Police Department.

The College will take appropriate action to safeguard the alleged survivor and, at the same time, protect the rights of the alleged perpetrator. If the survivor of a sexual assault requests, the College will attempt to provide, if reasonable available, alternative housing for on-campus residents as well as a change in classes.

The College will normally not take any disciplinary action against any member of the campus community without a written complaint and the assistance of the complainant in the disciplinary process, unless the College determines there is a clear danger to the victim or the College community.

C. Procedures for Campus Disciplinary Action for Sex Offenses

1. The College disciplinary process is an option for any person wishing to report a case of student misconduct. In order for Minnesota State College - Southeast Technical to proceed, (by a victim or a third party) a report must be filed with the College Vice-President of Student Affairs. If the complaint is criminal in nature, it will also be forwarded to Campus Security and/or the Winona Police Department.

2. There are different standards of proof used in the College conduct proceedings than there are in possible criminal action. The College conduct proceeding determines whether the accused's status as a student will be altered, whereas the criminal process determines if there will be limitations on the accused's liberty.

3. Both the accuser and the accused are entitled to have others present (an advocate or an advisory) during the disciplinary proceeding. This person may not, however, speak in your place or ask questions of witnesses.

4. Both the accuser and the accused have the right to call a reasonable number of witnesses and shall have the right to question witnesses during the hearing.

5. Both the accuser and the accused have the right to request in advance the names of witnesses and shall have the right to question witnesses during the hearing.

6. Both the accuser and accused shall be informed of the outcome of the College disciplinary proceeding concerning the complaint of sexual offense. This information should not be disclosed to the general public.

7. Students found guilty of violations of serious cases, such as rape or other forcible or non- forcible sex offense are subject to suspension, expulsion, or eviction from student housing in addition to other possible College sanctions. See the Student Conduct Code listed in the Student Handbook for a complete description of sanctions.

D. MnSCU Polices - Additional MnSCU policies and procedures dealing with sexual assault and harassment can be found at the websites listed.

<http://www.mnscu.edu/board/procedure/1b01p1.html>

<http://www.mnscu.edu/board/policy/1b03.html>

<http://www.mnscu.edu/board/policy/1b01.html>

16. 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 College 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 Minnesota State College - Southeast Technical property (including buildings, grounds and vehicles) is expressly prohibited in accordance with Minnesota State College and College 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.

Public intoxication is not acceptable as it frequently is coupled with community disruption and violation of other conduct expectations (refer to MSC-ST Student Conduct Policy & Code of Conduct).

Local, State & Federal Laws:

MSC-ST may take disciplinary action against students for off-campus behavior, following the procedures of the code of conduct.

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 the Vice-President of Student Affairs. During this meeting the student will be provided a copy of this policy and sanctions imposed for violation of the alcohol policy. 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 MSC-ST Student Conduct Policy.

17. MSC-ST 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 college staff; b) be referred to the Vice-President of Student Affairs 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; 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 the Counseling Office. Off campus resources include Winona Community Memorial Hospital, Hiawatha Mental Health Center, or First Call for Help – 1-800-362-8255.

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, 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/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,

19. BUILDING ACCESS & MAINTENANCE

1. Minnesota State College - Southeast Technical campus is for the use of the faculty, students, staff, their escorted guests and those on official business with the College. 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 Minnesota State College - Southeast Technical's Maintenance Office.

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 propped open when the doors are locked.

c. Building evacuation is mandatory for all fire alarms.

d. 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 College I.D. in their possession and present it when requested.

e. Problems related to people in buildings after hours should be reported to Minnesota State College - Southeast Technical front desk immediately (ext. 2700) or.

20. 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 Winona Fire Department or the Winona Police Department (9-911 from a campus phone).

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.

21. HATE & BIAS MOTIVATED CRIMES

When a hate crime occurs on a college campus, the atmosphere of the College 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.

Minnesota State College - Southeast Technical 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 Minnesota State College - Southeast Technical Security. If the crime is reported to Security, Security will assist the victim with reporting the incident to law enforcement.

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

22. STUDENT CONDUCT

Minnesota State College - Southeast Technical 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 College community, and for the promotion and protection of the educational mission of the College.

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 College standards; and to protect the due process rights of students charged with violating these standards. It is necessary for the College to establish and enforce citizenship standards for the following reasons:

1. The College has a primary concern with matters which can affect academic achievement and integrity.
2. The College has a concern with conduct that interferes with the rights of others.
3. The College has a responsibility to investigate conduct which threatens the health and safety of members of the College community.
4. The College has an obligation to protect its property and the property of the community members from theft, damage, or misuse.
5. The College has a commitment to enforce its contractual agreements.
6. The College 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 College. Flagrant or repeated violations of the conduct standards could result in suspension or expulsion from the College.

23. CAMPUS SEX CRIMES PREVENTION ACT

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, and 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/>).

Minnesota State College - Southeast Technical Security will coordinate and/or provide safety information, training, and other assistance to faculty, staff, and students regarding the Campus Sex Crimes Prevention Act. Any assistance needed concerning this Act should be directed to the Director of Security.

24. Possession or Carry of Firearms

Part 1. Purpose and Scope. The purpose of this policy is to establish restrictions on possession or carry of firearms applicable to the Minnesota State Colleges and Universities System, in accordance with the Minnesota Citizens' Personal Protection Act of 2003, Minnesota Statutes section 624.714, and other applicable law.

Part 2. Definitions.

Subpart A. Employee. "Employee" means any individual employed by Minnesota State Colleges and Universities, its colleges and universities and the Office of the Chancellor, including student employees.

Subpart B. Firearm. "Firearm" means a gun, whether loaded or unloaded, that discharges shot or a projectile by means of an explosive, a gas or compressed air.

Subpart C. Pistol. "Pistol" means a weapon as defined in Minnesota Statutes section 624.712, subd. 2.

Subpart D. Student. "Student" means an individual who is:

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

Subpart E. System property. "System property" means the facilities and land owned, leased, or under the primary control of Minnesota State Colleges and Universities, Board of Trustees, Office of the Chancellor, colleges, and universities.

Subpart F. Visitor. "Visitor" means any person who is on System property, but does not include (1) an employee of the Minnesota State Colleges and Universities acting in the course and scope of their employment; or (2) a student, when that student is on System property.

Part 3. General. No person is permitted to carry or possess a firearm on System property except as provided in this policy.

Subpart A. Employees.

1. **Prohibition.** Employees are prohibited from possessing or carrying a firearm while acting in the course and scope of their employment, either on or off System property, regardless of whether the employee has a permit to carry a firearm, except as otherwise provided in this policy.
2. **Licensed peace officers.** Subpart 3.A.1. does not apply to employees who are licensed peace officers under Minnesota Statutes section 626.84, subd.1(c), when assigned by the college or College to public safety duties.
3. **Employee reporting responsibility.** An employee with a reasonable basis for believing an individual is in possession of or carrying a firearm in violation of this policy has a responsibility to report the suspected act in a timely manner, unless doing so would subject the employee or others to physical harm. Reports should be made to the official designated in the applicable policy of the college, College or Office of the Chancellor. This policy shall not prohibit prompt notification to appropriate law enforcement authorities when an immediate threat to personal safety exists. Employees shall not make reports of a suspected violation knowing they are false or in reckless disregard of the truth.

Subpart B. Students.

1. **Prohibition.** Students are prohibited from possessing or carrying a firearm while on System property, regardless of whether the student has a permit to carry a firearm, except as otherwise provided in this policy.
2. **Licensed peace officers.** This policy does not apply to students who are licensed peace officers under Minnesota Statutes section 626.84, subd.1(c).

Subpart C. Visitors.

1. **Prohibition.** Visitors are prohibited from possessing or carrying a firearm while on System property, except as otherwise provided in this policy.
2. **Licensed peace officers.** This policy does not apply to visitors who are licensed peace officers under Minnesota Statutes section 626.84, subd.1(c).

Part 4. Exceptions.

Subpart A. Parking areas. This policy does not prohibit the lawful possession or carry of firearms in a parking area or parking facility.

Subpart B. Authorized uses. This policy does not prohibit:

1. Lawful possession or carry related to an academic use or use at a campus shooting range, such as law enforcement programs, approved in writing by the college or College president; or
2. Transport of an unloaded firearm directly between a parking area or parking facility and the location authorized for its use, or transport of an unloaded firearm directly between a parking area or parking facility and a storage facility provided by the college or College.
3. Possession or carry of a pistol by a visitor who has a lawful permit to carry a pistol pursuant to Minnesota Statutes section 624.714, subd. 1a.

Nothing in this policy requires a college or College to provide storage facilities for employees' or students' weapons.

Part 5. Storage in State Vehicles Prohibited. No vehicle owned, leased, or otherwise under the control of the System shall be used to store or carry a firearm, except as authorized for purposes under part 4.B.1.

Part 6. Violations. Violations of this policy by students or employees are misconduct subject to discipline, up to and including expulsion or termination.

Part 7. Referral to Law Enforcement. Minnesota State Colleges and Universities may refer suspected violations of law to appropriate law enforcement authorities, and provide access to investigative or other data as permitted by law.

Part 8. College and College Policies. Colleges, universities, and the Office of the Chancellor shall adopt policies and procedures consistent with this policy.

Part 9. Effect. In the event any other System, college, College or Office of the Chancellor policy or procedure is found to be in conflict with this policy, the terms of this policy shall govern.

25. IDENTITY THEFT

Being a student does not safeguard you against identity theft, the fastest growing consumer crime in the nation. Identity thieves don't steal your money; they steal your name and reputation and use them for their own financial gain. They attempt to steal your future! Identity theft literally steals who you are, and it can seriously jeopardize your financial future.

Imagine having thousands of dollars of unauthorized debt and a wrecked credit rating because of identity theft. Also, the unfortunate reality of identity theft is that it is you, the victim, who is responsible for cleaning up the mess and re-

establishing your good name and credit. The experience of thousands of identity theft victims is that this frustrating experience often requires months and even years.

In fact as a student, you may even be more vulnerable to identity theft because of the availability of your personal data and the way many students handle this data. A recent national survey of college students found that:

- Almost half of all college students receive credit card applications on a daily or weekly basis. Many of these students throw out card applications without destroying them.
- Nearly a third of students rarely, if ever, reconcile their credit card and checking account balances.
- Almost 50 percent of students have had grades posted by Social Security number.

All of these factors make students potential identity theft victims. In addition, as a student, you may be surprised to learn how many of your daily activities expose you to this crime. For example:

- Do you use your personal computer for online banking transactions?
- Do you use your personal computer to buy merchandise or purchase tickets for travel, concerts, or other services?
- Do you receive credit card offers in the mail? Do you discard these documents before you shred of them?
- Do you store personal information in your computer?
- Do you use a cell phone?
- Do you use your Social Security number for identification?
- Do you have a student loan?

You probably answered yes to at least one of these questions about daily transactions that you routinely perform. Each of these routine actions places you at risk of being a victim of identity theft because each of these transactions requires you to share personal information such as your bank and credit card account numbers, your Social Security number, or your name, address, and phone number. This is the same personal information that identity thieves use to commit fraud.

What is identity theft?

Identity theft is one of the fastest growing crimes in the United States, costing victims over \$5 billion annually. Identity theft occurs when someone else uses your personally identifying information without your knowledge or permission to obtain credit cards, get wireless or phone products and services, obtain loans and mortgages, get a job, and commit other types of fraudulent or even criminal acts, **in your name**, leaving you responsible for the consequences.

The identity thief uses key pieces of your information such as Social Security and driver's license numbers to obtain credit, merchandise and services in your name. An estimated 9.9 million consumers were victims of identity theft in 2003, and unfortunately, that number is growing.

If your identity is stolen, you may spend months or even years clearing up the damage thieves have caused to your reputation and credit record. In the time it takes to resolve these issues, you may lose job opportunities and be refused loans for education, housing, or a car. Although you have not committed a crime, been late with a payment, or abused your credit, you are the one who would suffer severe financial consequences as a result of identity theft. As a student or recent graduate, being a victim of identity theft jeopardizes your financial future just as you are beginning to establish your credit record.

Identity theft is a federal crime. The Identity Theft and Assumption Deterrence Act of 1998 made it a federal crime when anyone "knowingly transfers or uses, without lawful authority, a means of identification of another person with

the intent to commit, or to aid or abet, any unlawful activity that constitutes a violation of the Federal law, or that constitutes a felony under any applicable State or local law.”

REDUCE YOUR RISK

How can I protect myself from identity theft?

The first step to prevent identity theft is awareness of how and when you use your personal information. By keeping close tabs on your personal information, you can reduce your chances of becoming an identity theft victim. Let's start with credit cards.

- Memorize your Social Security number and passwords. Don't record your password on papers you carry with you.
- Don't use your date of birth as your password.
- Shred pre-approved credit applications and other financial documents before discarding them.
- Order credit reports every year from each of the major credit reporting agencies and thoroughly review them for accuracy.
- Never give personal or financial information over the phone or Internet unless you initiated the contact.
- Don't carry your Social Security card or birth certificate with you.
- Report lost or stolen credit cards immediately.
- Check your monthly credit card and bank statements for unusual activity.
- Use a firewall program on your computer, especially if you leave your computer connected to the Internet 24 hours a day.
- Do not download files sent to you by strangers or click on hyperlinks from people you don't know.

Students applying for or using student loans should also:

- Use caution when using commercial financial aid services over the Internet or telephone. U.S. Department of Education services are free and password-protected. Before deciding to use a for-fee financial aid advice service, visit the [Looking for Student Aid site](#).
- Apply for federal student aid at www.fafsa.ed.gov. After completing the Free Application for Federal Student Aid (FAFSA) electronically, remember to exit the application and close the browser.
- Don't reveal your PIN to anyone, even if that person is helping you fill out the FAFSA. The only time you should use your PIN is on secure ED systems.
- Shred receipts and copies of documents with personal information if they are no longer needed.
- Review your financial aid award documents and keep track of the amount of student aid you applied for and have been awarded.
- Report all lost or stolen student identification immediately.

These are just a few basic steps to take immediately to protect your personal information. Following are some links to other good sources of information to help you reduce your exposure to identity theft.

Identity theft resource center:

Information about scams and consumer alerts, victim resources and other information.

Federal Trade Commission:

Information on protecting yourself against identity theft forms for reporting identity theft, and other information.

United States Postal Inspectors:

Information about identity theft of any material that is sent through the mail.

United States Department of Justice:

Information on identity theft and prosecution of identity thieves.

Social Security Administration:

Information about earnings reported on your Social Security number and takes reports of lost Social Security numbers.

NW3C (National White Collar Crime Center):

Information and research so that individuals may become proactive in the prevention of economic cyber crime.

Credit Card Alert!

Pre-approved credit card offers probably flood your mailbox every week. Whatever you do, don't simply throw away these offers; an identity thief can easily pick up a stray application and apply for the card in your name. You should shred these applications before you dispose of them. Credit card companies also entice students on campus with promotional items and free gifts. These offers are risky, providing an opening for identity theft. You should review your statements, and your bank and credit card statements, as soon as you receive them. Thieves can charge thousands of dollars to an account in a very short period of time. Your best protection is to pick up all your mail promptly. Leaving mail lying around your dorm or apartment provides another opportunity for your personal information to be taken and abused.

A Special Word About Social Security Numbers

You need to be particularly vigilant about safeguarding your Social Security Number. Your employer and bank will likely need your SSN for wage and tax reporting purposes. Other businesses may ask you for your SSN to do a credit check, such as when you apply for a loan, rent an apartment, or sign up for utilities. Sometimes, however, they simply want your SSN for general record keeping. You don't have to give a business your SSN just because someone asks for it. If someone asks for your SSN, ask the following questions:

- Why do you need my SSN?
- How will my SSN be used?
- What law requires me to give you my SSN?
- What will happen if I don't give you my SSN?

Sometimes a business may not provide you with the service or benefit you're seeking if you don't provide your SSN. Getting answers to these questions will help you decide whether you want to share your SSN with the business. Remember – the decision is yours.

26. 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. 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. WSU Security will also assist members of the campus community in making notification to law enforcement regarding criminal activity when requested.

27. EMERGENCY NOTIFICATION (STAR ALERT)

In the interest of promoting the safety of our campus community Minnesota State College – Southeast Technical 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 MSC-ST 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/>

Minnesota State College – Southeast Technical 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 MSC-ST email and Minnesota State College- Southeast Technical's Web Site (<http://www.southeastmn.edu/>) 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, Vice-President of Student Affairs, and the Director of Security.

28. Annual Fire Safety Compliance Report

Due to a number of Minnesota State College – Southeast Technical students that reside and/or may reside in Winona State University Housing a copy of their “Annual Fire Safety Compliance Report” is placed here

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.

Members of the campus community are encourage 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

Winona State University – Winona Campus							
Building		Academic Buildings			Residence Halls		
Year		2006	2007	2008	2006	2007	2008
FIRES	Damages	0	0	0	0	0	0
	Injuries	0	0	0	0	0	0
	Fatalities	0	0	0	0	0	0
	Total Fires	0	0	0	0	0	1

29. Crime Statistics (2006 – 2008)

OFFENSE	YEAR	ON CAMPUS (TOTAL)	RESIDENTIAL FACILITIES	NON CAMPUS PROPERTY	PUBLIC PROPERTY	
MURDER/NON-NEGLIGENT MANSLAUGHTER	2008	0	N/A	0	0	
	2007	0	N/A	0	0	
	2006	0	N/A	0	0	
NEGLIGENT MANSLAUGHTER	2008	0	N/A	0	0	
	2007	0	N/A	0	0	
	2006	0	N/A	0	0	
ROBBERY	2008	0	N/A	0	0	
	2007	0	N/A	0	0	
	2006	0	N/A	0	0	
AGGRAVATED ASSAULT	2008	0	N/A	0	0	
	2007	0	N/A	0	0	
	2006	0	N/A	0	0	
MOTOR VEHICLE THEFT	2008	0	N/A	0	0	
	2007	0	N/A	0	0	
	2006	0	N/A	0	0	
ARSON	2008	0	N/A	0	0	
	2007	0	N/A	0	0	
	2006	0	N/A	0	0	

BURGLARY	2008	0	N/A	0	0	
	2007	0	N/A	0	0	
	2006	0	N/A	0	0	
SEX OFFENSES, FORCIBLE	2008	0	N/A	0	0	
	2007	0	N/A	0	0	
	2006	0	N/A	0	0	
SEX OFFENSES, NON-FORCIBLE	2008	0	N/A	0	0	
	2007	0	N/A	0	0	
	2006	0	N/A	0	0	
LIQUOR LAW ARRESTS	2008	0	N/A	0	0	
	2007	0	N/A	0	0	
	2006	0	N/A	0	0	
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2008	0	N/A	0	0	
	2007	0	N/A	0	0	
	2006	0	N/A	0	0	
DRUG LAW ARRESTS	2008	0	N/A	0	0	
	2007	0	N/A	0	0	
	2006	0	N/A	0	0	
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2008	0	N/A	0	0	
	2007	0	N/A	0	0	
	2006	0	N/A	0	0	
ILLEGAL WEAPONS POSSESSION ARRESTS	2008	0	N/A	0	0	
	2007	0	N/A	0	0	
	2006	0	N/A	0	0	
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2008	0	N/A	0	0	
	2007	0	N/A	0	0	
	2006	0	N/A	0	0	

** 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

OFFENSE	HATE CRIME STATISTICS						
	YEAR	RACE	GENDE R	RELIGION	SEXUAL ORIENTATION	ETHNICITY	DISABILITY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2008	0	0	0	0	0	0
	2007	0	0	0	0	0	0
	2006	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	2008	0	0	0	0	0	0
	2007	0	0	0	0	0	0
	2006	0	0	0	0	0	0

ROBBERY	2008	0	0	0	0	0	0
	2007	0	0	0	0	0	0
	2006	0	0	0	0	0	0
AGGRAVATED ASSAULT	2008	0	0	0	0	0	0
	2007	0	0	0	0	0	0
	2006	0	0	0	0	0	0
MOTOR VEHICLE THEFT	2008	0	0	0	0	0	0
	2007	0	0	0	0	0	0
	2006	0	0	0	0	0	0
ARSON	2008	0	0	0	0	0	0
	2007	0	0	0	0	0	0
	2006	0	0	0	0	0	0
BURGLARY	2008	0	0	0	0	0	0
	2007	0	0	0	0	0	0
	2006	0	0	0	0	0	0
LARCENY THEFT	2008	0	0	0	0	0	0
	2007	0	0	0	0	0	0
	2006	0	0	0	0	0	0
SIMPLE ASSAULT	2008	0	0	0	0	0	0
	2007	0	0	0	0	0	0
	2006	0	0	0	0	0	0
INTIMIDATION	2008	0	0	0	0	0	0
	2007	0	0	0	0	0	0
	2006	0	0	0	0	0	0
DAMAGE OR VANDALISM TO PROPERTY	2008	0	0	0	0	0	0
	2007	0	0	0	0	0	0
	2006	0	0	0	0	0	0
SEX OFFENSES, FORCIBLE	2008	0	0	0	0	0	0
	2007	0	0	0	0	0	0
	2006	0	0	0	0	0	0
SEX OFFENSES, NON-FORCIBLE INCEST	2008	0	0	0	0	0	0
	2007	0	0	0	0	0	0
	2006	0	0	0	0	0	0
SEX OFFENSES, NON-FORCIBLE STATUTORY RAPE	2008	0	0	0	0	0	0
	2007	0	0	0	0	0	0
	2006	0	0	0	0	0	0

Source: Information from the Winona Police Department