



**2017**

**Saint Mary's University of Minnesota**

**Winona Campus**

**Annual Security Report**

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# **Saint Mary's University of Minnesota**

## **Winona Campus**

### **2018 Annual Security and Fire Safety Report**

This report complies with the Jeanne Clery Act, formerly known as the Campus Safety and Security Act. It is named in memory of Jeanne Clery, a Lehigh University first-year student who was murdered in her residence hall room while she slept. The report is created so that students and their parents could consider safety and security when choosing an institution of higher education.

#### **Security and the Saint Mary's University of Minnesota – Winona Campus**

An effective security program relies upon the active participation of every student, faculty and staff member. Here on the Winona campus of Saint Mary's University of Minnesota your personal safety is most important. With your assistance and cooperation, we will provide the services, staffing, and guidance to achieve that end. This report is designed to assist you with information about a variety of security services, programs, and policies. A number of university departments, including Student Life, produce informational materials in more detail than found in this annual report. We encourage you to contact Student Life for more specific information.

#### **Campus Safety**

The Office of Campus Safety makes every effort to ensure and maintain a safe and comfortable environment for all persons associated with the Winona campus. Saint Mary's University of Minnesota ("the University") has devoted significant resources to providing a safe campus for its community members. The Office of Campus Safety, located in the Toner Student Center, is responsible for campus security and provides on-campus coverage 24 hours a day, seven days a week. To provide the greatest breadth of coverage, the officers patrol the campus on foot, in golf carts, and in vehicles.

Emergency Telephones/Blue Light Boxes are located on the campus in order to provide emergency assistance to the University community. Additional call boxes were added to the campus during the summer of 2017. Call boxes offer a direct link to Campus Safety to report an emergency, such as a suspicious person or circumstance or a medical emergency, or to request a safety escort.

The University, in partnership with the City of Winona, Winona State University, and Minnesota Southeast Technical College, offers a Safe Ride program on Friday and Saturday evenings. The program provides late night shuttle service to and from the Winona campus to various locations in the City of Winona.

Campus Safety officers receive in-service and out-service training. These officers do not have arrest authority and have no legal jurisdiction to enforce criminal offenses. Officers conduct security and safety patrols on campus property. Officers on patrol address violations of University policy, monitor parking and traffic on campus, prepare written reports, investigate suspicious circumstances, address immediate safety hazards, and exclude trespassers when appropriate. Law enforcement services on campus are provided by the City of Winona Police Department, including timely response to criminal

behavior and follow-up investigations of reported crimes as needed. Campus Safety will assist victims in making reports to the appropriate police agency if requested to do so.

Campus Safety provides a variety of services to the Winona campus, including:

- Proactive patrols of all buildings and campus grounds
- Campus escort service, which provides vehicle or walking escorts to visitors and campus community members
- Response to medical and other emergencies
- Emergency mass notification using the Blackboard Connect system, which is used to send emergency notification alerts to cell phones and email accounts
- Fire and intrusion alarm monitoring and response
- Nightly security patrols around residence halls
- Crime prevention programs

Additional information regarding the services provided by the Department are available on its website at: <http://www.smumn.edu/campussafety>

The University 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. If you “See Something,” we ask that you “Say Something.”

The University currently has 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.

### **Access to Residence Halls**

Students living in residence halls are provided with a key to operate the lock on their own room door. Outside main entrances to all residence halls are locked 24 hours a day, seven days a week with access controlled by a computerized card access system. Keys, cards, and fobs are issued to authorized faculty, staff, and students only. Faculty and staff undergo criminal background checks before the issuance of any keys, cards, or fobs that would authorize access to a residence hall. Exterior building doors should not be propped open.

### **Access to Academic and Administrative Buildings**

The 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. Individual academic buildings are normally open from 7:00 a.m. until 6:30 p.m. on weekdays. Employees and students in academic buildings after normal working hours should have a University I.D. in their possession and present the I.D. when requested.

### **Physical Campus Security Considerations**

University facilities and landscaping are maintained to minimize hazardous conditions. Malfunctioning lights and other unsafe conditions are reported to the Physical Plant for repair or correction. Each fall the Winona Campus Security Committee, along with Student Senate representative(s), walk through campus

during the evening to assess where additional lighting, trimming of bushes, etc. may be needed to improve student safety.

### **Reporting Criminal Actions or Other Emergencies on Campus**

Students, faculty and staff should report all crimes and medical, fire or other emergencies to Campus Safety at (507) 457-1703. Campus Safety is the official repository for all criminal reports made on campus. Reports may also be made to the Winona Police Department, 201 W. Third Street, Winona, MN 55987, non-emergency phone (507) 457-6302. In an emergency, call 911. The reporting of any crimes aids in providing timely warnings and in compiling crime statistics.

Crimes may also be reported using one of the reporting forms available online. See Student Resources at <https://www.smumn.edu/about/offices/student-life-winona>.

Upon receipt of a report, Campus Safety will dispatch an officer(s) to the caller's location to file an incident report. Campus Safety incident reports involving student conduct violations are entered into Maxient, the University's software program for the management of student conduct records. The Dean of Students reviews said reports for potential action, as appropriate. In the case of a medical, fire or criminal emergency, Campus Safety notifies the appropriate emergency personnel.

Campus Safety 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. Criminal reports and any statement relating to these reports that are made to Campus Safety will be forwarded to the Winona Police Department if deemed appropriate and if permitted by Minnesota and Federal law. Campus Safety maintains a list of reports, on a daily crime log, with identifying report number, initial classification, date, time, general location and, if known, the disposition of each criminal report. Information may be delayed in being placed on the daily log in cases where such disclosure may jeopardize the confidentiality of the victim. Campus Safety will assist the Winona Police Department in any investigation as may be requested and as may be permitted by Minnesota and Federal law. When alleged perpetrators are identified as students, the case will be forwarded to the Office of Student Life for investigation and appropriate action. Criminal investigation, arrest, and prosecution can occur independently and simultaneously as the campus judicial process.

Campus Safety and the Office of Student Life monitor and record student criminal activity both on-campus and off-campus. If criminal activity involving students takes place off-campus, law enforcement authorities typically contact the University. Disciplinary action may be taken against individuals for off-campus behavior that reflects negatively on the University. The University does not recognize any off-campus organizations.

### **Confidential Reporting**

A victim of a crime who does not want to initiate a complaint within the University judicial process or local police can choose to make a confidential report. The victim may grant permission to the Dean of Students, or his/her designee, to file an incident report without revealing the victim's identity. The purpose of this type of report is to comply with the reporting party's wish to keep the matter anonymous, while taking steps to contribute to future campus safety. With such data, the University can maintain accurate reports of the number of incidents to determine if there is a pattern of crime with regard to a particular location, method, or offender, and, as appropriate, alert the community to potential danger.

Confidential reports also assist in assuring accurate crime statistics are compiled. Reports filed in this manner are counted and disclosed in annual crime statistics.

Confidential reports of sexual assault, dating violence, domestic violence, or stalking may only be made to “confidential sources” as outlined in the university’s [Sexual Misconduct Policy](#). Students may make confidential reports of sexual misconduct to the psychologists in Counseling Services and the nurses in Health Services. These confidential resources will respect and protect confidential communication from students, faculty, and staff to the extent they are legally able to do so. In addition, these resources will submit anonymous, aggregate, statistical information for Clery Act crime statistics purposes to the Director of Campus Safety unless they believe it would be harmful to a specific student.

Anonymous reports of sexual assault, dating violence, domestic violence, or stalking may also be made using the online [Sexual Misconduct Reporting Form](#).

## **Communicating about Security Matters**

Both Student Life and Campus Safety provide the Winona campus community with educational materials on safety and crime prevention. Campus Safety provides assistance in presenting programs on campus in the areas of crime prevention, sexual assault awareness, self-defense, responsible alcohol use, annoying phone calls, personal safety, and others. The Wellness Center provides staff to aid students in coping with a variety of issues including sexual assault awareness, personal safety, and alcohol and drug abuse. Campus Safety participates in Resident Assistant (RA) training annually to ensure that RAs are fully aware of safety issues and resources available to students. Specific policy issues and problems are routinely addressed at residence hall meetings conducted by RAs. Campus Safety is available to attend residence hall meetings at the request of an RA to discuss safety concerns. Through these efforts, community members are encouraged to care for themselves, as well as for each other.

The University will, upon written request, disclose to the alleged victim of crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceedings conducted by the University against a student who is the alleged perpetrator of such crime of offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin on such victim shall be treated as the alleged victim.

For more information concerning crime prevention programs/services visit Saint Mary’s University Campus Safety Website at <http://www.smumn.edu/campussafety> or contact the Director of Campus Safety at 507-457-1888.

## **Timely Warning Notices – Safety Alerts**

In order to aid in the prevention of similar crimes, the Director of Campus Safety or the Dean of Students in conjunction with the Assistant Vice President for Student Life or the Vice President for Mission and Student Life, will develop and issue timely warnings to the campus community. The purpose of the warnings is to notify members of the community about crimes that have occurred on campus or on non-campus property or public property where it is determined that the incident may pose a serious or ongoing threat to members of the campus community. Warnings will be issued for the following crimes: murder/non-negligent manslaughter, robbery, and serious cases of arson. Alerts for the crimes of aggravated assault, motor vehicle theft and burglary are considered on a case-by-case basis

and depend upon a number of factors. These include the nature of the crime, the continuing danger to the campus community -- such as whether the perpetrator was apprehended -- and the possible risk of compromising law enforcement efforts. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other campus community members and a timely warning would not be distributed. Warnings on sexual misconduct (sexual assault, dating violence, domestic violence, or stalking) will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by Campus Safety. Sometimes these offenses are reported long after the incident occurred, thus there is no ability to distribute a "timely" warning notice to the community. Any timely warning notice distributed to the community shall withhold the names of any victim as confidential.

### **Communicating Safety Alerts**

The Director of Campus Safety, in conjunction with the Assistant Vice President for Student Life, or the Dean of Students, in conjunction with the Vice President for Mission and Student Life, have primary responsibility for developing the timely warnings. All warnings will be sent by the Director of Campus Safety, the Dean of Students, or designees through Blackboard Connect, an emergency alert system. Additional supplemental methods for disseminating warnings may include, but are not limited to, the following means: posting of flyers, email, website information, and news media announcements. The method or methods used will depend on the severity, location, and type of incident and the ongoing nature of the threat.

### **Daily Crime Log**

Campus Safety also maintains a chronological log of all reported crimes for the past 60 days, which is available for public inspection at the Campus Safety front desk in the Toner Student Center. Log entries older than 60 days will be made available within two business days upon request to the Director of Campus Safety at 507-457-1703.

## **Emergency Preparedness Procedures**

### **Winona Campus Emergency Response**

The University has an extensive Emergency Response Plan in place that includes procedures to promote a rapid response to an unanticipated emergency or threatening situation. The University views all incidents affecting campus safety as serious and time critical, and routinely examines the Emergency Response Plan and devises new measures to respond to various incidents as quickly and effectively as possible. When a serious incident occurs, the first responders to the scene are usually the Campus Safety Department, the Winona Police Department and the Winona Fire Department. These agencies respond and work together to manage the incident. Depending on the nature of the incident, other University departments and other local emergency response agencies or federal agencies may also be involved in responding to the incident.

If a situation arises on or around campus that could potentially threaten the health or safety of campus community members, the Incident Management Team consisting of vice presidents of the University, Campus Safety, and other appropriate personnel are immediately summoned as part of the University's emergency response procedure. The Incident Management Team is trained in emergency response and has the authority to take immediate action in response to an imminent crisis, using the Emergency Response Plan as a guideline.

These actions may include:

- Deployment of Campus Safety Officers, and, if necessary, University staff in order to maintain safety and order.
- Liaison activities with appropriate outside organizations such as fire/rescue, police, Winona County Emergency Management, etc.
- Use of campus emergency warning and evacuation systems.
- Immediate and appropriate actions to protect life, property, and to safeguard records as necessary.
- Provision of traffic control, access control, perimeter and internal security patrols and fire prevention services as needed.
- Evacuation of campus buildings and residence halls

### **Emergency Communication and Support**

In the event of an emergency, an effective campus-wide communications process is vital in order to provide the greatest safety possible for the University community. In emergencies that threaten life or safety and/or severely impact standard campus operations (significant emergency), the University will, without delay, and taking into account the safety of the community, determine the content of any emergency notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency.

The Vice President for Mission and Student Life, Assistant Vice President for Student Life, the Dean of Students, and the Director of Campus Safety have the authority to initiate Blackboard Connect to determine the content of the emergency message once a significant emergency is confirmed. Students, faculty and staff are advised of the persons and organizations responsible for carrying out this process.

The University will endeavor to make such notification sufficiently specific to enable recipients to take an appropriate response to the threat. The communication tools may include some or all of the following methods:

- **Blackboard Connect:** Important emergency alerts, notifications and updates are sent to all registered devices, including cell phone; email account (work, home, other); and smartphone/PDA. Students and employees may opt into the Blackboard Connect system when entering cell phone information into the University's records management system.
- **Building Fire Alarm Systems:** Used to notify occupants of a building of the need to evacuate.
- **Saint Mary's Website:** Critical information is posted on the homepage and may be viewed both internally (students, faculty and staff) and externally (parents, alumni and other constituents). Through this website, the University will provide updates to the community as needed.
- **Email:** Broadcast emails are sent to Winona campus students, faculty and staff, as well as alumni, if appropriate.
- **Telephone:** Broadcast voicemails may be sent to faculty and staff.
- **Personal Interaction and Connection:** Campus Safety personnel and other University staff may make personal contact with people in buildings on campus.

Students and University employees can register for Blackboard Connect and can check the website for information and updates. The Office of Marketing & Communication, in consultation with the Incident Management Team, is responsible for developing and disseminating emergency information to the surrounding community.

### **Emergency and Evacuation Procedures**

Evacuation of all, or part of Winona campus of the University will occur only under extraordinary circumstances. Such emergencies as a bomb threat, hazardous materials leaking into the environment, nuclear disaster, fire and civil disturbance can quickly create a need for evacuation.

Campus Safety will normally receive the first notice of an emergency that may require evacuation. Campus Safety will in turn notify the Vice President for Mission and Student Life. The Vice President for Mission and Student Life will notify the President who makes any evacuation decision.

#### **Building Evacuation**

- Evacuate all buildings when a fire alarm sounds, the emergency notification system is activated, and/or upon notification by Campus Safety. Do not activate alarm in the event of a bomb threat.
- When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- Assist persons with disabilities to exit the building. Remember that the elevators are reserved for persons with disabilities. Do not use the elevators in case of fire. Do not panic.
- Once outside, proceed to a clear area that is at least 500 feet away from the affected area or building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
- Do not return to an evacuated building unless told to do so by a University official.

#### **Campus Evacuation**

- Evacuation of all or part of the campus grounds will be announced by the Office of the President.
- Winona Campus: All persons (students and staff) are to immediately vacate the campus area in question and relocate to another part of the campus as directed. The first area to which persons should be evacuated is St. Joe's Field (the lower intramural field near the bike trail bridge).
- Saint Teresa campus: All persons (student and staff) are to immediately vacate the campus area in question and relocate to another part of the campus as directed. The first area to which persons should be evacuated is Cotter Fields.
- Prairie Island Facility: All persons (student and staff) are to immediately vacate the facility in questions and relocate to another area. The first area to which persons should be evacuated is the Winona City Park across the street from the facility.

### **Assessment of Emergency Plans**

The University conducts regularly scheduled drills, exercises, and appropriate follow-through activities designed for assessment and evaluation of emergency plans and capabilities. These include tabletop exercises, and tests of the emergency notification systems on campus. Drills to test the Emergency Response Plan are conducted in the fall and spring and have ranged from active shooter drills to fire drills to severe weather drills. Emergency response and evacuation procedures are tested on an annual basis. Each test is documented by Campus Safety, including the date, time and whether it was announced or unannounced.

## **The University's Relationship with Local Police**

Campus Safety responds to complaints on campus and coordinates investigations with outside agencies as necessary. Campus Safety has not entered into any memoranda of understanding with local police regarding the investigation of criminal incidents or any other matters but maintains excellent relationships with Winona Police Department, which has jurisdiction on campus and can provide immediate response when necessary. The Winona Police Department patrols the University and responds to calls on a 24-hour basis. The University annually seeks statistical information from local police.

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

## **Saint Mary's University of Minnesota Policies**

### **Alcohol and Drug Policy: Students**

Campus Safety Officers cannot arrest individuals for violations of local, state and federal laws regarding alcohol and drugs, because the officers are not sworn law enforcement authorities. Campus Safety Officers will work with and involve the appropriate law enforcement authorities for serious violations that warrant a police response. Campus Safety Officers do enforce the student conduct policies, and violations will be referred to the Dean of Students for potential action.

### **Alcohol: Students**

The possession, use, sale or furnishing of alcohol on the Winona campus is governed by Minnesota state law, and the enforcement of these laws is at the discretion of local police. Campus Safety and Resident Assistants refer students suspected of violations to the Office of Student Life for disciplinary action. The policies and sanctions are set forth more fully in the [Student Handbook](#).

University policies permit the lawful keeping and consumption, in moderation, of alcoholic beverages on its property or property under its control by persons of legal drinking age (21 years or older). Students who are 21 years of age or older are permitted by the University to possess and consume a moderate amount of alcoholic beverages in their own residence hall rooms or Residencia Santiago Miller. Alcohol is not permitted in Saint Edward's Hall, Saint Benilde Hall, and Skemp Hall regardless of the age of the students living there. Alcohol is not permitted in any public area or outdoors on campus without prior approval from the Office of Student Life. Public areas include but are not limited to: residence hall lounges, study rooms, common kitchens and hallways; the Plaza; all academic buildings; athletic and recreational venues; parking lots; residence hall patios; and outdoor areas owned and operated by the University. Consumption of alcohol on the trails or bluffs is not allowed.

The University policies prohibit:

- Students who are under the age of 21 from possessing, consuming, purchasing, attempting to purchase or transporting alcoholic beverages on or off the campus and from permitting anyone (except current roommates who have attained the legal age) from possessing or consuming alcoholic beverages in their on-campus residence hall rooms/apartments.
- The intentional and knowing selling or intentional and knowing furnishing of alcoholic beverages to persons under the age of 21 or to persons obviously inebriated on property owned or controlled

by the University or as part of any of its activities.

- The consumption of alcoholic beverages by any University employee where the consumption adversely affects job performance and/or endangers the physical well-being of other persons and/or oneself.
- The consumption of alcoholic beverages by any University employee during his/her normal working hours regardless of the effect on job performance unless the consumption occurs in the course of an authorized business or special University function that includes alcoholic beverages or the consumption is otherwise approved by the University.
- The consumption of alcoholic beverages or possession of open containers of alcoholic beverages in public places, including hallways, lounges, buildings, outdoor spaces or anywhere on University grounds without authorization from appropriate University officials.
- No kegs, party balls, beer-bongs, mass-quantity or common sources of alcohol are allowed on campus. For safety purposes, glass alcohol containers (cups, bottles, mugs and glasses) are prohibited outdoors. All empty alcohol containers must be disposed of properly and should not be used for decorative purposes.
- The University does not permit the stockpiling of alcohol - no more than one (1) full case of beer, one (1) bottle of wine, or one (1) bottle of hard liquor per resident in each residence hall room occupied by students of legal age. A full case of beer is defined as a 12-pack.
- For safety purposes, glass alcohol containers (cups, bottles, mugs and glasses) are prohibited outdoors.
- The University does not allow drinking games identified as being used for the mass consumption of alcohol. These include, but are not limited to, card games, flip cup, beer pong, etc. All items used for this purpose will be confiscated and destroyed. The University will not return these items. Students participating in such activities may face additional sanctions.
- Public intoxication is not permitted.

Students with substance abuse problems may obtain information and seek support services from the Office of Student Life and the Wellness Center. Online alcohol education programs are available to students (Alcohol 101, 201, and 301). All incoming first-year students are required to satisfactorily complete an alcohol education program.

Employees with substance abuse problems may obtain information and seek support services from the Human Resources Department or the University Employee Assistance Program.

### **Drugs: Students**

The use of narcotics and controlled substances without a prescription on University premises, as elsewhere, is illegal. The University prohibits the unlawful manufacture, distribution, dispensation, sale, possession or use of any drug by any of its employees or students in its workplace, on its premises, or as part of any of its activities. The University may also, under appropriate circumstances in the University's discretion, discipline its employees or students in response to the unlawful manufacture, distribution, dispensation, sale, possession or use of any drug outside its workplace or off its campus premises.

Students found responsible for illegal drug use are subject to the loss of their Federal financial aid and dismissal from the University. The possession of prescription drugs is permissible, if and only if, the prescription is made out to the individual using the drugs. Any sale or sharing of a prescription drug is prohibited.

The possession or use of bong, pipes or other drug devices (including hookahs) is against the law in the State of Minnesota and these items are prohibited on campus. Residence hall staff and University officials will confiscate any and all such items, and eventually turn them over to the police for destruction.

Students are prohibited from appearing at any University classroom/clinical site/or controlled facilities with the presence of illegal drugs in his/her body.

### **Weapons Policy: Students and Employees**

Campus Safety Officers do not carry firearms or any other weapon in their official capacity. Outside law enforcement personnel who are authorized to possess weapons may do so within the scope of their authority. Possession of firearms, fireworks, knives, air or gas operated weapons, stun guns, bows and arrows, or lethal weapons of any description (including martial arts weapons) are prohibited in the residence halls and anywhere else on campus. The possession or use of a weapon on campus may lead to expulsion. Suspected weapons possessions should be reported to Campus Safety.

The University is a weapons-free institution. Employees are not permitted to have guns or other weapons on campus.

### **Alcohol and Drugs: Employees**

Saint Mary's University of Minnesota supports the principles of a society working toward the amelioration of problems related to illicit drugs, alcohol abuse and addiction, and prescription drug abuse and addiction.

The university prohibits student and employees from unlawfully manufacturing, distributing, possessing or using alcohol or illicit drugs on its property, in the workplace, or as part of any university activities. An employee criminally convicted of unlawfully manufacturing, distributing, possessing or using alcohol or illicit drugs in the workplace or on university property must report that conviction to his/her vice president within five days of the conviction. Within ten days of receiving notice that an employee has been so criminally convicted, the university will notify any granting federal agency. A student criminally convicted of unlawfully manufacturing, distributing, possessing or using alcohol or illicit drugs on the university's property or as part of a university activity must report that conviction to the Vice President for Student Development on the Winona campus or the Academic Dean on the Twin Cities campus, as applicable, within five days of the conviction. Employees of the university shall not furnish underage students of the university with alcohol. Employees of the university shall not furnish any students of the university with illicit drugs.

Any employee found in violation of this policy may be immediately suspended, placed on probation or immediately terminated from employment. Any disciplinary action will follow the process outlined in the university's employee handbooks. Any student found in violation of this policy may be suspended, placed on disciplinary probation, or expelled from the university. Any disciplinary action will follow the processes outlined for student discipline.

The university does seek to be supportive of employees who experience personal difficulties with drug or alcohol abuse. The university will attempt to help any employee who seeks assistance with a drug and/or alcohol problem without jeopardy to employment. In the event of placement in residential

treatment, the university will hold the employee's position until residential treatment has been completed. Following treatment, the university will attempt to be as flexible as possible in accommodating the employee's needs for aftercare. In the event of outpatient treatment, the university will allow an employee to adjust temporarily his/her work schedule to accommodate outpatient treatment needs, if appropriate.

The university fundamentally recognizes the importance of every employee and student. When a problem arises as a result of drug or alcohol use, the university will make every effort to balance the employee's or student's concerns with the concerns of the university community and applicable legal parameters. If the university believes that the rights and needs of others are being violated as a result of an employee's or student's drug or alcohol problems, or if available assistance has been rejected, termination of employment or expulsion from the university may result.

Consistent with the educational nature of the institution, the university will make available to its students and employees, information, and referrals related to the prevention of and intervention for alcohol and drug problems.

The university recognizes the right of persons to use alcohol within the limitations of state law and local ordinances. However, the use of alcohol on university premises, other than residence halls, by faculty, students or staff members is limited to specific university-sponsored events with the prior approval of the appropriate vice president.

Behavior, suspected of being attributable to or influenced by alcohol or controlled substances, that disrupts or interferes, in any way, with the atmosphere conducive to teaching and learning should be reported to the person immediately in charge of the situation. If the offending behavior is that of a student, the faculty member should be notified. The faculty member should then seek assistance from a university administrator. If the offending behavior is that of a faculty member, the appropriate dean, a program director, or another university administrator should be notified. If the offending behavior is that of a staff member, the individual's supervisor should be notified.

Actions taken by university administration for such behavior may include, but are not limited to, the following:

1. Removal of the individual from the immediate teaching, learning or work setting;
2. Dismissal of the affected class if a faculty member is involved;
3. Discussion of the behavior with the individual by appropriate university administrators and recommendation of remedial measures;
4. Follow-up measures by the university, including ongoing monitoring, as determined on a case-by-case basis.

### **Sexual Assault, Sexual Harassment and Other Sexual Misconduct**

The University seeks to foster and maintain a community of mutual respect and concern for all of its members. There can be no greater violation of the terms of that community, or of the essential dignity of any member of it, than an act of sexual assault, sexual harassment, or other sexual misconduct. These acts will not be tolerated in any form.

All members of the University community are protected by and subject to the University's Discrimination and Sexual Harassment Policy and its Sexual Misconduct Policy. Those policies provide the framework for eliminating sexual assault, sexual harassment, and other sexual misconduct from our community, preventing its recurrence, and addressing its effects. These policies apply to all students, faculty, and staff of the University. Other individuals or organizations engaging in or conducting activities associated with the University or doing business at or with the University are required to comply with the provisions of this policy. All University community members must abide by the policies at all times while on campus. In addition, all University community members must abide by these policies when off-campus if they are engaged in activities sponsored by the University or which otherwise relate to the University or its business. Such activities include, but are not limited to, professional meetings, classes, online classes, practica, seminars, study abroad programs, and all other activities involving or relating to the University.

Saint Mary's University of Minnesota is committed to providing an environment that is free from the physical and emotional threat of sexual misconduct, including sexual assault and other forms of sexual violence. Saint Mary's University has a zero tolerance for sexual misconduct in any form. Sexual misconduct incorporates a variety of behaviors, including sexual assault, sexual violence, stalking, domestic violence, dating violence, sexual exploitation, sex-based cyber harassment, and any other conduct of a sexual nature that is nonconsensual or has the purpose or effect of threatening, intimidating, coercing or interfering with the rights of another person or persons. Photographs, video, or other visual or auditory records of sexual activity made or shared without explicit consent constitute sexual misconduct, even if the activity documented was consensual.

#### Non-Consensual Sexual Intercourse

- Any sexual intercourse by any person upon another without consent and/or by force. It includes oral, anal, and vaginal penetration, to any degree, with any object. It is referred to as "sexual assault" in this policy.

#### Non-Consensual Sexual Contact

- Any intentional sexual touching with any object, by any person upon another, without consent and/or by force. Sexual touching is contact of a sexual nature.

#### Sexual Assault

- Actual, attempted or threatened sexual contact, including but not limited to penetration, with another person without that person's consent. Sexual assault is a form of sexual violence and a severe form of sexual harassment. Sexual assault often is a criminal act that can be prosecuted under Minnesota state law, as well as under the Student Handbook and employee discipline procedures.

#### Sexual Contact

- For purposes of this policy, sexual contact shall have the same meaning as it has under Minnesota law. "Sexual contact" includes, but is not limited to, the intentional touching by the respondent of the complainant's breasts, inner thighs, genitals and/or groin area, whether clothed or unclothed; or the coerced touching by the complainant of another's intimate parts. Sexual contact also includes the intentional removal or attempted removal of clothing covering the complainant's intimate parts.

## Sexual Exploitation

- For purposes of this policy, sexual exploitation occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:
  - Invasion of sexual privacy;
  - Prostituting another person;
  - Non-consensual digital, video or audio recording of nudity or sexual activity;
  - Unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity;
  - Engaging in voyeurism;
  - Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex);
  - Knowingly exposing someone to or transmitting an STI, STD, or HIV to another person;
  - Intentionally or recklessly exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
  - Sexually-based stalking and/or bullying may also be forms of sexual exploitation

## Consent

- For purposes of this policy, consent shall have the same meaning as it has under Minnesota law. "Consent" is defined as:
  - Words or overt actions by a person indicating a freely given present agreement to perform a particular sexual act with the actor. Consent must be informed and freely and actively given.
  - Consent requires more than the existence of a prior or current social or sexual relationship between the actor and the complainant.
  - Consent to one sexual act does not imply consent to another. Consent has to be specific to the act. Past consent to sexual activity does not imply ongoing future consent. Consent can be revoked at any time. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent.
  - Simple silence, the lack of a negative response, or failure to resist is not consent. It is the responsibility of the actor to obtain consent to any and all sexual involvement that occurs.
  - The use or threatened use of force or other forms of coercion or intimidation take away a person's ability to give consent to sexual contact. Consent is not present when another person fears the consequences of not consenting. Coercion includes intimidation, threats, misuse of authority, manipulation, tricking or bribing with actions and/or words.
  - A person who is asleep, unconscious or substantially impaired by drugs, alcohol, disability, or other means, or who lacks full knowledge or information of what is happening cannot consent to a sexual act. This is true regardless of whether the person voluntarily or involuntarily consumed the drugs or alcohol. Use of drugs or alcohol by the accused, however, is not a defense against allegations of sexual misconduct and does not diminish personal accountability or criminal liability.
  - A person who has not reached the legal age of consent may not give consent. The legal age of consent may vary depending on the circumstances and the applicable state law.
  - Where there is otherwise credible evidence to support a finding of nonconsent, corroborating testimony is not required.

## **Dating Violence, Domestic Violence, and Stalking**

The University is committed to maintaining a safe environment to study, work, and grow. The University has a zero tolerance policy relative to bullying, stalking, and any violence, including domestic violence. Those persons who violate this standard will be held strictly accountable for their actions.

### Dating Violence

- Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the following factors:
  - Length of the relationship
  - Type of relationship
  - Frequency of interaction between the persons involved in the relationship.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

### Domestic Violence

- Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Minnesota, or by any other person against an adult or youth victim who is protected from that person's acts under domestic or family violence laws. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

### Stalking

- Engaging in conduct which the individual knows or has reason to know would cause the victim under the circumstances to feel frightened, threatened, oppressed, persecuted, or intimidated, and causes this reaction on the part of the victim regardless of the relationship between the actor and victim. In addition, stalking means engaging in a course or pattern of unwelcome and unwanted conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress. Stalking behavior includes, but is not limited to:
  - Repeated, unwanted, intrusive, and frightening communications by phone, mail, and/or email
  - Repeatedly leaving or sending victim unwanted items, presents, or flowers
  - Following or lying in wait for the victim at places such as home, school, work, or recreation place
  - Making direct or indirect threats to harm the victim, the victim's children, relatives, friends, or pets
  - Damaging or threatening to damage the victim's property
  - Posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth
  - Unreasonably obtaining personal information about the victim by accessing public records, using internet search services, hiring private investigators, going through the victim's garbage, following the victim, contacting victim's friends, family work, or neighbors, etc.
  - Directly or indirectly, or through third parties, manifesting a purpose or intent to injure the person, property, or rights of another by the commission of an unlawful act

- Following, monitoring, or pursuing another, whether in person or through any available technological or other means
- Returning to the property of another if the actor is without claim of right to the property or consent of one with authority to consent
- Repeatedly makes telephone calls, sends text messages, or induces a victim to make telephone calls to the actor, whether or not conversation ensues
- Making or causing the telephone of another repeatedly or continuously to ring
- Repeatedly mailing or delivering or causing the delivery by any means, including electronically, of letters, telegrams, messages, packages, through assistive devices for people with vision impairments or hearing loss, or any communication made through any available technologies or other objects
- For purposes of this policy, a "pattern of stalking conduct" means two or more acts within a five-year period. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or professional treatment or counseling.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

### **Procedures to Follow if an Incident of Sexual Assault, Sexual Harassment or Other Sexual Misconduct Occurs -- Accessing University Resources for Help and Support**

Should an incident of sexual assault, sexual harassment, or other sexual misconduct occur, the University has both reporting procedures and support resources in place so that an individual does not need to face the effects of such an incident alone. The first concern is for the safety, health, and well-being of those affected. Confidential and non-confidential (yet private) options for support and reporting are available. The University strongly encourages reporting of the incident to the Title IX Coordinator, the Vice President for Mission and Student Life, the Assistant Vice President for Student Life, the Dean of Students, Campus Safety, the Director of Human Resources, and/or to local law enforcement. An individual does not have to decide whether to request any specific action by the University at the time the report is made, nor is there a time limit on reporting. The University is committed to supporting the rights of a person reporting an incident of sexual assault, sexual harassment, or other sexual misconduct to make an informed choice among options and services available. An individual is not required to notify local law enforcement or campus authorities about an incident of sexual assault, sexual harassment, or other sexual misconduct.

In the event of a sexual assault, contact Campus Safety (507-457-1703) and/or the Winona Police Department (911 or 507-457-6302) as soon as possible after the assault. 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, Campus Safety, or to University officials.

Each report of a sexual assault will be investigated in order to provide better protection to the complainant and all members of the campus community. Sexual assault complainants should be aware of the need of the University 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 complainant will not be released.

Sexual assault complainants have the right to have reports made to the Winona Police Department. The complainant may make this report; Campus Safety will assist the complainant in making this report if the complainant so wishes; or the complainant may decline to make such a report. With the approval of the complainant, the University may make a report to the police department without disclosing the name of the complainant. Third party and anonymous reports may prevent the University and law enforcement from actively investigating the criminal activity.

Counseling and medical services are available both on and off campus. If you are the victim of a sexual assault, Campus Safety encourages you to contact one or more of the following: Winona Police Department, the University's Wellness Center, Women's Resource Center, or Winona Community Memorial Hospital.

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

### **Confidential Support and Reporting**

Professional, licensed counselors who provide mental health counseling to members of the University community (including those who act in that role under the supervision of a licensed counselor) and licensed and registered nurses are not required to report any information about a sexual misconduct report to the Title IX coordinator without the complainant's permission. In addition, priests, deacons, religious sisters and brothers will honor a student's request for confidentiality. A complainant can seek assistance and support from these individuals without triggering a University investigation that could reveal the complainant's identity or that the complainant has disclosed the incident. While maintaining a complainant's confidentiality, these individuals or their office should report the nature, date, time, and general location of an incident to the Title IX Coordinator. This limited report – which includes no information that would directly or indirectly identify the victim – helps keep the Title IX Coordinator informed of the general extent and nature of sexual misconduct on and off campus so the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX Coordinator, these individuals will consult with the victim to ensure that no personally identifying details are shared with the Title IX Coordinator. These reports will be forwarded in statistical format only to the Director of Campus Safety for inclusion in crime statistics.

### **Medical Attention and Preservation of Evidence**

When an incident of sexual assault or other sexual misconduct is reported to a campus resource, the individual's physical well-being should be addressed as soon as possible, whether or not the individual wishes to make a formal report to Campus Safety or local law enforcement. A medical provider can diagnose and treat the full extent of any injury or physical effect. The medical exam is also important in order to properly collect and preserve evidence. There is a limited window of time (typically 72 to 96 hours) following an incident of sexual assault to preserve physical and other forms of evidence for proof of a criminal offense and assistance in obtaining a protective order. In the event of a report immediately following an incident of sexual assault, an individual is encouraged to not shower, bathe, douche, brush teeth, drink, or change clothing prior to seeking medical treatment. Similarly, any clothing or bedding should remain untouched pending collection by law enforcement. Whether or not an individual has chosen how to proceed at the time of the medical examination, taking the step to gather evidence will

preserve the full range of options to seek resolution through the University's complaint processes or through the pursuit of criminal action.

The University is a member of the Winona County Sexual Assault Interagency Council and follows the protocols developed by that group for response to sexual assaults.

### **Making a Report**

An individual may report an incident of sexual assault, sexual harassment or other sexual misconduct to local law enforcement, the Title IX Coordinator, the Vice President for Mission and Student Life, the Assistant Vice President for Student Life, the Dean of Students, or the Director of Human Resources. A complaint may be pursued through the criminal process or through the University disciplinary process consecutively or concurrently. The victim may also choose to decline to notify law enforcement as well as campus authorities. When a student or employee reports to the University that they have experienced a sexual assault, sexual harassment or other sexual misconduct, whether the offense occurred on or off campus, the University will provide the student or employee with written notification of the following:

- Existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available both within the University and in the community
- Options for available assistance for how to request changes in academic situations, living situations, transportation situations, working situations, and protective measures
- Accommodations or protective measures available to the student or employee
- An explanation of procedures for disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking
- The student's or employee's right to a written explanation of the student's or employee's rights and options

When an incident of sexual assault, sexual harassment, or other sexual misconduct is reported to a campus authority, the University may designate an investigator of its choosing. Normally, the investigation will include interviewing the parties, interviewing witnesses as appropriate, and collecting relevant documentary, electronic, or other evidence. At the conclusion of the fact-finding investigation, findings are shared with the University authorities empowered to act on violations of University policy. The Title IX Coordinator oversees investigations.

Anonymous reports of sexual assault, dating violence, domestic violence, or stalking may also be made using the online [Sexual Misconduct Reporting Form](#).

### **Contact Information**

Any member of the University community who believes she or he has been a victim of discrimination, sexual harassment or sexual misconduct may request assistance as follows:

- For Winona campus undergraduate and graduate students – Ann Merchlewitz, Title IX Coordinator (Heffron Executive Suite, ext. 1587), Tim Gossen, Vice President for Mission and Student Life (113 Vlazny Hall, ext. 1597), Marisa Quinn, Assistant Vice President for Student Life (105 Vlazny, ext. 1781), or Charissa Jakusz, Dean of Students (105 Vlazny, ext. 1640)
- For Winona campus employees – David Miliotis, Director of Human Resources (147 Heffron, ext. 1421) or Ann Merchlewitz, Title IX Coordinator (Heffron Executive Suite, ext. 1587).

## **Interim Measures**

Interim measure remedies intended to address the effects of sexual misconduct, i.e., to redress harm to the alleged victim and the community and to prevent further violations, may be imposed during an investigation of a sexual misconduct report.

The University will also seek to support any person adversely impacted by sexual misconduct. Interim or protective measures are available to a student or employee upon request and if reasonably available. Requests for interim measures should be directed to the Dean of Students. Said measures are available whether the student or employee makes a report of the sexual misconduct to law enforcement. The University will keep interim or protective measure as private as possible, disclosing said measure to only those individuals who need to know about them in order to provide or enforce the measure.

These measures may include, but are not limited to:

- No Contact Orders restricting encounters and communications between the parties during the course of the investigation and disciplinary proceeding
- Academic accommodations, including but not limited to deadline extensions, incompletes, course changes or late drops, or other arrangements as appropriate
- Residential accommodations, including but not limited to arranging for new housing, or providing temporary housing options, as appropriate
- Changing of transportation or working arrangements or providing other employment accommodations, as appropriate
- Assisting the individual in accessing support services, including, as available, victim advocacy, academic support, counseling, disability, health or mental health services, visa and immigration assistance, student financial aid services, and legal assistance
- Informing the individual of the right to report a crime to local law enforcement and/or seek orders of protection, restraining orders, or relief from abuse orders from United States courts or courts outside of the United States as applicable, and providing assistance if the individual wishes to do so. Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the community
- Providing campus escorts

## **Investigation and Procedures for Conduct Review**

The University's procedures for the investigation of complaints alleging sexual assault, sexual harassment and other sexual misconduct are set forth in full in the Student Handbook, available to all students through the University's website. The University's procedures for investigation and resolution of reports of sexual assault, sexual harassment and other sexual misconduct are set out in its [Sexual Misconduct Policy](#), available on the Title IX page of the University's website. These procedures are designed to provide for a prompt, fair, and impartial response for the resolution of such complaints and remedies for the complainant in the event an incident of sexual misconduct is determined to have occurred. Any investigation will be conducted by campus authorities who have received training on issues related to sexual misconduct and investigative process that protect the complainant's safety and promote accountability. Under these procedures, the complainant and the respondent are entitled to the same opportunities to present relevant statements, supporting documentation and witnesses during University's investigation and disciplinary process.

The University has one disciplinary process to address complaints of sexual misconduct. That process is triggered by a student or employee making a report of sexual misconduct to the Title IX Coordinator, the Dean of Students, the Assistant Vice President for Student Life, the Vice President for Mission and Student Life, or the Director of Human Resources. That report is then investigated by an individual designated by the Title IX Coordinator. Students and employees may also make anonymous complaint using the [Sexual Misconduct Report Form](#).

The complainant and the respondent will have the opportunity to be accompanied by an advisor of their choice at their respective meetings related to the investigation and disciplinary process, including investigative interviews. The advisor role is non-speaking, and advisors who are disruptive during the proceedings will be required to leave. The Title IX Coordinator or his/her designee shall deal directly with the complainant and respondent, not through any third party. A representative may not appear in the place of either the complainant or respondent.

Absent extenuating circumstances, the investigation of a report or complaint under this policy will ordinarily be completed within 45 days from the time a report or complaint is made. This time period may be shorter or longer depending on the circumstances, including but not limited to the complexity of the case and the availability of witnesses. If extenuating circumstances are present, the investigator may also decide independently to extend this general 45-day time frame, and will inform the parties, and any other individual who needs to know, of any such decision.

Absent extenuating circumstances, the adjudicator will issue a finding regarding whether this policy and/or other University policies have been violated within 10 days after receipt of the investigator's complete report. The 10-day period may be extended if the adjudicator determines that further information or investigation is needed.

After the investigation is completed, the investigator will review the investigation documents to determine if the facts alleged by the complainant warrant a referral to an adjudicator.

If the investigator determines that the facts alleged by the complainant do not constitute a violation of this policy, the case will be closed with no further action. If the investigator determines that the facts alleged by the complainant may constitute a violation of this policy:

- The investigator will submit a final report to the designated adjudicator
- The designated adjudicator will review the investigative documents and will adjudicate the case
- If the adjudicator finds that a student has engaged in conduct that violates this policy (or other University policies under investigation), the Vice President for Mission and Student Life, the Dean of Students, the Assistant Vice President for Student Life, or the Title IX Coordinator may impose disciplinary and/or other appropriate action. Prior conduct may be taken into account in the assignment of these actions. Any of the following sanctions, or combinations of sanctions, may be imposed on a student or employee responsible for a violation of this policy. Disciplinary action other than those outlined below may be taken as the situation warrants. Failure to abide by the imposed sanction may result in additional violations/sanctions.

## **Student Sanctions**

Any of the following sanctions, or combinations of sanctions, may be imposed on a student alleged of a sexual misconduct. Disciplinary action other than those outlined below may be taken as the situation warrants. Failure to abide by the imposed sanction may result in additional violations/sanctions.

#### Oral Reprimand

- An oral statement to a student that he or she is violating or has violated institutional rules. No reprimand shall be entered as a permanent part of the student's record unless issued by the appropriate accountability body.

#### Written Reprimand

- Notice in writing that continuation or repetition of inappropriate conduct within a period of time stated in the warning may be cause for more severe disciplinary action.

#### Forced Change of Residency

- A requirement that the student move from one residence hall area to another.

#### Removal from Campus Housing

- A requirement that the student vacate campus housing by a designated time.

#### No Contact Orders

- Restricting encounters and communications between the parties after the investigation and disciplinary proceeding.

#### Trespass Warning

- The student is prohibited from visiting or returning to a part or all of any designated area of campus. If the student returns, he/she is subject to arrest and additional action.

#### Fines

- An appropriate fine may be levied for policy violations or damages incurred.

#### Restitution

- A restitution order may be entered requiring the student to reimburse the complainant or University for any loss as a result of the student's sexual misconduct violation.

#### Campus Work

- The student may be required to participate in educational programs or projects may be assigned.

#### Loss of Privileges

- The student may be denied access to campus technology, recreational facilities, etc.

#### Disciplinary Probation

- The student may be excluded from participation in privileged or extracurricular University activities as set forth in the notice of probation.

#### Interim Suspension

- The student may be temporarily suspended by an official of the University for a designated period of time. Students who are placed on interim suspension are judged to be disruptive in conduct to the educational mission and/or pose a substantial threat to the health or safety of themselves or others. An interim suspension is made pending a hearing on the alleged offense.

#### Deferred Suspension

- Students are suspended but are allowed to continue as a student under specific conditions as outlined by the Office of Student Life and agreed upon by the student.

#### Suspension

- The student is excluded from classes and other privileges or activities or from the University, as set forth in the notice of suspension, for a definite period of time.

#### Expulsion

- The student's status as a student is terminated for an indefinite period of time. The following sanctions may be imposed upon any member of the University community found to have violated this policy.

#### Withholding Diploma

- A student's diploma may be withheld for a specified period of time.

#### Revocation of Degree

- A student's degree may be revoked by the University.

#### **Employee Sanctions**

- Warning – Written or Verbal
- Performance Improvement Plan
- Required Counseling
- Required Training or Education
- Demotion
- Loss of Pay Increase
- Suspension without Pay
- Suspension with Pay
- Revocation of Tenure
- Termination

The complainant and the respondent will receive simultaneous written notice of the outcome of the investigation, any change to the results before they are final, the date the results are final, and the process for appeal.

The University will use a preponderance of the evidence standard in assessing whether sexual misconduct occurred.

#### **Orders for Protection**

An Order for Protection (OFP) is a civil restraining order designed to prevent further acts of domestic abuse (an actual assault or fear of an assault) between people who live together, have lived together, are

married, are related by blood, are involved in a significant romantic or sexual relationship, or have a child in common. In Winona County, the petition for an OFP may be obtained from the Court Administrator's Office at the Winona County Courthouse. Contact the Women's Resource Center (507-452-4440) for assistance in filling out the form and filing it with the court.

### **Harassment Order**

A Harassment Order is a civil restraining order designed to prevent harassing behavior. Harassing behavior is defined as repeated, intrusive, or unwanted acts, including words or gestures that adversely affect the safety, security, or privacy of another regardless of the relationship between the two people. The steps to receive a Harassment Order mirror the steps to obtain an OFP. In Winona County, contact the Women's Resource Center (507-452-4440) for assistance in obtaining a Harassment Order.

The University will enforce Order for Protection, Harassment Orders, or other "No-Contact" orders issued by criminal, civil, or tribal courts.

### **Sexual Assault Education and Prevention Programs and Campaigns**

The University is committed to the prevention of sexual assault, sexual harassment or other sexual misconduct through education and awareness. Throughout the year, programs designed to promote awareness and prevention are presented by a variety of campus resources including New Student Orientation, Welcome Week, the Wellness Center, Student Life, and Campus Safety. These programs include safe and positive options for bystander intervention and risk reduction. Prevention programs stress the added risks involved when the use of alcohol and/or illegal drugs is present. Incoming first year students, as part of their orientation, attend programs that cover the topic of sexual assault. Posters about sexual assault and other sexual misconduct are posted in residence halls and other University buildings. The educational programs review strategies for prevention and inform students of options and resources should such an incident occur. Graduate Assistant Hall Directors and Resident Assistants receive extensive training on sexual harassment and sexual misconduct during the month of August in preparation for the academic year. The Dean of Students conducts and oversees all training for the Residence Life staff on the issues of sexual assault, domestic violence, stalking, and harassment.

The University provides extensive programming and activities on and about sexual misconduct during Sexual Assault Awareness Month. Activities during April 2018 included the following: pledges to the "It's on Us" campaign, sexual assault awareness buttons, a poster campaign, sexual assault awareness presentations, etc.

The University has contracted with an outside vendor to provide an online training module designed to educate new students and new employees on the issues of sexual misconduct, bystander intervention, and signs of abusive behavior. This training includes information on the definitions of sexual assault, dating violence, domestic violence, and stalking, as well as consent. All new students are required to complete that training prior to the end of the first ten days of classes. All new employees are required to complete that training during the onboarding process. Student-athletes completed an online module related to sexual misconduct, bystander intervention, and signs of abusive behavior in conjunction with NCAA guidelines. Current students and employees are trained on those same issues using flyers, residence hall meetings, and newsletters.

## **External Resources**

For sexual assault, Winona campus students or employees may contact the Winona County Law Enforcement Center to make a report or file criminal charges:

- Non-emergency: 507-457-6302
- Emergency: 911

Students or employees may contact the crisis hotline for a referral to local mental health agencies:

- First Call for Help: 211

Winona campus students or employees may contact the Women's Resource Center for information, referrals, and advocates for victims of domestic violence and sexual assault (Sexual Assault Crisis Center):

100 Latsch Square #201  
Winona, MN 55987  
507-452-4440  
507-452-4453 (24-hour hotline)

## **Students or Employees with Criminal Records**

Universities, like society as a whole, encompass a widely diverse global population. It is possible that some members of this population have committed past crimes of which the University may or may not be aware. Background investigations are conducted, as a matter of University policy, for all faculty and staff hires and for existing employees who work with minors, travel with students, or have access to residence halls. Although background checks are not performed on student applicants, the University's applications require prospective students to disclose whether they have ever been convicted of a felony or other crime. If an applicant discloses a criminal conviction, the Office of Admission gives it careful consideration in the admission decision.

When information concerning criminal conduct is brought to the University's attention, it is given appropriate consideration. Pursuant to the University's Drug-Free Workplace Policy, any employee who is convicted under a criminal drug statute for a violation occurring in the workplace is subject to disciplinary procedures and may be required to participate in a drug abuse assistance or rehabilitation program.

When the University becomes aware of currently enrolled students who are charged with and/or convicted of a criminal offense, they are subject to the University's disciplinary process.

## **Registered Sex Offenders**

Federal 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, 507-457-6302, and from the Minnesota Department of Corrections website at: <https://mn.gov/doc/family-visitor/search-offenders-fugitives/>.

## **Missing Student Policy**

The University takes student safety seriously. To that end, procedures have been established to assist in locating and assisting University students who are reported missing. These procedures apply only to students residing in on-campus housing. A student is deemed to be missing when he or she is absent from the University for more than 24 hours without any known reason. All reports of missing students shall be directed to Campus Safety, which shall investigate each report and make a determination whether the student is missing.

A student has the opportunity to identify an individual to be contacted by the University if the student is determined to be missing. At the beginning of each academic year, the University will inform students in on-campus housing that the University will notify either a parent or an individual selected by the student not later than 24 hours after the time the student is determined to be missing.

Students have the option of identifying an individual to be contacted by the University not later than 24 hours after the time the student has been determined to be missing. Students can register this confidential contact information, which will be accessible only to authorized campus officials, through the Office of Student Life. This information may not be disclosed, except to law enforcement personnel, in furtherance of a missing person investigation.

The University will notify the Winona City Police Department not later than 24 hours after the time the student is determined to be missing.

Any report of a missing student, from whatever source, should immediately be directed to Campus Safety. When a student is reported missing, Campus Safety will:

- Gather all relevant information to include, but not be limited to, the identity of the reporting party (including contact information), identity and description of the missing student, circumstances surrounding the disappearance, location last seen, and any other information determined to be relevant to the investigation
- Initiate an investigation to determine the validity of the missing person report
- Contact the on-duty supervisor, Assistant Vice President for Student Life and the Dean of Students
- Make a determination as to the status of the missing student

If Campus Safety, after investigating the official report, determines that the student has been missing for more than 24 hours, the University will contact the individual identified by the student, the custodial parent/guardian if the student is under 18 years of age and not emancipated, and the Winona City Police Department. Campus Safety will use any of the following resources to assist in locating the student. The resources may be used in any order and combination. Additional resources not listed may also be used as appropriate:

- Graduate Assistant Hall Directors and Resident Assistants may be asked to assist in physically locating the student by keying into the student's assigned room and talking with known associates of the student
- Campus Safety may search campus public locations
- Campus Safety may issue an ID picture to assist in identifying the missing student
- Campus Safety or the Assistant Vice President for Student Life or the Dean of Students may try

to contact known friends, family, faculty members, or employers for the last sighting of the student or additional contact information

- Campus Safety may check the student's class schedule
- Academic and other departments may be contacted to seek information on the last sighting of the student or additional contact information
- Campus Safety may access vehicle registration information for vehicle location and distribute that information to authorities
- The Information Technology Department may be asked to look up email logs for last login and use of the University email system

If there is any indication of foul play, the Winona City Police Department will be contacted immediately.

### **Student Discipline**

Individuals or individual members of organizations in violation of the rules and regulations of the University are subject to disciplinary action by the Dean of Students, Vice President of Mission and Student Life, or their designees responsible for the disciplinary process.

Students at the University are free to help create an environment that is stimulating to both their educational and social growth. Along with that freedom comes a responsibility to respect the rights of fellow students to pursue their own growth. The best discipline is self-discipline. The best correction is self-correction. However, no group of people can live without rules and regulations. While it is the University's desire to place as little emphasis on the imposition of regulation, the large number of individuals sharing the campus makes it incumbent upon University officials to delineate boundaries and to establish limits for the common good.

The Vice President for Mission and Student Life and the Dean of Students are responsible for establishing, implementing and articulating the University's philosophy on student conduct and limits of the community. The general expectations for student behavior, and the consequences for those who choose to ignore those expectations, are covered in the Online Student Handbook. Community expectations have been established for the welfare of the Saint Mary's community. Coupled with the disciplinary process, community expectations have the ultimate goal of building community while challenging and educating students in an atmosphere where self- and mutual-respect prevail.

Complaints against individuals for disruption of the campus expectations should be directed to the Vice President of Mission and Student Life or the Dean of Students. Proven violations of community expectations may be grounds for penalties as serious as expulsion from the University. The University may withhold transcripts, grades, diplomas, housing privileges, or other official records pending the disposition of student disciplinary matters. The University may take action for off-campus behavior that reflects negatively on the University or any member of the University community. Examples of off-campus behavior that may lead to University action include, but are not limited to, the following:

- The University has a primary concern with matters that 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 that threatens the health and safety of 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 Conduct 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 University's Community Expectations can be viewed in their entirety at <http://www.smumn.edu/handbook>.

### **Preparation of the Annual Security and Fire Safety Report**

The University has advised individuals who are deemed "Campus Security Authorities" by the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of their duty to report all Clery Act crimes to Campus Safety for inclusion in the annual disclosure of crime statistics. This includes but is not limited to the vice presidents, deans, Campus Safety personnel, coaches, athletic directors, residence life professional staff, student activities staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities. Pastoral and professional counselors, as defined by the federal law, who act in such capacities, have been advised that, while they are not obligated to report crimes for the purpose of compiling these statistics, they are encouraged, when they deem it appropriate, to inform the persons they are counseling of their ability to report any crimes on a voluntary, confidential basis for inclusion in the annual statistics. Crime statistics are collected from Campus Security Authorities, the Office of Student Life, and the Winona Police.

### **Annual Report Distribution**

Saint Mary's University will distribute a copy of the Annual Security and Fire Report or provide the website to all students, faculty, staff, and employees by October 1st. Copies of the report may be requested from the Director of Campus Safety at 507-457-1703.

## **Crime Statistics for Federal Reporting Purposes 2015-2017**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the release of statistics related to criminal incidents, arrests and disciplinary referrals on campus to all students and employees. The law requires that these statistics be shown in specific geographic categories. The following statistics are provided in compliance with the specific time periods, crime classifications, geographic categories and arrest data mandated by federal law. Please note that these statistics use federal crime classifications that vary from the crime classifications under state law. The statistics reported below reflect the number of incidents reported to Campus Safety and/or Campus Security Authorities. They do not indicate actual criminal prosecution or student disciplinary action, or the outcome of either.

<b>Offense</b>	<b>Year</b>	<b>On-Campus Property</b>	<b>Residential Facilities</b>	<b>Public Property</b>
<b>Murder/Non-Negligent Manslaughter</b>	<b>2017</b>	0	0	0
	<b>2016</b>	0	0	0
	<b>2015</b>	0	0	0
<b>Negligent Manslaughter</b>	<b>2017</b>	0	0	0
	<b>2016</b>	0	0	0
	<b>2015</b>	0	0	0
<b>Rape</b>	<b>2017</b>	0	0	0
	<b>2016</b>	2	2	0
	<b>2015</b>	3	3	0
<b>Fondling</b>	<b>2017</b>	0	0	0
	<b>2016</b>	0	0	0
	<b>2015</b>	1	1	0
<b>Incest</b>	<b>2017</b>	0	0	0
	<b>2016</b>	0	0	0
	<b>2015</b>	0	0	0
<b>Statutory Rape</b>	<b>2017</b>	0	0	0
	<b>2016</b>	0	0	0
	<b>2015</b>	0	0	0

<b>Offense</b>	<b>Year</b>	<b>On-Campus Property</b>	<b>Residential Facilities</b>	<b>Public Property</b>
<b>Robbery</b>	<b>2017</b>	0	0	0
	<b>2016</b>	0	0	0
	<b>2015</b>	0	0	0
<b>Aggravated Assault</b>	<b>2017</b>	0	0	0
	<b>2016</b>	0	0	0
	<b>2015</b>	0	0	0
<b>Burglary</b>	<b>2017</b>	0	0	0
	<b>2016</b>	0	0	0
	<b>2015</b>	4	3	0
<b>Motor Vehicle Theft</b>	<b>2017</b>	0	0	0
	<b>2016</b>	0	0	0
	<b>2015</b>	0	0	0
<b>Arson</b>	<b>2017</b>	0	0	0
	<b>2016</b>	0	0	0
	<b>2015</b>	1	1	0
<b>Weapons Arrests</b>	<b>2017</b>	0	0	0
	<b>2016</b>	0	0	0
	<b>2015</b>	0	0	0
<b>Drug Arrests</b>	<b>2017</b>	0	0	0
	<b>2016</b>	0	0	0
	<b>2015</b>	0	0	0
<b>Liquor Law Arrests</b>	<b>2017</b>	2	1	0
	<b>2016</b>	0	0	0
	<b>2015</b>	0	0	0
<b>Weapons Referrals for Disciplinary Action</b>	<b>2017</b>	0	0	0
	<b>2016</b>	0	0	0
	<b>2015</b>	2	1	0
<b>Drug Referrals for Disciplinary Action</b>	<b>2017</b>	40	38	0
	<b>2016</b>	29	29	0
	<b>2015</b>	23	23	0

<b>Offense</b>	<b>Year</b>	<b>On-Campus Property</b>	<b>Residential Facilities</b>	<b>Public Property</b>
<b>Liquor Law Referrals for Disciplinary Action</b>	<b>2017</b>	131	112	0
	<b>2016</b>	85	82	3
	<b>2015</b>	136	105	0
<b>Domestic Violence</b>	<b>2017</b>	2	2	0
	<b>2016</b>	0	0	0
	<b>2015</b>	2	2	0
<b>Dating Violence</b>	<b>2017</b>	3	3	0
	<b>2016</b>	0	0	0
	<b>2015</b>	2	2	0
<b>Stalking</b>	<b>2017</b>	1	0	0
	<b>2016</b>	6	5	0
	<b>2015</b>	1	1	0

\* In accordance with the Violence Against Woman Act, commencing in 2014, incidents of stalking, domestic violence and dating violence are to be separately disclosed.

\* The Winona Campus of Saint Mary’s University does not have Non-Campus Buildings or Property defined as: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property 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.

**Hate\*Crimes: Winona Campus**

<b>Offense</b>	<b>Year</b>	<b>On-Campus Property</b>	<b>Non-Campus property</b>	<b>Public Property</b>
<b>Murder/Non-Negligent Manslaughter</b>	<b>2017</b>	0	0	0
	<b>2016</b>	0	0	0
	<b>2015</b>	0	0	0
<b>Rape</b>	<b>2017</b>	0	0	0
	<b>2016</b>	0	0	0
	<b>2015</b>	0	0	0
<b>Fondling</b>	<b>2017</b>	0	0	0
	<b>2016</b>	0	0	0
	<b>2015</b>	0	0	0
<b>Incest</b>	<b>2017</b>	0	0	0
	<b>2016</b>	0	0	0
	<b>2015</b>	0	0	0
<b>Statutory Rape</b>	<b>2017</b>	0	0	0
	<b>2016</b>	0	0	0
	<b>2015</b>	0	0	0
<b>Robbery</b>	<b>2017</b>	0	0	0
	<b>2016</b>	0	0	0
	<b>2015</b>	0	0	0
<b>Aggravated Assault</b>	<b>2017</b>	0	0	0
	<b>2016</b>	0	0	0
	<b>2015</b>	0	0	0
<b>Burglary</b>	<b>2017</b>	0	0	0
	<b>2016</b>	0	0	0
	<b>2015</b>	0	0	0
<b>Motor Vehicle Theft</b>	<b>2017</b>	0	0	0
	<b>2016</b>	0	0	0
	<b>2015</b>	0	0	0
<b>Arson</b>	<b>2017</b>	0	0	0
	<b>2016</b>	0	0	0
	<b>2015</b>	0	0	0

<b>Offense</b>	<b>Year</b>	<b>On-Campus Property</b>	<b>Non-Campus property</b>	<b>Public Property</b>
<b>Larceny: Theft</b>	<b>2017</b>	0	0	0
	<b>2016</b>	10	6	4
	<b>2015</b>	0	0	0
<b>Simple Assault</b>	<b>2017</b>	0	0	0
	<b>2016</b>	0	0	0
	<b>2015</b>	0	0	0
<b>Intimidation</b>	<b>2017</b>	0	0	0
	<b>2016</b>	0	0	0
	<b>2015</b>	0	0	0
<b>Destruction/Damage/Vandalism of Property</b>	<b>2017</b>	0	0	0
	<b>2016</b>	13	7	6
	<b>2015</b>	0	0	0

\* Hate crimes describe the number of reported crimes that (I) are listed above, (II) involve larceny-theft, simple assault, intimidation, or destruction, damage of or vandalism of property, or (III) relate to other crimes involving bodily injury to any person that manifested evidence that the victim(s) were intentionally selected because of their actual or perceived race, gender, religion, sexual orientation, disability, ethnicity, national origin or gender identity.

## **Fire Safety Report**

### **Regulations, Policies and Procedures**

At the University, all residence halls are completely covered by a fire alarm system, and most are monitored 24 hours/day, seven days/week. The following residence halls are also equipped with an automatic sprinkler system: Brother Leopold, Gilmore Creek, Heffron, Hillside, LaSalle, Saint Benilde, and Saint Edward's, Saint Yon's, Skemp, the Heights, and the Bishops. Residencia Santiago Miller and Ek Family Village 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 Student Life and Campus Safety staff receives fire safety training at the beginning of the academic school year. In addition, emergency and evacuation procedures are reviewed regularly. Information regarding fire safety and evacuation procedures can be found on the University website. Every student room has an emergency evacuation map located on the inside of the front door to direct occupants to primary and secondary exits, and locations of fire extinguishers. Fire drills are conducted two times per year in all residence halls.

The 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 Graduate Assistant Hall Director, Residence Life staff or Maintenance. Any member or group within the University community requesting specific training and/or information regarding fire safety may contact Student Life and/or Campus Safety.

<b>Residence Hall</b>	<b>Alarm Monitored by SMU</b>	<b>Full Sprinkler System</b>	<b>Smoke Detectors</b>	<b>Evacuation Placards Posted</b>	<b>Number of Fire Drills</b>
<b>Saint Benilde</b>	X	X	X	X	1
<b>Gilmore Creek</b>	X	X	X	X	1
<b>Heffron</b>	X	X	X	X	1
<b>Saint Edward's</b>	X	X	X	X	1
<b>Hillside</b>	X	X	X	X	1
<b>Saint Joe's</b>	X	X	X	X	1
<b>La Salle</b>	X	X	X	X	1
<b>Residencia Santiago Miller</b>			X	X	0
<b>Brother Leopold</b>	X	X	X	X	1
<b>Skemp</b>	X	X	X	X	1
<b>Bishops</b>	X	X	X	X	1
<b>Saint Yon's</b>	X	X	X	X	1
<b>Ek Family Village</b>			X		0

### **Fire Prevention Policies**

The University provides faculty, staff, students and visitors with as safe an environment as possible, 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, (2) increasing the fire safety awareness of employees and students by conducting periodic training on basic fire safety, and (3) through the Maintenance Department assessing the need for improvements or system enhancements to be made during remodeling projects throughout the year.

To minimize the potential for fires at the University, the University prohibits 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, and combustible materials (including holiday trees). 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. 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 so they cannot be burned. For safety reasons, electric candle warmers are not allowed. Students are responsible for any fire alarms, damages, cleaning and/or painting charges associated with misuse of candles or candle warmers. Smoking is prohibited in

all buildings on the Saint Mary's University campus.

In order to prevent serious injury or worse, students, faculty, and staff must assume that there is a fire when the alarm sounds. All students, faculty, and staff must evacuate the building when a fire alarm is sounded. Failure to evacuate during an alarm will subject the student, faculty or staff to disciplinary action. Students, faculty, and staff should leave their rooms or offices 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 student rooms are for student safety. Tampering with them hinders their efficiency and endangers the safety of all students. All cases of tampering are investigated, and students found responsible may face immediate termination of their housing contract, suspension from the University, and possible criminal charges of up to a penalty of \$1,000 or 90 days in jail.

Members of the campus community wishing to participate in fire suppression and detection training may do so by contacting the Director of Physical Plant at 507-457-1436 or by email at [jschollm@smumn.edu](mailto:jschollm@smumn.edu).

### **Fire Emergency and Evacuation Procedures**

In the event of evidence of a fire, a report should be made immediately by calling Campus Safety at 507-457-1703 from a non-University telephone. If a member of the campus community finds evidence of a fire that has been extinguished, and the person is not sure whether Campus Safety has already responded, the community member should immediately notify Campus Safety to investigate and document the incident. This report should include the location and nature of the fire. Once the fire has been reported, Campus Safety will initiate the emergency actions required.

A visible fire or the presence of smoke provides sufficient cause to evacuate a building. In the event of a fire or hazardous materials emergency within a campus building, it is necessary, as well as safest, for occupants to evacuate. University policy calls for total evacuation of the building or area affected.

A Fire Emergency exists whenever:

- A building fire evacuation alarm is sounding
- An uncontrolled fire or imminent fire hazard occurs in any building or area of campus
- There is the presence of smoke or the odor of burning of any material
- There is an uncontrolled release of combustible or toxic gas or other hazardous material, or a flammable liquid spill

Student Housing Fire Evacuation Procedures In Case of a Fire:

- Evacuate a building(s) if there is a potential threat to the health and safety of that segment of the community
- Activate the building fire alarm if it is not already sounding by pulling a fire alarm station on the way out
  - If the building is not equipped with a fire alarm, knock on doors and shout on your way out
- Leave the building by using the nearest exit
- Crawl if there is smoke -- cleaner, cooler air will be near the floor

- Before opening any doors, feel the metal knob. If it is hot, do not open the door. If it is cool, brace yourself against the door, open it slightly, and if heat or heavy smoke are present, close the door and stay out of the room.
- Go to the nearest exit or stairway. If the nearest exit is blocked by fire, heat or smoke, go to another exit. Always use an exit stairway, not an elevator. Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Stairway fire doors will keep out fire and smoke, if they are closed, and will protect you until you get outside. Close as many doors as possible as you leave. This helps to confine the fire. Total and immediate evacuation is safest. Only use a fire extinguisher if the fire is very small and you know how to do it safely. Do not delay calling emergency responders or activating the building fire alarm. If you cannot put out the fire, leave immediately. Make sure the fire department is called -- even if you think the fire is out.
- If you are trapped, keep the doors closed. Place cloth material (wet, if possible) around and under door to prevent smoke from entering.
- Be prepared to signal your presence from a window.
- Signal for help. Hang an object at the window (jacket, shirt) to attract the fire department's attention. If there is a phone in the room, call 911 or 1703 from an on-campus phone, or 911 or 507-457-1703 from a cellular phone, and report that you are trapped. Be sure to give your room number and location. If all exits from a floor are blocked, go back to your room, close the door, seal cracks, open the windows if safe, wave something out the window and shout or phone for help.
- If you are on fire, stop, drop and roll, wherever you are. Rolling smothers fire.
- Cool burns. Use cool tap water on burns immediately. Do not use ointments. If skin is blistered, brown or charred, call for an ambulance.
- Be aware of obstacles. Storage of any items in the corridors, such as bicycles, chairs, desks and other items is prohibited in all exit ways, including stairwells. Blocked exits and obstacles impede evacuation, especially during dark and smoky conditions.

If you are a person with a disability (even temporarily), you should do the following:

- Learn about fire safety
- Plan ahead for fire emergencies
- Be aware of your own capabilities and limitations

### **Daily Fire Log**

Campus Safety maintains a chronological log of all reported crimes for the past 60 days, which is available for public inspection at the Campus Safety front desk in the Toner Student Center. In addition to crimes, the log also contains all actual fire and alarms reported or discovered within University-owned residence halls for the past 60 days. Log entries older than 60 days will be made available within two business days upon request to the Director of Campus Safety at 507-457-1703.

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

Fire Statistics

<b>Residence Hall</b>	<b>Year</b>	<b>Total Fires in Each Building</b>	<b>Fire Number</b>	<b>Date</b>	<b>Cause</b>	<b>\$ Damages</b>	<b>Injuries</b>	<b>Fatalities</b>
<b>Saint Benilde</b>	<b>2017</b>	0	N/A	N/A	N/A	N/A	0	0
	<b>2016</b>	0	N/A	N/A	N/A	N/A	0	0
	<b>2015</b>	0	N/A	N/A	N/A	N/A	0	0
<b>Gilmore Creek</b>	<b>2017</b>	0	N/A	N/A	N/A	N/A	0	0
	<b>2016</b>	0	N/A	N/A	N/A	N/A	0	0
	<b>2015</b>	0	N/A	N/A	N/A	N/A	0	0
<b>Heffron</b>	<b>2017</b>	0	N/A	N/A	N/A	N/A	0	0
	<b>2016</b>	0	N/A	N/A	N/A	N/A	0	0
	<b>2015</b>	0	N/A	N/A	N/A	N/A	0	0
<b>Ek Family Village</b>	<b>2017</b>	0	N/A	N/A	N/A	N/A	0	0
	<b>2016</b>	0	N/A	N/A	N/A	N/A	0	0
	<b>2015</b>	0	N/A	N/A	N/A	N/A	0	0
<b>Saint Edwards</b>	<b>2017</b>	0	N/A	N/A	N/A	N/A	0	0
	<b>2016</b>	0	N/A	N/A	N/A	N/A	0	0
	<b>2015</b>	0	N/A	N/A	N/A	N/A	0	0
<b>Hillside</b>	<b>2017</b>	0	N/A	N/A	N/A	N/A	0	0
	<b>2016</b>	0	N/A	N/A	N/A	N/A	0	0
	<b>2015</b>	0	N/A	N/A	N/A	N/A	0	0
<b>Saint Joe's</b>	<b>2017</b>	0	N/A	N/A	N/A	N/A	0	0
	<b>2016</b>	0	N/A	N/A	N/A	N/A	0	0
	<b>2015</b>	0	N/A	N/A	N/A	N/A	0	0
<b>LaSalle</b>	<b>2017</b>	0	N/A	N/A	N/A	N/A	0	0
	<b>2016</b>	0	N/A	N/A	N/A	N/A	0	0
	<b>2015</b>	0	N/A	N/A	N/A	N/A	0	0
<b>Residencia Santiago Miller</b>	<b>2017</b>	0	N/A	N/A	N/A	N/A	0	0
	<b>2016</b>	0	N/A	N/A	N/A	N/A	0	0
	<b>2015</b>	0	N/A	N/A	N/A	N/A	0	0
<b>Brother Leopold</b>	<b>2017</b>	0	N/A	N/A	N/A	N/A	0	0
	<b>2016</b>	0	N/A	N/A	N/A	N/A	0	0
	<b>2015</b>	0	N/A	N/A	N/A	N/A	0	0
<b>Skemp</b>	<b>2017</b>	0	N/A	N/A	N/A	N/A	0	0
	<b>2016</b>	0	N/A	N/A	N/A	N/A	0	0
	<b>2015</b>	0	N/A	N/A	N/A	N/A	0	0

<b>Residence Hall</b>	<b>Year</b>	<b>Total Fires in Each Building</b>	<b>Fire Number</b>	<b>Date</b>	<b>Cause</b>	<b>\$ Damages</b>	<b>Injuries</b>	<b>Fatalities</b>
<b>Bishops</b>	<b>2017</b>	0	N/A	N/A	N/A	N/A	0	0
	<b>2016</b>	0	N/A	N/A	N/A	N/A	0	0
	<b>2015</b>	0	N/A	N/A	N/A	N/A	0	0
<b>Saint Yon's</b>	<b>2017</b>	0	N/A	N/A	N/A	N/A	0	0
	<b>2016</b>	0	N/A	N/A	N/A	N/A	0	0
	<b>2015</b>	0	N/A	N/A	N/A	N/A	0	0
<b>Watters</b>	<b>2017</b>	0	N/A	N/A	N/A	N/A	0	0
	<b>2016</b>	0	N/A	N/A	N/A	N/A	0	0
	<b>2015</b>	0	N/A	N/A	N/A	N/A	0	0

## **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

- Residence halls or other residential facilities.

### 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.

### Business Day

- 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

- A campus safety department maintained by an institution.
- 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.

- An official of an institution who has significant responsibility for student campus activities, including, but not limited to, student housing, activities, student discipline and campus judicial proceedings.

#### Professional Counselor

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

#### Public Property

- 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.
- Any sidewalk, street or parking facility immediately adjacent to any property or building on the outer perimeter described above
- 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 above and is used by the institution in direct support of, or in a manner related to the institution's educational purpose.

# Campus Map




**Saint Mary's**  
**University**  
 OF MINNESOTA  
**WINONA CAMPUS**

- A** **ADMISSION CENTER**  
507-457-1700
- C** **CAMPUS SAFETY**  
507-457-1703
- ★** **SCIENCE AND LEARNING CENTER**

- P** **PARKING**
-  **HANDICAP ACCESSIBLE PARKING / ENTRANCE**  
Check at Campus Safety for building handicap accessibility.

03/2018



Saint Mary's  
University  
OF MINNESOTA

# Welcome to the WINONA CAMPUS!

700 Terrace Heights • Winona, MN 55987

Adducci Science Center ( <i>under renovation</i> ).....	21	Oakes Plaza .....	9
Brother Charles Hall, Hoffman Hall		<i>"Gateway to Belle"</i> by Alexander Tylevich	
<b>ADMISSION CENTER</b> .....	15	Pedestrian Overpass .....	23
Athletic Fields .....	38	Performance Center .....	3
Athletic Offices.....	50	<i>"The Medatrix"</i> by Mark Balma	
Benilde Hall <i>Student residence</i> .....	4	Joseph Page Theatre, Figliulo Recital Hall,	
Bishops Hall <i>Student residence</i> .....	44	Studio Theatre, Ben Miller Lobby	
Brother Jerome Rademacher Nordic Ski Center .....	55	Plaza.....	10
Brother Leopold Hall <i>Student residence</i> .....	56	Recreation and Athletic Center (RAC) .....	6
Cascio Family Court .....	52	Residencia Santiago Miller <i>Student residence</i> .....	34
<i>"Saint John Baptist de La Salle"</i> by Bruce Wolfe		Saint Edward's Living Learning Center	
Christian Brothers Residence .....	30	<i>Student residence</i> .....	17
Jul Gernes Pool.....	7	Saint Joseph's Hall .....	29
Gilmore Creek Hall <i>Student residence</i> .....	32	Offices, classrooms, student residence	
Gostomski Fieldhouse .....	6	Art and Design Department	
Track and fitness center, dance studio, courts		Saint Mary's Hall Offices, classrooms .....	13
Griffin Hall Classrooms, offices .....	14	Saint Mary's Press.....	*46
Gymnasium .....	2	Saint Thomas More Chapel.....	20
Hall of Fame Room		Saint Yon's Hall .....	33
Heffron Hall.....	12	Offices, classrooms, student residence	
Offices, classrooms, student residence		Music Department	
The Heights Offices, classrooms .....	31	Saint Yon's Valley and X-Country Trails.....	42
International Students Office		<b>Science and Learning Center</b> .....	★
De La Salle Language Institute		Sculpture <i>"Christian Brother"</i> by Br. Jerome Cox, FSC.....	57
The Hendrickson Center .....	15	Sculpture <i>"Waiting"</i> by Margaret Mear, BVM.....	45
<b>Admission Center</b>		Skemp Family Plaza.....	43
Hillside Hall <i>Student residence, classrooms</i> .....	51	<i>"Stairway to the Stars"</i> by Br. Jerome Cox, FSC	
Ice Arena.....	5	Skemp Hall <i>Student residence</i> .....	11
Regan Ice Arena Lobby		Softball Field .....	36
Immaculate Heart of Mary Seminary .....	19	Stonehedge Residence.....	26
Kelly Hall <i>Student residence</i>		Oscar and Mary Jane Straub	
Leo Hall <i>Student residence</i>		Millennium Clock Tower and Court .....	49
IHM Seminary Convent.....	18	Michael H. Toner Student Center.....	1
<b>CAMPUS SAFETY</b> .....	1	Dining Areas, Bookstore, Lillian Davis Hogan Galleries,	
Intramural Fields .....	40	Presidents Room, Lounge, Student Activities	
Kulas-Connaughty Power House.....	41	Track and Field/Soccer Complex.....	39
La Salle Hall.....	22	Leo Ochrymowycz Memorial Soccer Field	
Classrooms, offices, student residence		Traffic Circle .....	47
Library .....	8	<i>"Logo Light"</i> by Roderick Robertson, FSC	
Fitzgerald Library, McEnery Center		Veterans Memorial.....	54
Maintenance.....	11	Visitor Booth.....	37
Max Molock Memorial Baseball Field .....	35	Vlazny Hall.....	16
Memorial Plaza.....	48	Student Life, Residence Life, Campus Ministry, Jay	
Merle F. Wilberding '66 Alumni Room .....	53	Johnson Wellness Center ( <i>health &amp; counseling services</i> )	
		<i>*temporary offices for science department faculty</i>	
		<i>during Adducci Science Center renovation</i>	

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