

2010 Annual Security Report

Annual Crime Report

The **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses.

Because the law is tied to participation in federal student financial aid programs it applies to most institutions of higher education both public and private. It is enforced by the U.S. Department of Education.

The "Clery Act" is named in memory of 19 year old Lehigh University freshman Jeanne Ann Clery who was raped and murdered while asleep in her residence hall room on April 5, 1986.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response, respectively. The 2008 amendments also added a provision to protect crime victims, "whistleblowers", and others from retaliation.

(modified from [Security On Campus, Inc.](#))

CSB SJU Annual Reports

[Annual Report](#) (Published September 2011)

Each report is required to provide crime report statistics for the past three years on very specific crimes located on or in the immediate vicinity of campus:

- Criminal Homicide--murder and non-negligent manslaughter and negligent manslaughter
- Sex offenses--including forcible and non-forcible
- Robbery- aggravated assault, burglary, motor vehicle theft and arson
- Crimes that meet FBI hate crime definitions
- Arrests and referrals for disciplinary action

This report reflects crimes *reported* to the college, university or local law enforcement and does not necessarily reflect findings of an investigation or court.

Annual Crime / Fire Safety Report

Published October 2011

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Introduction

The College of Saint Benedict and Saint John's University are private liberal arts higher education institutions that share a common curriculum and coordinated academic and extracurricular activities. The Sisters of the Order of Saint Benedict founded the College of Saint Benedict in 1913 with an intentional commitment to the education of women. Saint John's University was founded in 1856 by the monks of Saint John's Abbey as a men's university. Both campuses, located six miles apart, have a coeducational atmosphere. The mission of the College of Saint Benedict and Saint John's University is to provide the very best residential liberal arts education in the Catholic Benedictine university tradition. They foster integrated learning, exceptional leadership for change and wisdom for a lifetime. The College of Saint Benedict (CSB) is a private women's Catholic liberal arts college located in St. Joseph, Minnesota. CSB is a residential campus with approximately 2,086 students of which 1,522 lived on the campus in 24 residence facilities and apartment complexes for 2010. The College of Saint Benedict is closely associated with the Saint Benedict's Monastery. The college and the monastery are separate corporations that work closely together and function as a community. The CSB campus consists of 295 acres with 57 buildings. Approximately 2,086 students, 176 faculty, 178 administrators, 165 support staff, and 151 sisters are members of the college/monastic communities. The monastic community resides on approximately 275 additional acres.

Saint John's University (SJU) is a private, liberal arts university for men located in Collegeville, Minn. SJU is a residential campus with 1,588 students residing on campus in 35 residence areas and apartment complexes for 2010. The university is owned by its sponsoring organization, Saint John's Abbey (The Order of Saint Benedict, Inc.). The abbey and university share an 80-acre campus in the midst of a 2,800-acre tract of woodlands and lakes. Approximately 1,906 undergraduates, 133 coeducational graduate School of Theology students, 222 faculty, 279 administrators, 300 support staff, and 110 monks are members of the university/monastic communities. Saint John's Preparatory School, with a 2010 coed enrollment of 297, 67 residing in Prep School campus housing, and a faculty and staff of 58, has facilities sharing the university campus.

CSB/SJU student organizations do not own any off-campus facilities.

CSB Department of Security - SJU Department of Life Safety

Since no campus is completely free of crime, CSB and SJU have developed a series of policies and procedures relating to campus security. These policies and procedures are designed to ensure that community members are fully aware of safety issues on the campuses and actions to be taken to prevent and report illegal and inappropriate activities. CSB/SJU expressly reserves the right to modify or adopt additional policies or procedures at any time without notice. Such changes may appear in successive issues of this report. The CSB Department of Security and the SJU Department of Life Safety have been established to assist the institutions in this objective. Representatives of the student body, faculty and staff have collaborated over time to develop policies and procedures to assure the well-being of all persons and the safety of their possessions. The effects of these policies and procedures also extend to members of our academic community who live away from the campus.

The CSB Director of Security and the SJU Director of Life Safety maintain close working relationships with the St. Joseph Police Department and the Stearns County Sheriff's Department for assistance with criminal incidents occurring on the campuses and support services for special events. The directors also maintain a close working relationship with all elements of the criminal justice system. Regular meetings are held with other agencies, both formally and informally, and crime-related reports and statistics are routinely exchanged.

CSB Department of Security

CSB Department of Security, under the administration of the director of security, is responsible for the enforcement of federal, state and local laws as well as college policies and rules. Security officers are responsible for first-response services until emergency assistance is available by local police, fire or medical agencies. Security officers provide a safe environment that enhances the campus learning experience and complements the college's Benedictine values.

The Department of Security is located in the west wing of Mary Hall Commons. A security officer is available 24 hours a day. The security staff consists of non-commissioned professional security officers augmented by student security officers. The staff meets all standards as established by Minnesota state statute to provide routine security services including the escort service as well as emergency response services. Uniformed security officers patrol campus buildings and grounds either in vehicles, on bicycles or on foot, 24 hours daily.

Contact CSB Department of Security to request:

- ▶ Escort Service
- ▶ Information
- ▶ Parking/Traffic Bureau Information
- ▶ General Assistance
- ▶ Medical Assistance
- ▶ Report suspicious behaviors/circumstances
- ▶ Report a Crime

Emergency fire/medical/crime:

CSB Department of Security - 5000

Stearns County Sheriff/St. Joseph Police - 9-911

CSB Campus Emergency Phone Locations:

CSB Blue Light emergency phones with direct connections to security are located in strategic places in the campus parking lots:

1. At the entrance to Lot 4
2. North and South sections of Lot 5
3. Lot 6 - NE corner of Claire Lynch
4. West end of Lot 11
5. Library road
6. Lot 14

Residence hall card access entries also have regular phones for access to Security. West Apartments have a courtyard phone for access to Security.

SJU Department of Life Safety Services

SJU Department of Life Safety Services, under the administration of the director of life safety, is responsible for the enforcement of federal, state and local laws as well as college policies and rules. Security officers are responsible for first-response services until emergency assistance is available. Security officers provide a safe environment that enhances the campus learning experience and complements the university's Benedictine values.

The Department of Life Safety Services, located in the lower level of Thomas Hall, operates with a dispatcher and a security officer available 24 hours daily. The security staff consists of non-commissioned professional security officers augmented by students serving as dispatchers and student security officers. The staff meets all standards as established by Minnesota state statute to provide routine security services including the escort service as well as emergency response services. Uniformed security officers patrol campus buildings and grounds either in vehicles, on bicycles or on foot, 24 hours daily.

Contact SJU Life Safety to request:

- Escort Service
- Information
- Parking/Traffic Bureau Information
- General Assistance
- Medical Assistance
- Report suspicious behaviors/circumstances
- Report a Crime

Emergency fire/medical/crime:

SJU Department of Life Safety Services - 911

SJU Department of Life Safety Services - 2144

Stearns County Sheriff - 251-4240

SJU Campus Emergency Phone Locations:

SJU Blue Light emergency phones with direct connections to Life Safety Services are located in strategic places on the campus grounds:

1. Entrance to Science Parking Lot 1
2. Entrance to Science Parking Lot 2
3. Between Mary and Flagpole parking lots
4. North end of Flyntown Lot
5. North side of Stephen B. Humphrey Theater Auditorium
6. South end of Emmaus Hall
7. Prep School parking lot
8. North side of Metten Court
9. Student beach
10. Fruit Farm Road & County Road 159
11. Palaestra Lot
12. Entrance to Watab Lot
13. East side of St. Patrick Hall
14. St. Thomas Hall service drive
15. Mall on east side of Guild Hall
16. Liturgical Press Lot
17. South side of McNeelly Spectrum
18. Intramural field
19. South side of Prep School walking path

Crime Prevention and Reporting

Because the College of Saint Benedict and Saint John's University operate in collaboration and the fact that persons from either institution may teach, study, work or socialize on both campuses, the two institutions cooperate in establishing and enforcing policies and procedures for security. The shared philosophy to take proactive roles to reduce the opportunities for criminal activity results in programs which attempt to eliminate or minimize criminal opportunities while at the same time encourage students and employees to take responsibility for their own safety and the safety of others. Individuals are urged to act responsibly and take sensible precautions to protect themselves and their possessions. CSB and SJU have also developed comprehensive plans for collaborative management of crisis situations.

Students, employees and guests of CSB and SJU are encouraged to report all criminal activity and other emergencies to campus security. CSB Department of Security and SJU Department of Life Safety Services are the security offices to which all criminal reports are to be processed. Security officers will request assistance from law enforcement, rescue, fire and ambulance as appropriate. CSB and SJU reported crime documentation is forwarded to local law enforcement officials for follow up investigations and victims assistance. Members of the campus community are strongly encouraged to adhere to all local, state and federal laws and college rules of conduct. members of the campus community violating laws or college/university policies are referred into the campus judicial system for appropriate action.

Institutional policies are published in CSB's " Every Woman's Guide" and SJU's " J-Book". Both student handbooks are electronically published on the home web sites (<http://www.csbsju.edu>) and include disciplinary policies and rules for their enforcement. An annual review and update serves to inform students of any changes in policies (e.g., resident agreement, alcohol, visitation, sexual harassment, parking violations, etc.) as well as college services (e.g., counseling, health advocates, food service, bus service, etc.). Employees receive institutional policies published in hard copy Faculty Handbooks and Staff Handbooks. In addition, the CSB/SJU

Joint Human Rights Policies and Procedures, dealing with issues of human rights, sexual harassment and sexual assault, are distributed to each student and employee by the Human Rights Officer.

Crime Awareness / Alerts

CSB and SJU use a variety of programs and procedures to alert campus residents, commuter students, employees and campus guests to potential dangers of living/working on a campus, or any, human community. These programs are developed jointly and presented in collaboration between CSB and SJU. Some CSB/SJU-specific campus security/personal safety/health education programs are:

Programs

- Escort service - 24 hours daily
- Campus safety walk
- Rape Aggression Defense course
- Student Advocates Against Sexual Violence
- Security Ride-along
- Residence hall floor meetings
- Prep School residence hall floor meetings
- Student orientation
- Athlete-to-athlete
- Lifestyle fitness classes
- Campus and Community Watch
- Security tips bookmarks, brochures, other items
- Security Insurance of Deficiency Notices for Academic Buildings
- Presentations - faculty meetings, residence hall meetings, staff meetings
- Health Advocate Program - Lollanoboosa
- Safety Week
- MADD presentations
- Special event planning guide
- Parking Appeals and Traffic Advisory Committee

Crime Alerts

When the CSB Department of Security and/or SJU Department of Life Safety Services identifies a crisis situation and/or receives a formal security report indicating a violent crime has occurred on or near their campuses and there is a reasonable potential that the situation presents a threat to students, employees, or guests, "security alerts" will be prepared and posted in campus public areas in a timely manner. The bulletins posted at both campuses provide public information about the crime, along with prevention awareness information. CSB and SJU campuses also participate in ConnectEd, an electronic message notification system that allows security alerts and other messages of importance to be simultaneously transmitted to the recipient's computer (laptop or office workstation) and to their cell phones (voice and text). Additional information regarding ConnectEd can be found at

<http://www.csbsju.edu/ConnectEd.htm>.

Publications

This brochure is published on-line with links from the CSB/SJU main webpage and gives statistical summaries of criminal and security activity incidents as prepared by the CSB Director of Security and the SJU Director of Life Safety Services.

Annual Report

A comprehensive CSB/SJU annual report of crime-related statistical data is compiled, published and distributed in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The CSB Director of Security and the SJU Director of Life Safety Services include local law enforcement statistics in the annual report.

Beginning in 2010, the Annual Report includes a Fire Safety component designed to inform individuals of reports of fires occurring in residential facilities. This portion of the report also details fire safety equipment (sprinkler systems, smoke detectors, CO detectors, etc) that is installed in residential facilities and discusses fire safety policies and procedures in place to ensure a safe learning/living environment.

Campus Facility Access

All CSB and SJU academic facilities are locked except for normal business hours and authorized events. CSB and SJU have a keying system in place that exceeds industry standards. All keys are controlled according to the Lock/Key Policy. All students living on CSB/SJU campuses are given crime awareness and prevention information at the beginning of each academic year. Residence hall

meetings are the prime setting to share information with students and listen to their concerns. Students are instructed to keep their living quarters locked to protect themselves and their possessions. Verbal communications as well as printed materials in the form of brochures and posters are distributed.

CSB residential buildings are locked 24 hours daily. Resident students must utilize an electronic card access system for exterior doors/access into their residential building. Residents must escort their guests during visiting hours. Residents have the responsibility not only for their personal safety, but also for the safety of other members of their community. The effectiveness of the external electronic locking and internal single room key systems are dependent upon residents not holding exterior doors open and immediately reporting lost/stolen access cards and single room keys to the Department of Security and the resident hall staff.

At SJU, the majority of campus residence halls have exterior doors on card access that are secured at night. Flyntown Residential Apartments do not have card access, but exterior doors are key-locked. Residents are encouraged to escort their guests during visiting hours. Additional security measures are in place during semester breaks.

Facility Design and Maintenance Service

The CSB Department of Security and facility maintenance managers and the SJU Department of Life Safety Services and physical plant managers review all construction projects, renovation plans and equipment purchases to assure that the most updated safety and security features are considered. Security officers and facility maintenance/physical plant employees, perform regular safety and security inspections of campus facilities and grounds. Reported repairs affecting safety and security issues are a priority service request to be completed by facility management/physical plant employees in a timely manner. While routine maintenance is done during normal business hours, emergency maintenance is available 24 hours a day, and can be arranged by contacting campus security.

Drug and Alcohol Policy

CSB and SJU promote the need for responsible behavior in all personal relationships and serious academic endeavors. With this understanding, CSB and SJU expects that all students and employees of the institutions will conduct themselves in a responsible manner that shows respect for others and the local community. CSB and SJU believe that an environment to enable both students and employees to pursue their goals should be fostered, and that this environment should be free from the effects of drug and/or alcohol abuse.

CSB and SJU comply with federal, state and local laws, which regulate the possession, use and sale of alcoholic beverages and controlled substances. Whether on campus or at college/university-sponsored activities, policies prohibit the following:

1. Distribution, possession or use of any illegal drug or controlled substance;
2. Providing alcoholic beverages to individuals under 21 years of age or possession of alcoholic beverages by individuals under 21 years of age;
3. Illegal possession of an open container of an alcoholic beverage, public intoxication, driving while intoxicated and drinking alcoholic beverages in an unlicensed, public place.

Hosts of campus events where alcoholic beverages are to be served must obtain a permit from the appropriate food service director of activities director and accept responsibility for assuring that all guests act responsibly.

CSB and SJU campus-wide programs such as BACCHUS, employee development, DWI Task Force, student government, counseling offices, career services and other individual residence hall coordinated programs promote education about chemical health and substance abuse. Programs that address alcohol-or drug-related issues, and emphasize the clear, statistical relationship between alcohol or drug abuse and many disorderly, unsafe or criminal activities, begin as a part of the first-year orientation. The CSB/SJU counseling offices and the CSB/SJU Health Centers provide assessment, assistance and intervention resources as necessary.

Possession of Weapons or Firearms

No weapons of any kind are allowed in the possession of CSB/SJU students, employees or guest/visitors. Enforcement in the broadest sense applies and includes any weaponry, whether real, toy or facsimile, that can cause bodily harm or threat of harm. Any exceptions to this policy, including those for academic or demonstration purposes, must be approved by the CSB Director of Security or the SJU Director of Life Safety Services.

Weapons use for game hunting or trapshooting must be registered with and securely stored at either CSB Security or SJU Life Safety Services.

No weapons of any kind are allowed on the CSB campus except those provided by ROTC and weapons for game hunting, including archery and trapshooting equipment that are registered with and stored at CSB Security. This statement is to include any weapons considered real that can cause bodily harm or threat. This policy specifically includes but is not limited to the prohibition of fireworks,

firecrackers, firearms, BB Guns, explosive materials, or knives with blades in excess of four (4) inches. It also includes realistic replicas of real weapons.

Missing Person Notification Policy

The following CSB/SJU/SJP Missing Student Policy has been implemented in accordance with the Missing Student Notification Policy and Procedures 20 USC 1092(j) Section 488 of the Higher Education Opportunity Act of 2008.

Each student living in an on-campus housing facility has the option to identify an individual to be contacted by the College/University/Prep School not later than 24 hours after the time that the student is determined missing. Please use the hyperlink (in red) to register a confidential contact using the electronic [Confidential Contact Form](#). Furthermore, each student living in an on-campus student housing facility has the option to register their personal contact information to be utilized in the event that the student is determined to be missing for a period of more than 24 hours. Contact information provided by students will be registered confidentially and is only accessible by CSB/SJU/SJP Authorized Personnel. These contacts will be collected as part of the annual confirmation of registration survey given to students prior to the start of the term in the Fall of each academic year.

If a missing student is under 18 years of age, and not an emancipated individual, the College/University/Prep School is required to notify a custodial parent or guardian of the missing student not later than 24 hours after the determination is made that the student is missing.

All students who have been missing for 24 hours shall be reported to CSB Security (320-363-5000) on the CSB campus and SJU Life Safety Services (320-363-2144) on the SJU campus. CSB Security will notify the St. Joseph Police Department and SJU Life Safety Services will notify the Stearns County Sheriff's Department within 24 hours of the missing student report.

Missing students can also be reported to the following offices, who will in turn report to the appropriate campus security official immediately:

- » Dean of Students
- » Provost
- » Principal (Prep School)
- » Headmaster (Prep School)
- » Residential Life

CSB/SJU/SJP can commence with initiating the notification procedures as soon as it is determined that a student is missing.

Joint Human Rights Officer

CSB/SJU are committed to creating and maintaining an environment in which all members of the community are aware of the rights and human dignity of every other human being. It is CSB/SJU policy to seek prompt and equitable resolution of allegations of discrimination relating to race, religion, color, national origin, sex, sexual orientation, age, marital status, veteran status or handicap, as well as to incidents of sexual harassment or assault. In an effort to protect the victim's identity, the Human Rights Officer may process third party reports of sexual violence to the security departments.

A complete copy of the human rights policy and complaint procedure is available from the human rights officer or the CSB/SJU website at <http://www.csbsju.edu/Human-Rights/htm>.

Sexual Harassment/Sexual Assault

CSB and SJU will not tolerate sexual harassment or sexual assault in any form on their campuses or at any campus-sponsored event. Individuals identifying themselves as victims are strongly encouraged to report the incident immediately to the human rights officer or campus security.

Crime Report Statistics

The following statistical information was compiled in coordination with the CSB Department of Security, St. Joseph Police Department, SJU Department of Life Safety Services and the Stearns County Sheriff's Department. The statistics identify the number of reported crimes, not necessarily confirmed cases and/or convictions. They report the total number of crime reports that have occurred on each institution-owned facilities and grounds. Categories of report identified are those required to be reported according to federal legislation (See S. 1150, H.R. 102-630, 101st Congress, 2nd Session, June 29, 1992).

- » [CSB - Campus Crime Statistics](#)
- » [SJU - Campus Crime Statistics](#)

NOTE: Crimes Manifesting Evidence of Prejudice (Bias Crimes). There were no bias crimes reported to authorities at either the College of Saint Benedict or Saint John's University during the three-year period covered by this report (2008-2010).

FIRE SAFETY at the College of Saint Benedict

The College of Saint Benedict takes fire safety very seriously and regularly consults with the St. Joseph Fire Department on issues relating to implementing and maintaining a safe and secure environment for its students, faculty and staff. The St. Joseph Fire Department is located approximately 1 mile from the main campus which allows for quick response to any fire alarm or other emergency.

In addition to the physical security features of each residence facility, the College provides a number of fire safety features in most campus student housing facilities to include: sprinklers, fire alarm monitoring systems, fire extinguishers, smoke detectors, etc. On-campus residential facilities are equipped with fire safety systems as follows:

RESIDENCE HALLS (Aurora, Corona, Regina, Richarda, Lottie, Margretta & Brian)

All residence halls located on the campus of the College of Saint Benedict are equipped with smoke detectors in each room and in the hallways. Pull stations are located by building exits and each building is monitored by a central alarm system. Annual inspections of fire alarm systems are coordinated by the Department of Security. In addition, Lottie, Margretta and Brian halls are also equipped with strobe and bell alarms in each student's room.

All residence halls (except Richarda Hall) are fully equipped with fire sprinkling systems. Richarda Hall is currently not equipped with a sprinkler system. Annual inspections of sprinkling systems are conducted by a private company contracted by the College and are coordinated through the Physical Plant.

Fire extinguishers are installed in each hallway and each kitchen/lounge area. Fire extinguishers and emergency lighting equipment are checked monthly by maintenance staff. Annual fire extinguisher inspections are conducted by a private company contracted by the College. In addition, carbon dioxide monitor(s) are installed in the laundry area of Lottie Hall. Maintenance and inspections are coordinated through Facilities Management.

APARTMENT BUILDINGS (Sohler, Schumacher, Smith, Dominica, Luetmer, Westkaemper, Girgen, Gable, McDonald, Wirth & Zierden)

Apartment buildings located on the campus of the College of Saint Benedict are equipped with smoke detectors in each room and in the hallways. Pull stations are located by building exits and each building is monitored by a central alarm system. Each student room is also equipped with strobe and bell alarms. Annual inspections of fire alarm systems are coordinated by the Department of Security.

All apartment buildings are fully equipped with fire sprinkling systems. Annual inspections are conducted by a private company contracted by the College and are coordinated through the Physical Plant.

Fire extinguishers are installed in each kitchen. Fire extinguishers and emergency lighting equipment are checked monthly by maintenance staff. Annual fire extinguisher inspections are conducted by a private company contracted by the College. Maintenance and inspections are coordinated through Facilities Management.

CAMPUS-OWNED HOUSES (Anne, Rainbow, Margaret, Jeannette & Idzerda)

The College of Saint Benedict owns several houses located both on campus (Idzerda House) and in the adjacent community of St. Joseph. Battery operated smoke detectors are installed in all bedrooms at these properties with annual testing and battery replacement occurring each year during the city's inspection process for rental licensing purposes.

Fire extinguishers (checked monthly) are installed in each kitchen. Each house is equipped with a carbon dioxide detector. Furnace filters are checked and replaced monthly by maintenance staff facilitated through Facilities Management.

Supervised Fire Drills

Mandatory, unannounced fire drills are conducted for each residence hall (an academic facility) during the fall of each year. Efforts are made to complete the drills early in the semester to provide timely training of fire evacuation procedures. Fire drills are often conducted with the assistance and cooperation of the St. Joseph Fire Department thereby offering a more realistic, coordinated response to benefit not only our students but local fire response units as well.

Fire-Related Policies

As part of its fire safety and prevention efforts, the College has implemented the following policies (with notable exceptions):

- ▶ Smoking is not permitted in any college-owned building, including residential facilities. Smoking is not allowed within 25 feet of the entrance to any college building.
- ▶ The College prohibits open flame devices (candles/incense burners, etc) in on-campus residential facilities unless prior approval is obtained for religious or spiritual observances.

- Flammable liquids/gases, fireworks and other explosive devices are prohibited on campus.
- The following items are prohibited in any non-kitchen area or residence hall room: portable space heaters, electrical appliances with an open heating element, sandwich makers, hot plates, electric grills, toasters, rice cookers, propane or charcoal grills, live or cut Christmas trees, torchier-style halogen lamps or any halogen lamp with a bulb that exceeds 95 watts.
- Microwaves are not permitted in first-year residence halls (Aurora, Corona & Regina).
- An emergency evacuation plan is located on the back of every residence hall room, apartment, and house door. Failure to evacuate in the event of a drill or actual fire may result in fines and follow-up with the conduct disciplinary process. Tampering with fire safety equipment such as smoke detectors and fire extinguishers may result in fines and follow-up with the conduct disciplinary process.

Fire Safety Education & Training

Students, faculty and staff have on-line access to emergency response information at

<http://www.csbsju.edu/Documents/About/EmergencyRe-WEB.pdf>. This website provides instructions to be followed in the event of fire or other emergencies. Procedures specific to fire emergencies are as follows:

TO REPORT AN EMERGENCY, CALL: CSB Campus Security 320-363-5000 (x5000)

Treat all alarms as though they are real. Even if you don't see anything, you never know if there is trouble elsewhere in the building.

If there is smoke:

- Stay close to the floor.
- Hold your breath and close your eyes where possible.
- Test the door with the back of your hand. If it is hot, stay inside.

If you stay in the room, proceed with the following:

- Use wet clothing or towels to seal up the crack under the door.
- Open your window or break it open and hang a shirt or a bed sheet out the window to attract the attention of rescuers.
- Call CSB Security at 320-363-5000 and let them know where you are.

In the case of fire:

- DO NOT JUMP OUT THE WINDOW IF YOU ARE ON AN UPPER LEVEL.
- WAIT FOR RESCUERS TO COME TO GET YOU.
- Cover your face with a wet towel or piece of clothing and breathe through your nose.
- Wet a blanket, sheet or other large item and drape it over your shoulders.
- Crawl or crouch low to the floor.
- Do not use the elevator.
- If your clothing catches fire, remember to STOP, DROP and ROLL to put the flames out. Use a coat or blanket to smother flames.
- Cool (not cold) water may be applied to minor burns.
- GET CLEAR OF THE BUILDING AND STAY OUT OF THE WAY OF RESCUERS AND FIREFIGHTERS. DO NOT RE-ENTER THE BUILDING UNTIL THERE IS AN ALL-CLEAR SIGNAL FROM THE FIRE DEPARTMENT AND/OR SECURITY.

ALWAYS TAKE FIRE ALARMS SERIOUSLY.

Building residents are not required or encouraged to fight fires. They may not use a fire extinguisher unless they have received training in its proper operation and use. Any individual trained in the use of a fire extinguisher (security officers, custodial staff, RD/RAs) may use a portable fire extinguisher to extinguish a small, isolated fire but must terminate the use of the extinguisher if immediate efforts fail and/or the individual is faced with danger from excessive smoke, heat or flames.

Evacuation Policy & Procedures

There are a number of reasons that may necessitate the evacuation of a residential area, academic building or other on-campus facility to include: fire, hazardous materials leaks or spills, explosions, natural gas leaks, power utility outages and bomb threats.

Students/faculty/staff are normally alerted to fire emergencies via a fire alarm that may be apparent in the form of a bell, horn, siren, flashing strobe light or other means depending upon the equipment installed in the particular building. The college also utilizes ConnectEd, an electronic messaging system, to send emergency alerts by e-mail, text message and voice communications. In the event of an evacuation emergency, all persons in the affected building/area are expected to evacuate immediately using the nearest safe exit.

Students/faculty/staff are encouraged to know the location of all exits and safe zones (if supplied) of their buildings to facilitate the safe and rapid evacuation of buildings. Individuals who are visually, hearing or mobility impaired may require additional assistance during the evacuation process. Advance planning is necessary to provide alternative procedures for such individuals to ensure their safe evacuation.

In addition to the emergency response information website, a printed copy of notification and evacuation procedures is also located in each dorm room, apartment, campus house, office and classroom on campus.

CSB - Fire Safety Statistics

FIRE SAFETY - Saint John's University

As it strives to continually build a rich learning environment, Saint John's University also strives to provide a safe environment for all students, staff and visitors. The Higher Education Opportunity Act of 2008 requires any institution maintaining on-campus student housing to create an annual fire safety report. The report is to include statistics regarding the number and causes of fires, number of fire injuries and deaths and value of property damage. It must also include information on each on-campus student housing fire safety system, the number of regular mandatory fire drills, fire safety policies, education programs, and plans for any needed fire safety improvements.

The University developed this report to comply with this act and to better inform the Saint John's community - students, prospective students, parents, faculty, and staff - about fire safety at our institution. It includes all of the required information on fires, preventative actions, campus guidelines, and training that is conducted to reduce the likelihood and impact of campus fires.

Fire Protection

The Saint John's Fire Department was formally organized in 1939, staffed by members of the monastic community. Stationed on the Saint John's campus, it provides a trained, resident crew to protect against fire and to respond to any emergency request. It protects over 90 structures and 2800 staff, students and monks. It participates in the area's mutual aid fire group - the Central Minnesota Fire Aid Association. The Fire Department is presently staffed with volunteers from the monastery, lay workers, and students. All members train according to NFPA standards for interior/structural firefighting. The Department apparatus includes two pumper trucks, a 102-foot aerial truck, a grass fire rig, and a medical response unit.

The fire detection and protection systems are monitored twenty-four hours a day, all year long, by the Dispatcher at the University's Life Safety Services office. The Dispatcher can page the Department (or its officers) to respond to alarms at any time. The Life Safety Services office of the University and the Fire Department work very closely to provide fire and life safety protection to the campus. The Fire Department supports and responds with the University EMT Squad to provide basic life support for medical emergencies.

Each of the residence halls and apartments is equipped with emergency lighting powered by emergency batteries or backup generators. The Exit signs and fire detection equipment also contains backup batteries to keep the systems operating in the event of a power failure.

With the Fire Department stationed on the campus, even when there are power outages, firefighters and security personnel patrol the campus buildings to provide assistance, maintain safety, and monitor for fire safety until normal power and services are restored.

I. DEFINITIONS

Fire - Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Drill - A supervised practice of a mandatory evacuation of a building for a fire.

Fire-related Injury - Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.

Fire-related Death - Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire, or deaths that occur within one year of injuries sustained as a result of the fire.

Fire Safety System - Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire including: Sprinkler or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights, smoke-control and reduction mechanisms, and fire doors and walls that reduce the spread of a fire.

Value of Property Damage - The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including contents damaged by fire, related damages cause by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

Fire Log - A log of fire related incidents is kept at the Life Safety Services Office and the information is available to the public.

The Life Safety Services Office of Saint John's University maintains a log that records any fire that occurred in an on-campus student housing facility and includes information such as the nature, date, time and general location of each fire. The log information is available to public up request.

II. RESIDENCE FIRE DRILLS

In cooperation with the Residential Life office and the Residential staff, the FD conducts a fire drill in the residential buildings each semester. They monitor response times and advise staff and residents on ways to improve safety.

All planned drills are communicated in advance to the Director of Residential Life and Facility Residents. The campus community receives an email announcing scheduled drills approximately 1 week in advance. During any scheduled drill, if occupants do not evacuate a building in a reasonable amount of time, the drill is repeated until the officials conducting the drill are satisfied with the evacuation time. All repeat drills are unannounced.

Following each planned drill, the person in charge of administering the drill completes a fire drill report form and forwards it to Environmental Health and Safety office and brings it to Corporate Safety Committee for evaluation.

All other on campus facilities that have fire alarm systems have fire drills conducted a minimum of one drill per calendar year. This will preferably be conducted in early Fall.

III. FIRE AND SAFETY EDUCATION

The Fire Department promotes safety through presentations for dormitory staff members, fire extinguisher training, and drills. The FD conducts a fire safety training session with all the student Residential Assistants who live on each of the floors of the residence halls. This training information acquaints the staff with fire safety, common hazards in dormitories or apartments, evacuation skills, and accountability for residents.

IV. FIRE SAFETY IMPROVEMENTS AND UPGRADES

The Saint John's Fire Department annually reviews the fire systems in campus residential facilities and works with the University to implement upgrades, repairs or revisions when problems are identified.

We advise the University on fire prevention, building design, and pre-planning for renovation of new construction projects. Through inspections, we regularly monitor the safety conditions in buildings. The Fire Department and Life Safety Services both oversee maintenance of campus fire systems (alarms, sprinklers, hydrants, extinguishers, etc).

Fire Alarm Testing. The Physical Plant office and the Fire Department arrange for certified contractors to check and test fire alarm systems, smoke detectors, sprinkler systems, fire extinguishers and fire hoses. In accordance with Federal/State Law, fire alarms are tested once a year by a qualified contractor, to make sure they are working properly in case of a real fire. Evacuation of a building is not required during a fire alarm test.

During a fire alarm test, every detector is tested to verify that it operates correctly and sends a signal to the Dispatcher panel at the Life Safety Services office. All fire alarm horn and strobe fixtures are also sounded to make sure they are operating properly. If any part of the system fails the testing, it is immediately repaired or replaced.

Sprinkler Systems. Sprinklers are an important part of the fire protection system in many of the campus buildings. Like fire alarms, these systems are checked and tested on a regular basis. Their purpose is to suppress a fire and keep it from spreading. Water flowing in the system triggers the fire alarm and sends a signal to the Dispatcher panel at the Life Safety Services office. Similarly, all fire extinguishers on campus are tested and serviced annually by a certified technician to ensure reliable operating condition.

Additional. Further information about fire safety procedures and policies may be found at the University website:

- › [Environmental Health Safety](#)
- › [J-Book](#)
- › [Emergency Response Procedures](#)

Residential Fire Safety Systems

The campus buildings use a combination fire detection, alarm and suppression systems to provide protection to the residents. The following information lists the fire safety systems in each on-campus residence hall, apartment building, or house in which students reside at Saint John's University.

View the [fire systems chart](#).

V. FIRE SAFETY REGULATIONS

At the beginning of each academic year, the Fire Department and the Life Safety Services Office conduct a fire and safety inspection in each on-campus residence hall, apartment building, or house. Students receive written notices of safety problems. Follow up inspections are then performed to see that appropriate corrective actions have been completed.

This list identifies some common fire and safety problems, but the inspection teams will advise residents of other safety problems that exist and ways to correct them.

- Extension cords and multi-tap electric units without a breaker
- Items hanging on or blocking the operation of sprinkler system or detectors
- Indoor storage of flammable products such as charcoal, lighter fluid, gasoline, or propane cylinders.
- Blocking of egress (exit) pathways
- Use of candles, incense, or other burning or open flame items
- Use of portable heater
- Use of halogen lamp/lighting
- Use of lava lamps
- Unsafe lofting or raising of beds

VI. SMOKING POLICY

The Order of Saint Benedict prohibits smoking and the use of tobacco products in all campus buildings. Smoking is prohibited in all residence areas. Smoking outside of campus buildings must take place at least 25 feet from an entrance and/or exit. Receptacles have been provided outside all residence areas. See also the Minnesota Clean Indoor Air Act "Freedom to Breathe" which prohibits cigarette smoke in public places and takes effect October 1, 2007.

SJU - Fire Safety Statistics

Sexual Violence Immediate Action

CSB/SJU Sexual Assault policy: www.csbsju.edu/Human-Rights/Sexual-Assaults/Sexual-Assault-Policy.htm

Seek Safety

- Go to a safe place
- Take care of yourself first, however
- Do not disturb the evidence until a report is filed
- Do not shower
- Do not comb hair
- Do leave the scene untouched
- Do not douche
- Do not change or wash clothes

IT IS NOT YOUR FAULT! Assault can be committed by a stranger, lover, acquaintance, friend or family member.

Call for Help

CSB/SJU: reporting on campus for safety/assistance (from on-campus phones only):

CSB Security: 5000

SJU Life Safety Services: 2144

Outside agencies: for reporting to and requesting safety/assistance:

Police: 9-911

If you contact CSB Security or SJU Life Safety Services first:

- If there is a crime scene to protect, they will contact the police.
- If your residence is on campus, the security officers will contact the on-call residence life staff to assist you.
- You will be encouraged to report this incident to the police. Security will assist you in this process.

Go to the Hospital for Medical Care

To coordinate transportation (from on-campus phones only):

CSB Security: 5000

SJU Life Safety Services: 2144

Unofficial Action

Reporting to on-campus departments is not a substitute for officially reporting the incident to the CSB/SJU security departments. On-campus departments are required to report sexual violence incidents to their respective security department.

On Campus

- › CSB Counseling: 5605
- › CSB Health Center: 5605
- › CSB Health Education: 5653
- › SJU Counseling and Career Services: 3792
- › SJU Health Center: 3142

CSB/SJU Student Advocates

- › Against Sexual Assault: 2036
- › CSB Campus Ministry: 5806
- › CSB Residential Life: 550
- › SJU Campus Ministry: 2790
- › SJU Residence Life: 2044

Your resident assistant and/or resident director/faculty resident

- › Human Rights Officer (Students) CSB: 5601 SJU: 3171
- › Human Rights Officer (Faculty/Staff): 3340

Note: This person offers private, confidential, personal advocacy at no cost. They are not a substitute for security or police action.

Outside agencies

24-hour crisis support and advocacy services

- › St. Cloud Hospital: 251-2700
- › Woman House (Crisis Line): 252-1603
- › Central MN Sexual Assault Center (Office) 251-4357 (Crisis Line) 1-800-237-5090

You may decide to come to a personal resolution without using the CSB/SJU systems or legal systems. The decision is YOURS! You may choose to meet with a counselor (on- or off-campus), or professionals from one of the sexual assault services. The professionals can assist you in the therapy/emotional healing process, and/or consult with you regarding action you may want to take.

Official CSB/SJU Campus Action

Investigating Department

Every complaint of sexual violence will be investigated by one or more of the following departments:

- › CSB Security: 5000
- › SJU Life Safety Services: 2144
- › Human Rights Officer (Students) CSB: 5601 SJU: 3171
- › Human Rights Officer (Faculty/Staff): 3340

What can you expect?

The investigation may include (but is not limited to) conversations with the complainant and the accused, or an investigation through the appropriate CSB/SJU processes. You will discuss the options with the investigating officer.

CSB/SJU Joint Sexual Assault Policy:

- Policy statement
- Rights of the parties
- Responsibilities
- The law
- To whom it applies
- Protection from retaliation
- Confidentiality
- Sanctions
- Definition of terms
- Reporting and complaint procedure
- Discipline for malicious false reporting

CSB/SJU Sexual Assault Information Packet

- CSB/SJU Joint Sexual Assault Policy
- CSB/SJU letter from Dean of Students
- Educational pamphlets
- Office of Crime Victims Ombudsman, Statewide Crime Victim investigations, complaints and referrals
- Dating information

Faculty and Staff

Faculty and staff can listen, explain the process and offer support. However, for the safety of our campus communities and to fulfill legal requirements, faculty and staff are obligated to report allegations of sexual violence to one of the investigating officers (noted above). Security is obligated to file a campus crime report.

Legal Action

Outside Agencies

- Police (emergencies): 9-911
- St. Joseph Police Department: 363-250
- Stearns County Sheriff's Department: 251-4240

Victims are strongly encouraged to file a report with the police. Security and/or the human rights officer will assist in this procedure.

Confidentiality

CSB/SJU is sensitive to the needs of the complainants for privacy and confidentiality. However, CSB/SJU are responsible and obligated to protect others in the campus communities from sexual violence, which means that CSB/SJU cannot guarantee anonymity to complainants.

Information Resources

Faculty and Staff handbooks

CSB Department of Security, Mary Hall Commons

SJU Department of Life Safety Services, St. Thomas Hall (lower level)

CSB - Every Woman's Guide / SJU - J-Book

- CSB/SJU policies
- Catalog of CSB/SJU resources
- Judicial System/Grievance Procedures
- Alcohol policies

- Minnesota Liquor Law (excerpts)
- St. Joseph Liquor and Noise Ordinances (summary)
- CSB/SJU building schedules and open hours

Human Rights Office, CSB, Main 240

- Human Rights Statement
- Policy on Sexual Harassment
- Policy on Sexual Assault
- Complaint Procedures for Human Rights Violations

Crisis Management Policies/Procedures

- CSB Department of Security (Mary Commons), or
- CSB Communications and Marketing Services
- SJU Department of Life Safety Services (St. Thomas Hall-lower level), or
- SJU Communications and Marketing Services

Crime Prevention materials

- CSB Department of Security (Mary Commons)
- CSB Counseling Center, (CSB Health Center)
- Student Human Rights and Diversity, CSB, Mary Commons 277
- SJU Department of Life Safety Services (St. Thomas Hall-lower level)
- SJU Counseling Office, Mary Hall, Ground Floor 010

Statistics on campus crime and fire safety

CSB Department of Security (Mary Commons)
 CSB/SJU Human Rights Office, CSB, Main 240
 SJU Department of Life Safety Services (St. Thomas Hall-lower level)
 Connections, campus newsletter
 The Record, student newspaper

Key Policy & Procedures

Facility Maintenance Department, CSB, Main G43, Physical Plant Department

Emergency Numbers

CSB Department of Security: 320-363-5000

Mary Hall Commons
 College of Saint Benedict
 37 South College Avenue
 St. Joseph, MN 56374

SJU Department of Life Safety Services: 320-363-2144

St. Thomas Hall
 St. John's University
 P. O. Box 2000
 Collegeville, MN 56321

Emergency/Outside agencies

EMERGENCY 9-911

Gold Cross Ambulance: 9-251-8505

St. Cloud Hospital: 9-251-2700

St. Cloud Police Department: 9-251-1200

St. Joseph Police Department: 9-363-8250

Stearns County Sheriff's Department: 9-251-4240

Emergency/campus dispatch: 9-1-1

CSB Health Center: 5605

SJU Health Center: 3142

ConnectEd: Emergency Mass Notification System

We have implemented **ConnectED** - a company that specializes in technology for mass notification services - to keep students, parents, faculty and staff informed and connected in the event of an emergency.

Students, faculty, and staff will have the option to provide multiple phone numbers (home, work, and cell) and e-mail addresses to which emergency messages will be sent. Students are encouraged to talk with parents so that their contact information can also be included. This will insure that they also receive any emergency messages that may be sent.

Update your information

To update your information in ConnectED please fill out this form:

[CSB/SJU ConnectED Log-in](#)

Your username is: CSB/SJU e-mail account

Your password is: BANNER ID Number

Emergency e-mails will come addressed as: campusalert@csbsju.edu

Emergency text messages will come from: CAMPUSALERT

Emergency Phone Calls will show on Caller-ID as originating from: 320-363-5111

You can learn more about the ConnectED service at [their website](#).

We are committed to using this system for emergencies only

There will be occasional tests during the year to install updates and insure the system is working. Should you have any questions regarding the system, please contact [Darren Swanson](#), Director of Security , CSB or [Shawn Vierzba](#), Director of Life Safety Services, SJU

Confidential Contacts

Every CSB/SJU student, eighteen (18) years of age or older, has the option to identify an individual to be contacted by CSB Security or SJU Life Safety Services not later than twenty-four (24) hours after circumstances indicate that he/she may be determined to be missing. For each student who is under age eighteen (18) and not emancipated, the institution is required to notify the custodial parent(s) or legal guardian(s) not later than twenty-four (24) hours after the time at the student may be determined missing.

Confidential Contact information is information pertaining to a person designated by the student as his/her "Confidential Contact" in addition to emergency contact information provided during orientation, registration, or other related purpose. In cases where a Confidential Contact is not designated, or the Confidential Contact cannot be reached at the number provided by the student, the emergency contact previously provided to the college/university will be used. The emergency contact may be notified in addition to any Confidential Contact designated.

Students, eighteen (18) years of age or older, may register a person designated as a Confidential Contact at any time using this form. The student providing this information is solely responsible for the accuracy of the information as well as any update of information regarding the Confidential Contact.

REGISTER CONFIDENTIAL CONTACT INFORMATION

STUDENT'S NAME (First, Middle, Last):

STUDENT'S DATE OF BIRTH (mm/dd/yyyy):

STUDENT'S ID (BANNER) NUMBER:

my CONFIDENTIAL CONTACT'S name is:

Relationship (sibling, parent, friend, priest/minister, professor, etc):

my CONFIDENTIAL CONTACT'S home phone number is:

my CONFIDENTIAL CONTACT'S cell phone number is:

my CONFIDENTIAL CONTACT'S e-mail address is:

my CONFIDENTIAL CONTACT'S alternate number is:

I hereby certify that I (check all that apply):

- am 18 years of age or older.
- am under 18 and not emancipated.
- am an emancipated juvenile (under 18).
- am a currently registered CSB/SJU/SJP student.
- reside in on-campus housing (dorm/apartment).
- reside in college/university owned, off-campus housing.
- reside in privately owned, off-campus housing.

Please review the information you are submitting to ensure its accuracy. When finished, click the <SUBMIT> button.

College of Saint Benedict - Campus Crime Statistics

[NOTE: Residential statistics are a sub-set of the total On Campus statistics]

Offense	Year	On Campus	Residential	Non-Campus	Public Property
CRIMINAL HOMICIDE - TOTAL	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Murder/Non-Negligent Manslaughter	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Negligent Manslaughter	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
SEX OFFENSE (FORCIBLE) - TOTAL	2008	1	1	0	0
	2009	0	0	0	0
	2010	0	0	0	0
SEX OFFENSE (NON-FORCIBLE) - TOTAL	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Incest	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Statutory Rape	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
ROBBERY	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
AGGRAVATED ASSAULT	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
BURGLARY	2008	13	11	0	0
	2009	5	2	0	0
	2010	7	4	0	0
MOTOR VEHICLE THEFT	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
ARSON	2008	0	0	0	0
	2009	0	0	0	0
	2010	1	0	0	0
ARREST - Liquor Violation	2008	39	15	0	6
	2009	19	9	0	3
	2010	18	8	0	4
ARREST - Drug Violation	2008	1	0	0	0
	2009	1	1	0	0
	2010	0	0	0	0
ARREST - Weapons	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0

<i>REFERRAL - Liquor Violation</i>	2008	102	75	0	3
	2009	84	79	0	7
	2010	111	97	0	1
<i>REFERRAL - Drug Violation</i>	2008	2	2	0	0
	2009	1	1	0	0
	2010	1	1	0	0
<i>REFERRAL - Weapons</i>	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0

NOTE: Crimes Manifesting Evidence of Prejudice (Hate Crimes) are addressed in the report narrative

St. John's University - Campus Crime Statistics

[NOTE: Residential statistics are a sub-set of the total On Campus statistics]

Offense	Year	On Campus	Residential	Non-Campus	Public Property
CRIMINAL HOMICIDE - TOTAL	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Murder/Non-Negligent Manslaughter	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Negligent Manslaughter	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
SEX OFFENSE (FORCIBLE) - TOTAL	2008	1	0	0	0
	2009	0	0	0	0
	2010	1	1	0	0
SEX OFFENSE (NON-FORCIBLE) - TOTAL	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Incest	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Statutory Rape	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
ROBBERY	2008	1	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
AGGRAVATED ASSAULT	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
BURGLARY	2008	11	10	0	0
	2009	10	4	0	0
	2010	8	5	0	0
MOTOR VEHICLE THEFT	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
ARSON	2008	0	0	0	0
	2009	0	0	0	0
	2010	1	1	0	0
ARREST - Liquor Violation	2008	32	21	0	0
	2009	62	30	0	3
	2010	35	19	0	0
ARREST - Drug Violation	2008	3	0	0	0
	2009	5	2	0	0
	2010	2	0	0	0
ARREST - Weapons	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0

<i>REFERRAL - Liquor Violation</i>	2008	576	508	0	0
	2009	365	311	0	0
	2010	438	367	0	0
<i>REFERRAL - Drug Violation</i>	2008	50	39	0	4
	2009	40	24	0	0
	2010	70	49	0	0
<i>REFERRAL - Weapons</i>	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0

NOTE: Crimes Manifesting Evidence of Prejudice (Hate Crimes) are addressed in the report narrative

EMERGENCY RESPONSE PROCEDURES

TO REPORT AN EMERGENCY, CALL:

CSB Campus Security

320-363-5000

SJU Life Safety

320-363-2144

For immediate assistance, call 911 at SJU or 9-911 at CSB

CAMPUS EMERGENCY PHONE NUMBERS:

CSB Security 320-363-5000

SJU Life Safety 320-363-2144

SJU Health Center 320-363-3142

Monday-Friday, 9-5 p.m. (except holidays)

SAINT JOSEPH EMERGENCY NUMBERS:

Saint Joseph Police 320-363-8250

Stearns County Sheriff 320-251-4240

Highway Patrol 320-255-2916

Saint Cloud Police 320-251-1200

ST CLOUD HOSPITAL:

General Information

320-251-2700

This pamphlet contains quick reference information on how to report various emergencies and how to respond. Please take a few minutes to review this information and always keep this pamphlet within easy reach for future reference. If you have any questions or concerns, please call CSB Security at 320-363-5000 or SJU Life Safety at 320-363-2144.

1. Alcohol Poisoning

If you suspect someone of having alcohol poisoning call CSB Security at 320-363-5000 or SJU Life Safety at 320-363-2144 or 911 immediately.

How to tell if someone has alcohol poisoning:

- If the person is breathing less than 13 times per minute or stops breathing for periods of 8 seconds or more call 911.
- If the person is asleep and you are unable to wake him/her up call 911.
- Look at the person's skin. If it is cold, clammy, pale or bluish in color call 911.
- If the person is continually vomiting (repeated, uncontrolled) call 911.

If you suspect someone of having alcohol poisoning DO NOT:

- Leave them alone
- Move them
- Allow them to drive
- Give them food, liquid, medicines or drugs
- Give them a cold shower

ALCOHOL POISONING

2. Assault (physical and/or sexual)

If you have been assaulted by a stranger or by someone you know, you should:

- Call CSB Security at 320-363-5000 or SJU Life Safety at 320-363-2144 or 911 right away if you are in immediate danger.
- Call a supportive person, someone from the residential life staff or an advocate from a crisis line.
- Get medical help. If you were sexually assaulted, do not shower or clean yourself in any way.
Important physical evidence can be gathered up to 72 hours after an assault. You may also have physical injuries that need attention as well as concerns about pregnancy and/or sexually transmitted diseases.
- Decide whether to file a report with the police and/or campus security. Consider meeting with the human rights officer to obtain information about filing a complaint under our Joint Sexual Assault Policy and Procedures. Sexual assault is a violation of the state criminal code and the CSB/SJU sexual assault policy. Violators could face disciplinary action under either or both judicial systems.
- Seek support and counseling. There are a variety of resources both on and off campus that can assist you.

SEXUAL ASSAULT CENTER:

320-251-4357

ST CLOUD HOSPITAL:

Emergency Trauma Center

320-255-5656

ASSAULT

3. Bomb Threats

Remain calm. Use the telephone checklist below to record information concerning the bomb threat. Have this list ready for the authorities when they arrive.

Anyone receiving or discovering a bomb threat or emergency should immediately call CSB Campus Security at 320-363-5000 or SJU Life Safety at 320-363-2144.

DO NOT EVACUATE THE BUILDINGS UNLESS DIRECTED TO DO SO BY SECURITY or LIFE SAFETY.

If a bomb threat is received by phone, ask:

1. Where is the bomb located?
2. When is the bomb going to explode?
3. What kind of bomb is it?
4. What does it look like?
5. Why did you place the bomb?

What will happen next?

- A building search is made by appropriate persons.
- The Security and/or Life Safety personnel will contact and interview the person who received the bomb threat.
- An evacuation may take place.
- When authorized, the "All Clear" will be given by Security or Life Safety.

Record the following information for campus security and police:

1. Time of call
2. Date of call
3. Exact words the caller used
4. Exact words of person
5. Speech pattern, accent
6. Background noises and description
(music, people talking, cars or trucks, airplanes, children or babies, machine noise, typing, etc.)

If a suspicious object is discovered, the employee should:

- NOT attempt to touch or move the object.
- Evacuate immediate area only.
- Notify CSB Campus Security at 320-363-5000 or SJU Life Safety at 320-363-2144.
- Await further instructions.

BOMB THREATS

4. Chemical Spill

Chemical spills, which do not pose a threat:

- An attempt to confine the spill as much as possible if you have been trained to confine spills and are thoroughly familiar with the hazards of the spilled chemical. If you have contact with the spilled material, remove any contaminated clothing immediately and flush all areas of bodily contact with large amounts of water.
- Notify CSB Security at 320-363-5000 or SJU Life Safety at 320-363-2144 and give them:
 1. Building name
 2. Floor
 3. Room number
 4. Type of accident
 5. Chemical(s) involved

Chemical spills, which pose a threat:

- Evacuate the building.
- Notify CSB Security at 320-363-5000 or SJU Life Safety at 320-363-2144 and give them:
 1. Building name
 2. Floor
 3. Room number
 4. Type of accident
 5. Chemical(s) involved
- Notify responding emergency personnel.

The Security Office or Life Safety will supply the proper response team.

- Continue to rinse body contact areas with large amounts of water for fifteen (15) minutes.
- Security or Life Safety will notify the Environmental Health and Safety Officer.

CHEMICAL SPILL

5. Criminal Activity

If you observe a crime or believe a crime is in progress, immediately notify CSB Security at 320-363-5000 or SJU Life Safety at 320-363-2144. Report as much information as possible including:

1. What the person(s) is/are doing
2. The location
3. Physical and clothing description of those involved
4. Weapons involved
5. Vehicle description and license plate number, if appropriate
6. Direction of travel when last seen, etc.

DO NOT APPROACH OR ATTEMPT TO APPREHEND THE PERSON(S) INVOLVED.

CRIMINAL ACTIVITY

6. Fire

Treat all alarms as though they are real. Even if you don't see anything, you never know if there is trouble elsewhere in the building.

If there is smoke:

- Stay close to the floor.
- Hold your breath and close your eyes where possible.
- Test the door with the back of your hand. If it is hot, stay inside.

If you stay in the room, proceed with the following:

- Use wet clothing or towels to seal up the crack under the door.
- Open your window or break it open and hang a shirt or a bed sheet out the window to attract the attention of rescuers.
- Call CSB Security at 320-363-5000 or SJU Life Safety at 320-363-2144 and let them know where you are.

In the case of fire:

- DO NOT JUMP OUT THE WINDOW IF YOU ARE ON AN UPPER LEVEL.
- WAIT FOR RESCUERS TO COME TO GET YOU.
- Cover your face with a wet towel or piece of clothing and breathe through your nose.
- Wet a blanket, sheet or other large item and drape it over your shoulders.
- Crawl or crouch low to the floor.
- Do not use the elevator.
- If your clothing catches fire, remember to stop, drop and roll to put the flames out.
Use a coat or blanket to smother flames.
- Cool (not cold) water may be applied to minor burns.
- GET CLEAR OF THE BUILDING AND STAY OUT OF THE WAY OF RESCUERS AND FIREFIGHTERS. DO NOT RE-ENTER THE BUILDING UNTIL THERE IS AN ALL-CLEAR SIGNAL FROM THE FIRE DEPARTMENT AND/OR SECURITY.

ALWAYS TAKE FIRE ALARMS SERIOUSLY.

FIRE

7. Suspicious Person

If you see a suspicious person on campus, call CSB Campus Security at 320-363-5000 or SJU Life Safety at 320-363-2144. Report as much information as possible including:

1. What the person(s) is/are doing
2. The location
3. Physical and clothing description of those involved
4. Vehicle description and license plate number, if appropriate
5. Direction of travel when last seen, etc.

DO NOT APPROACH THE SUSPICIOUS PERSON.

SUSPICIOUS PERSON

8. Shelter in Place

Some emergencies may require that CSB/SJU students, faculty, staff and visitors take shelter inside the building. Incidents such as severe weather, violent intruders, or a hazardous material release are examples where the safest method to protect members of the campus community is to shelter in place.

In some incidents, occupants may be directed to shelter in place until further notice. Information concerning the event will be distributed through security, outside law enforcement, fire department, civil defense sirens, broadcast emails, Channel 6 TV and posted on the CSB/SJU website at www.csbsju.edu.

The order to shelter in place will be given by CSB Security or SJU Life Safety Services at which time the following actions should be taken:

- All students, faculty, staff and visitors should move into the nearest building.
- Close and move away from all windows and doors.
- Lock doors if possible.
- Turn off air-conditioning, ventilation and lighting if possible.
- Close window coverings if possible.
- Remain quiet and in place until notified by emergency personnel for further instructions.
- Silence cell phones.
- Place signs in exterior windows to identify the location of injured people.
- Do not call 911 for information. Keep telephone lines open for emergency responders.
- Depending on incident, barricade doors/windows and take adequate cover to protect yourself.

SHELTER IN PLACE

9. Medical Emergency

Call CSB Campus Security at 320-363-5000 or 9-911 or SJU Life Safety at 320-363-2144 or 911.

Give the following information:

1. Building location
2. Type of injury, illness or symptoms

DO NOT MOVE the injured person unless they are in a life-threatening situation.

COMMUNICATE with persons in your area who are trained in first aid and/or CPR and are available for assistance.

MEDICAL EMERGENCY

10. Severe Weather

In the event the National Weather Service issues a severe weather watch, a campus-wide e-mail will go out from Campus Security or Life Safety with notification and instructions.

In the event the National Weather Service issues a severe weather warning, it will be necessary to evacuate all campus buildings to their designated shelter areas.

It is critical that building occupants comply with requests to evacuate to shelter. Currently, the colleges do not have a campus-wide notification system. Notification requires that officers go from building-to-building to assist occupants to shelter areas. Timing is critical in the safety of all students, staff, faculty and visitors.

IN THE EVENT OF SEVERE WEATHER:

- When a tornado or severe weather warning is issued, seek shelter immediately in the nearest building
- Shelters include interior hallways
- lower level of any building (away from windows)
- bathrooms or interior rooms
- Stay in the shelter until the weather warning has expired or someone from Campus Security or Life Safety notifies you that the weather warning has expired
- All classes will be immediately suspended
- All offices will close
- Busses will stop running
- Bookstore will close

AWARENESS IS YOUR BEST DEFENSE

- Campus Security and Life Safety will issue severe weather warnings based on information received from the National Weather Service
- Do not rely solely on sirens as a form of notification. It is important that people follow all instructions via the radio or authorities during a severe weather warning and then be patient waiting for the warning to expire
- Keep your “eye on the sky”
- Listen to AM Radio WJON 1240
- Listen to FM Radio WWJO 98.1
- Watch TV reports
- Utilize computer access to watch radar maps and up-dates on severe weather (remember that some radar images can be up to 15 minutes old)
- If you have questions, contact one of the information desks
(Please call the Security departments during the severe weather warning only if you have an emergency)
- Be aware of the location of your shelter areas
- If you hear Civil Defense Sirens sounding, move to lower level areas of the building that you are in and stay clear of windows
- Fire alarms will not be issued to announce a severe weather warning
- Respond to instructions provided by security officers

SEVERE WEATHER

11. Mental Health Emergency or Suicide Attempt

Be understanding and sympathetic. Encourage the person to seek medical attention. Serious contemplation of suicide is a medial emergency. Contact CSB Campus Security at 320-363-5000 or SJU Life Safety at 320-363-2144 or call 911.

MENTAL HEALTH

12. Utility Failure

In the event of utility failure (water, electric, heat) immediately call CSB Campus Security at 320-363-5000 or SJU Life Safety at 320-363-2144. Be prepared to give:

1. Building name
2. Floor
3. Room number(s)
4. Nature of problem
5. Person to contact and telephone extension

In the event of a campus wide electrical power failure, some phones may not work until power is restored. During power failures, areas that do not have sufficient natural light to clearly see should be evacuated while emergency lights are still on. Entry to the building should not be allowed until power is restored. Emergency lighting is temporary and is not provided to continue building operations.

UTILITY FAILURE

13. Weapons

If you suspect someone of having a weapon on campus, contact CSB Campus Security at 320-363-5000 or SJU Life Safety at 320-363-2144. Report as much information as possible including:

1. What the person(s) is/are doing
2. The location
3. Physical and clothing description of those involved
4. Weapons involved
5. Vehicle description and license number if appropriate
6. Direction of travel when last seen, etc.

DO NOT APPROACH OR ATTEMPT TO APPREHEND THE PERSON(S) INVOLVED.

WEAPONS

College of Saint Benedict - Fire Safety Statistics

On-Campus Residential Fires			2010	Fire Related - Medically Treated Injuries	Number of Fire Related Deaths	Estimated Value of Damage
Location	#	Date	Cause of Fire			
Margretta Hall	0		N/A	0	0	\$0
Brian Hall	0		N/A	0	0	\$0
Corona Hall	0		N/A	0	0	\$0
Dominica Apts	0		N/A	0	0	\$0
Anne House	0		N/A	0	0	\$0
Gable Apts	0		N/A	0	0	\$0
Girgen Apts	0		N/A	0	0	\$0
Jeanette House	0		N/A	0	0	\$0
Idzerda House	0		N/A	0	0	\$0
Aurora Hall	0		N/A	0	0	\$0
Luetmer Apts	0		N/A	0	0	\$0
Zierden Apts	0		N/A	0	0	\$0
McDonald Apts	0		N/A	0	0	\$0
Rainbow House	0		N/A	0	0	\$0
Regina Hall	0		N/A	0	0	\$0
Richarda Hall	0		N/A	0	0	\$0
Schumacher Apts	0		N/A	0	0	\$0
Smith Apts	0		N/A	0	0	\$0
Sohler Apts	0		N/A	0	0	\$0
Westkaemper Apts	0		N/A	0	0	\$0
Wirth Apts	0		N/A	0	0	\$0
Lottie Hall	1	6/26/2010	Damaged hair dryer cord	0	0	\$0-\$99

SOURCE: Incident Reports generated by officers of the Department of Security, College of Saint Benedict

RESIDENTIAL FIRE SAFETY SYSTEMS

Saint John's University, Collegeville Minnesota

Residence Building	Central Fire Alarm Monitoring 24 hr/day	Detectors	Sprinkler System	Fire Extinguishers	Evacuation Plans Posted	Emergency Guides Posted	Fire Drills Each Year
Benet Hall	Yes	Smoke Heat Pull Stations	Yes	Yes	Yes	Yes	2
Bernard Hall	Yes	Smoke Heat Pull Stations	Yes	Yes	Yes	Yes	2
Boniface Hall	Yes	Smoke Heat Pull Stations	Yes	Yes	Yes	Yes	2
Edelbrock House	Yes	Smoke CO	Yes	Yes		Yes	2
Emmaus Hall	Yes	Smoke Heat Pull Stations	Yes	Yes	Yes	Yes	2
Flynntown Apts.	Yes	Smoke CO	Yes	Yes		Yes	2
St. Francis House	Yes	Smoke Heat Pull Stations	Yes	Yes	Yes	Yes	2
St. Gregory House	Yes	Smoke Heat Pull Stations	Yes	Yes	Yes	Yes	2
St. Joseph Hall	Yes	Smoke Heat Pull Stations	Yes	Yes	Yes	Yes	2
Marmion House	Local Alarm System	Smoke CO		Yes		Yes	
Mary Hall	Yes	Smoke Heat Pull Stations	Yes	Yes	Yes	Yes	2
St. Maur Apts.	Yes	Smoke	Yes	Yes		Yes	
Metten Court Apts.	Yes	Smoke CO	Yes	Yes		Yes	
Patrick Hall	Yes	Smoke Heat Pull Stations	Yes	Yes	Yes	Yes	2

St. Placid Apts.	Yes	Smoke	Yes	Yes		Yes	
St. Thomas Hall	Yes	Smoke Heat	Yes	Yes	Yes	Yes	2
Seton Apts.	Yes	Smoke		Yes		Yes	
Vincent Court Apts.	Yes	Smoke CO	Yes	Yes		Yes	
Virgil Michel Apts.	Yes	Smoke Heat Pull Stations	Partial	Yes	Yes	Yes	2

St. John's University - Fire Safety Statistics

On-Campus Residential Fires			2010	Fire Related - Medically Treated Injuries	Number of Fire Related Deaths	Estimated Value of Damage
Location	#	Date	Cause of Fire			
Mary Hall	0		N/A	0	0	\$0
Bernard Hall	0		N/A	0	0	\$0
Boniface Hall	0		N/A	0	0	\$0
Edelbrock House	0		N/A	0	0	\$0
Emmaus Hall	0		N/A	0	0	\$0
Flynntown Apts	0		N/A	0	0	\$0
St. Francis House	0		N/A	0	0	\$0
St. Gregory House	0		N/A	0	0	\$0
Marmion House	0		N/A	0	0	\$0
Virgil Michel Apts	0		N/A	0	0	\$0
St. Maur Apts	0		N/A	0	0	\$0
Metten Court Apts	0		N/A	0	0	\$0
Patrick Hall	0		N/A	0	0	\$0
St. Placid Apts	0		N/A	0	0	\$0
St. Thomas Hall	0		N/A	0	0	\$0
Seton Apts	0		N/A	0	0	\$0
Vincent Court Apts	0		N/A	0	0	\$0
St. Joseph Hall	0		N/A	0	0	\$0
Benet Hall	1	11/17/2010	Machinery/Industrial	0	0	\$1000-\$9999

SOURCE: Incident Reports, Department of Life Safety Services, St. John's University and SJU Fire Department

Human Rights Office

CSB and OSB are committed to creating and maintaining an environment in which all members of the community are aware of and respect the rights and human dignity of every other member. Therefore, we will investigate and promptly seek the equitable resolution of allegations of discrimination relating to race, religion, creed, color, national origin/ethnicity, status with regard to public assistance, sex, sexual orientation, age, marital status or disability.

Sexual Assault Policy

- ▶ [I. Policy Statement](#)
- ▶ [II. The Law](#)
- ▶ [III. Rights of the Parties](#)
- ▶ [IV. To Whom the Policy Applies](#)
- ▶ [V. Responsibilities](#)
- ▶ [VI. Reporting and Complaint Procedure](#)
- ▶ [VII. Confidentiality](#)
- ▶ [VIII. Retaliation](#)
- ▶ [IX. Malicious, False Reporting](#)
- ▶ [X. Sanctions](#)
- ▶ [XI. Definition of Terms](#)

I. Policy Statement

The College of Saint Benedict and the Order of Saint Benedict, Inc., Collegeville, are committed to maintaining an environment which is free from the physical and emotional threat of sexual assault. For purposes of this policy, sexual assault is defined as sexual contact or penetration without consent. These institutions will investigate and promptly seek the equitable resolution of all allegations of sexual assault.

In institutions such as ours, which espouse Catholic and Benedictine values, every community member's awareness of and respect for the rights and human dignity of every other member undergirds community life. These values demand that we strive to create an environment where the sacredness of each person is honored. Sexually assaultive conduct violates the sacredness of the person, weakens the health of the community, and is antithetical to the mission of these institutions. Therefore, we will not tolerate sexual assault in any form.

II. The Law

In addition to violating this policy, conduct prohibited by this policy may also be a criminal violation of Minnesota law. The College of Saint Benedict and the Order of Saint Benedict, Inc., Collegeville, will be guided in their resolution of sexual assault allegations by their mission and values, as well as by Minnesota law. These institutions will report sexual assault allegations to outside law enforcement agencies as appropriate.

Minnesota criminal statutes classify criminal sexual conduct into five degrees depending on the nature of the contact, the level of force, the age of the complainant, and the condition and extent of injuries to the complainant. "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 or undergarments.

Pursuant to Minnesota law, "consent" means words or overt actions by a person indicating a freely given present agreement to perform a particular sexual act with the actor. Consent does not mean the existence of a prior or current social relationship between the actor and the complainant, or that the complainant failed to resist a particular sexual act. The use or threatened use of force or other forms of coercion take away a person's ability to give consent to sexual contact. Where there is otherwise credible evidence to support a finding of nonconsent, corroborating testimony is not required.

A person who is unconscious or substantially impaired cannot consent to a sexual act. Use of drugs or alcohol by the accused, however, is not a defense against allegations of sexual assault and does not diminish personal accountability or criminal liability.

III. Rights Of The Parties

These institutions recognize that community support for both the victim and the accused is essential to a fair and just response to a sexual assault report. Therefore, the parties involved in a sexual assault incident are assured the following rights:

1. The right to privacy and treatment of sensitive information in a confidential manner;
2. The right to be treated with dignity and to receive nonjudgmental assistance;
3. The right to meaningful support from institutional organizations and departments as appropriate (i.e., counseling, campus ministry, residential life, dean of students, department chairs, etc.);
4. The right to a fair, impartial and timely investigation and resolution by campus disciplinary authorities of a sexual assault report;
5. The right to an explanation of the complaint procedures for sexual assault violations;
6. The right to an explanation of the allegations made against a party under this policy;
7. The right to participate or not participate in campus disciplinary proceedings regarding a sexual assault incident;
8. The right to know prior to a hearing the names of witnesses who may be called;
9. The right to speak on his or her own behalf in a disciplinary proceeding;
10. The right to an adviser at any campus disciplinary proceeding concerning a sexual assault complaint;
11. The right to privacy with regard to his or her irrelevant past sexual/relationship history during campus disciplinary proceedings;
12. The right to be informed in a timely manner of the outcome of any campus disciplinary proceeding concerning a sexual assault complaint;
13. The right to appeal the outcome of a hearing in which the party participates.

In addition, Minnesota Law assures a victim of sexual assault the following rights:

1. The right to the prompt assistance of campus authorities ("campus authorities" refers to the Department of Security at CSB, Life Safety Services at SJU, and/or the human rights officer), at the request of the victim, in notifying the appropriate law enforcement officials and disciplinary authorities of a sexual assault incident;
2. The right to the prompt assistance of campus authorities, at the request of the victim, in filing criminal charges with local law enforcement officials in sexual assault cases;
3. The right to the complete and prompt assistance of campus authorities, at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident;
4. The right to assistance of campus authorities in preserving materials relevant to a campus disciplinary proceeding for a sexual assault complainant or victim;
5. The right to the assistance of campus personnel in shielding the victim, at his or her request, from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes or to alternative college-owned housing if alternative classes or housing are available and feasible;
6. The right to receive information regarding services available to victims from the State of Minnesota through the Office of the Crime Victims Ombudsman and the Crime Victim Reparations Board, and assistance in contacting these offices.

IV. To Whom the Policy Applies

This policy applies to all community members except where specifically excluded (See Joint Human Rights Policy for exclusions). All community members will abide by this policy at all times, whether on campus or away from campus, when engaged in activities sponsored by the institution or which otherwise relate to the institution or its business. Such activities include, but are not limited to, professional meetings, classes, practica, seminars, and all other activities involving or relating to the institution. Those who contract to use our campuses, instruct our students, supervise our students, or are employed by independent enterprises located on campus or seek to provide goods and services to our campuses are expected to adhere to the principles established by this policy.

When a student is alleged to have committed a sexual assault, this policy will apply at all times, whether or not the student is engaged in institutionally sponsored or related activities, when the student is on the institution's campuses, in off-campus housing units, or in an area within a close geographical proximity to each campus. If a sexual assault involving a student occurs at a distance from campus when the student is not engaged in institutionally sponsored or related activities, the institution, in its discretion, may either accept or decline to process a complaint under this policy.

V. Responsibilities

All Community Members. All community members are responsible for ensuring that their conduct does not violate this policy. All community members who have observed others experiencing what they believe to be incidents of sexual assault are encouraged to confront such conduct and to report such conduct to the human rights officer at once. Any community member who believes that he or

she has experienced sexual assault in violation of this policy has the responsibility for giving notice of the violation to the institution. (See Section VI.)

Supervisors. Institutional supervisors (See Section XI, Definition of Terms) have the further responsibility to use their best efforts to assure that sexual assaults do not occur or that they are reported if they do occur. When a supervisor receives a report of, or otherwise identifies a problem as being one involving a potential claim of sexual assault in violation of this policy, the supervisor shall report the alleged incident to the human rights officer at once.

VI. Reporting and Complaint Procedure

Members of the community who believe they have been sexually assaulted by a stranger or by someone they know are strongly encouraged to notify campus security and/or local law enforcement authorities immediately so that the alleged assailant can be apprehended if still in the area and so that appropriately trained personnel can be dispatched to provide crisis counseling, information and support to the victim. Victims of sexual assault are also encouraged to contact the counseling department at their institution for confidential support and counseling services.

Reporting a sexual assault incident to campus security, the human rights office, or law enforcement authorities does not require the complainant to initiate or participate in a complaint procedure. Members of the community who believe they have been victims of sexual assault are strongly encouraged, however, to discuss the situation and to seek advice regarding internal complaint procedures and/or criminal or civil prosecution options as soon as possible from the human rights officer, the director of security at the College of Saint Benedict, the director of life safety services at Saint John's University, and/or any of the following: a supervisor, an administrator, a faculty member, a department chair, a resident director or faculty resident, and/or the director of human resources.

Any member of the community who is contacted by a person with a complaint which may involve a sexual assault, should contact the human rights officer immediately to report the factual basis of the potential complaint and to receive information regarding the proper approach for addressing the complaint.

All complaints involving sexual assaults where the respondent is a faculty member, an administrator, or a staff member will be processed and considered pursuant to the Joint Complaint Procedure for Human Rights Violations. Complaints involving sexual assaults where the respondent is a student will be processed and considered pursuant to the Joint Complaint Procedure for Sexual Assault Violations Involving Students. After consulting with the human rights officer, a complainant may or may not choose to proceed with a complaint under the institutions' complaint procedures and/or civil and/or criminal legal processes.

VII. Confidentiality

Because of the sensitive nature of sexual assault complaints, the need to protect the privacy of the parties, the need to ward against retaliation and adverse publicity, and the interest in resolving complaints as quickly and effectively as possible, the institutions will rigorously defend the confidentiality interests of all parties involved in a sexual assault complaint process. These institutions will attempt to protect the identity of all complainants and respondents and ensure that the actions resulting from the initiation of a complaint procedure are kept confidential, informing only those officials and individuals with a need to know in order to respond to the case. Confidentiality shall be observed by all persons involved in a complaint process.

Notwithstanding the preceding paragraph, respect for due process requires that the requirement of confidentiality not be interpreted as unduly limiting the ability of either party to a complaint to prepare and present his or her case, particularly during the formal stage of the complaint process. Furthermore, the requirement of confidentiality will not be interpreted as unduly limiting the institutions' responsibility to investigate and take corrective action in response to sexual assault complaints. Information regarding sexual assault incidents occurring on campus may be released to the campus community to allow members of the community to make informed judgments and take appropriate preventive measures. The privacy of the victim will be protected to the extent reasonably possible in the event that such information is released.

VIII. Retaliation

Any person who initiates a complaint under this policy will do so without coercion or fear of reprisal. Retaliation against or harassment of any person involved in a complaint process (the complainant, the respondent, the investigator, a witness, a member of the hearing panel, etc.) may in and of itself constitute a human rights violation and may be prosecuted as such under the Joint Complaint Procedure for Human Rights Violations. Encouraging others to retaliate also violates this policy.

IX. Malicious, False Reporting

A complainant whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action as recommended by the human rights officer.

X. Sanctions

Upon a finding that a violation of the Joint Sexual Assault Policy has occurred, disciplinary action, up to and including termination of employment or expulsion from the academic community, may be imposed pursuant to the procedures set forth in the applicable complaint procedure.

XI. Definition of Terms

Terms used in this and related human rights documents shall be defined as follows:

1. The Order of Saint Benedict, Inc. Collegeville, includes the following corporate "Divisions": Saint John's University, Saint John's Preparatory School, The Liturgical Press, and the Benedictine Division.
2. Community and institutions are used here to refer to the College of Saint Benedict and the Order of Saint Benedict, Inc., Collegeville, and all their employees and students.
3. Campus refers to the grounds which include Saint John's Preparatory School and The Liturgical Press as well as Saint John's University and the College of Saint Benedict.
4. Campus authorities refers to the Department of Security at the College of Saint Benedict, Life Safety Services for the Order of Saint Benedict, Inc., Collegeville, and/or the human rights officer.
5. Employee refers to any member of the community who is employed by these institutions, excluding student workers.
6. Student refers to any person enrolled in the College of Saint Benedict, Saint John's Preparatory School, or Saint John's University, whether undergraduate, graduate or postgraduate.
7. Supervisor refers to administrators, department chairs, faculty, residence directors, faculty residents, staff persons, and others who have the responsibility for employees' or students' terms and/or conditions of employment or education. For the purposes of this definition, student workers shall not be considered to be supervisors.

For information regarding the Joint Sexual Assault Policy or to obtain a complete copy of the complaint procedure, contact [Jody Terhaar](#), CSB Dean of Students, (320) 363-5601; [Mike Connolly](#), SJU Dean of Students, (320) 363-3171; or [Judy Bednar](#), faculty/staff human rights officer (320) 363-5071.

Sexual Assault

Emergency Contacts	Common Feelings of Survivors
CSB/SJU Sexual Assault Policy	Getting Back on Track
Definitions	Special Concerns as a Student
What to do if You've Just Been Sexually Assaulted	Self Care of Survivors
To Report or Not Report	How to Help
Events	Acquaintance Sexual Assault
Pledge For Action	Resources

The pages you find here have been compiled by the CSB/SJU sexual health team. This is a student/staff partnership designed to facilitate honest, open conversation regarding sexual health issues in order to foster healthy, safe decisions and an environment that does not accept or condone sexual activity without consent.

Unfortunately, sexual assault does happen and it is a time that is frightening, confusing and generally full of emotions for the victim/survivor. We hope the pages here can serve as a starting point to understanding those feelings, finding resources and taking the steps towards healing. You will find definitions, what to do immediately if you have been sexually assaulted, emergency contacts, thoughts about reporting, a description of common feelings and some tips on how to cope, a link to the CSB/SJU policy, commonly asked questions about the policy, as well as information for the people closest to you. This is an evolving effort and we welcome any resources that you have found that we do not have listed, as well as any feedback. We want to do our best to make this work for you. Please send comments to klapperich@csbsju.edu.

Below, you will find some of the principles from the Central Minnesota Sexual Assault Center that we also feel are the foundation for how we address sexual health and sexual assault. Some of the principles may be adapted slightly from the original.

- Each individual has the right to accept or refuse sexual contact at his or her discretion; and no one deserves to be sexually assaulted.
- Each sex has equal ability to control their sexual behavior and that they are ultimately responsible for their own actions. (The survivor is not responsible for the assailant's actions.)
- Sexual assault is a violent crime and is often premeditated.

- Each survivor of sexual assault is a separate individual having distinct and separate needs and should be treated accordingly. There is no uniformly accepted “normal” reaction to sexual assault.

Remember, **YOU ARE NOT TO BLAME**, even if:

- Your attacker was an acquaintance, date, friend or spouse, girlfriend or boyfriend, parent, sibling, guardian, other relative, professor, coach, or even employer.
- You have been sexually intimate with that person or with others before.
- You were drinking or using drugs.
- You froze and did not or could not say “no” or were unable to fight back physically.
- You were wearing clothes that others may see as seductive.
- You said “yes” but later said “no” and were not listened to.

Emergency Contacts

911

Central Minnesota Sexual Assault Center: (320) 251-4357

CMSAC is a 24-hour crisis intervention center for victims of all forms of sexual violence. The Center’s purpose is to provide non-judgmental direct services to victims of sexual assault, their families and friends, to provide professional training and prevention education regarding sexual assault; and to improve the coordination of services of various agencies that deal with sexual assault and its victims.

- Campus Security (CSB): 363-5000
- Life Safety (SJU): 363-2144
- St. Cloud Hospital Emergency Trauma Center: (320) 255-5656
- CSB|SJU Policy Information: <http://www.csbsju.edu/humanrights/assault.htm>

CSB|SJU Joint Sexual Assault Policy

<http://www.csbsju.edu/humanrights/assault.htm>

What is Sexual Assault?

Sexual assault is actual, attempted, or threatened sexual contact with another person without that person’s consent. Sexual assault is a criminal act that can be prosecuted under Minnesota state law. Conduct that is determined to be sexual assault also violates the joint sexual assault policy of the College of St. Benedict and St. John’s University.

What is Rape?

Rape is a commonly used term to describe a sexual assault that includes unwanted, coerced and/or forced sexual penetration, as well as situations where the victim/survivor cannot actually give consent (underage, vulnerable adults, etc.)

What is consent?

Consent is the free and active agreement, given equally by both partners, to engage in a specific sexual activity.

Consent is **not present** when the other person:

- Is impaired by the use of alcohol or drugs
- Fears the consequences of not consenting
- Feels threatened or intimidated
- Is coerced (compelled to submit through intimidation, threats, misuse of authority, manipulation, tricking, or bribing with actions and words)
- Is physically forced to comply
- Says no, either verbally or physically (e.g., crying kicking or pushing away)
- Is not an active participant in the activity
- Is below the legal age of consent (In Minnesota, 16)
- Has a disability or mental impairment that prevent the person from making an informed choice
- Lacks full knowledge or information of what is happening

What is acquaintance sexual assault?

Acquaintance sexual assault is non-consensual sexual contact between people who know each other. According to the National Institute of Justice, 90% of college sexual assault victims know their attacker.

What to Do if You've Just Been Sexually Assaulted

- › Get to a safe place.
- › Contact someone who can help you: a friend, the police (911), the local hospital, CMSAC, or other campus and community agencies.

LOCAL RESOURCES:

Central Minnesota Sexual Assault Center	(320) 251-4357
St. Cloud Hospital Emergency Room	(320) 251-2700
St. Joe Police	(320) 363-8250
St. Cloud Police	(320) 251-1200
Stearns County Sheriff's Office	(320) 251-4240
St. John's University Life Safety	(320) 363-2144
College of St. Benedict's Security	(320) 363-5000
CSB/SJU Counseling & Health Promotion	(320) 363-5605/CSB
	(320) 363-3236/SJU
CSB Office of the Dean	(320) 363-5601
SJU Office of the Dean	(320) 363-3512
CSB/SJU Policy Information: http://www.csbsju.edu/humanrights/assault.htm	

- › Do not shower, drink or eat, go to the bathroom, brush your teeth, douche, or change your clothes, no matter how dirty or violating it may make you feel. These activities destroy important physical evidence in the event that you decide to prosecute the person who assaulted you. However, if you cannot refrain from urinating before seeking help, urinate into a clean glass jar. If you must change your clothes before seeking help, place them (including undergarments) in a brown PAPER bag. Placing clothes or all other possible pieces of evidence in a plastic bag will chemically render them useless during evidence collection procedures.
- › Get medical attention. You may have hidden injuries and may want to explore options for preventing pregnancy or sexually transmitted diseases. The decision to undergo a sexual assault medical exam at any hospital is most often performed by a specially trained Sexual Assault Nurse Examiner (SANE) in the state of Minnesota. The exam is free, federally insured by the Crime Victims Fund of Minnesota. Also, the decision to complete such exam does not hinge upon the immediate reporting of the sexual assault to law enforcement. The evidence will be sealed and frozen immediately after completing the procedure, and can be stored within a medical facility for up to 3 months after being collected. During these 3 months, it may be used at anytime as admissible evidence in the event that a victim/survivor feels that he or she wants to report their experience to law enforcement.
- › Write down everything that you remember happening, with as much detail as possible. This can help with your own healing process and in any legal action you might decide to take. This is also extremely helpful if a victim/survivor decides to report immediately to law enforcement. The process of reporting will involve questions calling for distinct detail about the sexual assault. The more detail a victim/survivor can extensively recall about their experience, the stronger their case may become when presented to the County Attorney's office.

To Report or Not Report

Sexual assaults are rarely reported. In fact, sexual assault remains the most drastically underreported crime in the U.S. In college, fewer than 5% of completed or attempted rapes are reported to the police. Reporting rates are low for a variety of reasons. A survivor may be uncertain whether what happened was actually sexual assault. Sexual assaults that are committed by acquaintances are often trivialized as "not so bad" because it does not fit the common social understanding of sexual assault. Survivors may think they won't be believed or may even be blamed by police, courts, and friends. Many victims/survivors find an immediate coping strategy in indulging in the denial that the assault ever occurred in the first place. Without the acknowledgement of the sexual assault, they find temporary relief from their experiences. However, this relief will not last, and will most likely affect their healing in the future. Also, if the assailant was an intimate partner or close friend, victims/survivors may feel torn between their personal violation from the experience and their love for the assailant. They do not want to get their loved one in trouble. Especially in these cases, victims/survivors may feel that they are to blame for the assault, and therefore do not feel validated or entitled to making a report.

Decide if you want to make a police report. If there is even a chance that you might want to report, preserve all evidence. Do not shower, urinate, change clothes (including undergarments), brush teeth, bathe, douche, or straighten up the area until the medical and legal evidence has been collected. If you choose to change clothes, place the clothes you were wearing in a paper bag (to preserve

evidence) and bring it with you to the nearest hospital or law enforcement agency. If you chose to urinate, do so into a clean glass jar, and bring it with you to the hospital or law enforcement agency. If you do choose to report, call 911 and go to the hospital to have medical evidence collected. It is best to have the medical exam within 72 hours of the assault. Even if you choose not to report, you should still go to the nearest hospital or clinic. You may feel OK, but it is still a good idea to talk with a medical care provider about tests for pregnancy and sexually transmitted infections/diseases, and support services.

Common Feelings of Survivors of Sexual Assault

Emotional responses of survivors will vary from individual to individual. Sexual assault can be extremely traumatic and life-changing. It's important to remember that your responses are not crazy; they are normal reactions to a traumatic situation – sexual assault. Our goal is to offer support, options and resources that encourage empowerment and healing. Below are some common questions and feelings survivors of sexual assault may experience but it is not necessarily an exhaustive list.

Why did this happen to me?

You didn't do anything wrong. It's not your fault. Your power was taken away by someone else. Sexual violence can happen to anyone, regardless of age, gender, race, religion, etc. One in three women and one in six men are sexually assaulted at some point in their lifetime.

When will I be okay? When will this be over? When will I stop feeling so bad?

It is hard to understand that someone would do this to you and that there would be so much pain. It isn't fair but you did survive. You are strong and courageous. There is no blueprint for healing. It is on your own time schedule and in your own way. There are people who can help you if you need it.

How do I get over this?

No one was taught how to heal from a trauma, so it's scary. There are no simple 10 steps to healing but healing is happening. Talking about it is a very important healing tool. Sexual assault is not something that any individual will ever "get over" in their lifetime, more, it becomes an experience that makes up the character and being of the victim/survivor that has no more or no less impact on the individual than any other life experience.

No one understands!

You are not alone. These are common feelings of survivors. Even if you feel that no one can understand your personal situation, there are those out there who want to help and support you through this time. Sexual assault is a very common experience for many people. 1 in 3 women will be sexually assaulted in their lifetime, and 1 in 6 men will be sexually assaulted in their lifetime.

I feel like I am going crazy!

You are not crazy; you are dealing with a "crazy" difficult situation. Many survivors have this feeling.

It wasn't that big of a deal.

What happened was a trauma and can affect you very much. Sometimes you don't realize the extent of how it is affecting you right away. But, just pretending it didn't happen or ignoring it won't be helpful in the healing process.

I'm just imagining this. This couldn't really have happened.

It's hard to believe something so awful and so painful but typically memories like this are real. Memories of painful experiences are sometimes blocked until you're ready to process them and move on.

SHOCK AND NUMBNESS

This response may occur soon after a sexual assault. Survivors may experience feelings of disbelief or denial about what happened. Survivors may feel emotionally detached or drained, and at times may be unaware of what is happening around them. Other reactions to the emotional shock may include: crying uncontrollably, laughing nervously, withdrawing, or claiming to feel nothing or to be "fine". Survivors often may feel overwhelmed to the point of not knowing how to feel or what to do.

- ▶ **If you are a victim/survivor, here are some tips that may help:** Recognize that these feelings are normal reactions are experiencing trauma. Reassure yourself that these feelings will diminish over time but it takes as much time as you need to heal. If you want company, it may be helpful to surround yourself with supportive friends or family. You may also want to think about what has helped you through a previous crisis. For example, it may help to practice breathing exercises or meditation, go for a

walk, listen to music, or talk with supportive friends and family. Remember the on-campus resources that you have as well if you want to talk to someone:

- ▶ **Counseling & Health Promotion: 5605/CSB, 3236/SJU**
- ▶ **Dean of Students: 5601/CSB, 3512/SJU**

DISRUPTION OF DAILY LIFE

After an assault, victims/survivors may feel preoccupied with thoughts about the incident. It may be difficult for survivors to concentrate, attend class, or focus on school work. It can be very upsetting to have reminders of the assault when trying to reclaim your normal life. Survivors may have nightmares, trouble sleeping, appetite changes, general anxiety, or depression. For the first few weeks or months after the assault, survivors may feel as though their life has been upset and may be wondering if it will ever be the same.

- ▶ **If you are a victim/survivor, here are some tips that may help:** It is important to be gentle with yourself and take steps to reclaim your life. After experiencing any kind of crisis, it is important to take time to grieve, to adjust, and to reorganize your life. Recognize that you will be able to go on with your life. Don't be afraid to seek help if you are struggling academically or you need help dealing with the trauma.

LOSS OF CONTROL

Survivors may feel disoriented and overwhelmed. They may also feel anxious, scared, or nervous and have a difficult time concentrating. Often, survivors feel unsure about themselves, and may temporarily lack their usual self-confidence. Decisions that were made routinely before now may feel monumental. Survivors may feel that because of the assault they will have to change their whole lifestyle to feel safe.

- ▶ **If you are a victim/survivor, here are some tips that may help:** Try to make as many of your own decisions as possible. Even making small decisions can help you regain a sense of control. You may want to make some changes in your life such as re-arranging the furniture in your room, changing your look by cutting your hair, or changing your routine by exercising in the morning instead of at night. Small changes can help you feel like you are taking back control. Although there are people to help you through your options and support you to make a decision that is best for you, it is important to trust your instincts about what is right for you.

FEAR

It is not uncommon for victims/survivors to fear people and feel vulnerable even when going through the regular activities of life. They may be afraid to be alone, or afraid of being with lots of people. They may find themselves not knowing who to trust. Survivors may have lost their sense of safety in their own environment, which makes them feel vulnerable and may fear that they will be assaulted again. Survivors may also be more aware of sexual innuendos, stray looks, or whistles.

- ▶ **If you are a victim/survivor, here are some tips that may help:** Make any changes in your life that you need in order to feel safe. If possible, you may want to change your locks, take a self-defense class, or stay with a family member or friend. Temporarily "not trusting" is a protective device that is an emotional coping skill. Most of these fears will go away or lessen over time. You will be able to trust when you have had a chance to heal and are feeling less vulnerable. If it doesn't get better and fear is getting in the way of your daily life, it may be helpful to speak to a counselor.

GUILT, SHAME, SELF-BLAME

Most victims/survivors feel guilty and ashamed about the assault. Survivors often question that they somehow may have "provoked" or "asked for it", that they shouldn't have trusted the assailant, or that they should have somehow prevented the assault. Some of these feelings are the result of society's myths about sexual assault and sexuality. Survivors will often start to doubt their ability to make good judgments or trust their own instincts. Sometimes blaming themselves helps survivors to feel less helpless.

- ▶ **If you are a victim/survivor, here are some tips that may help:** It was not your fault. No one deserves to be sexually assaulted. Tell yourself that many times a day. Being sexually assaulted does not make you a bad person; you did not choose to be sexually assaulted. Realize that guilt and self-blame are efforts to feel some control over the situation. Many survivors also experience blame from individuals they tell about the incident. These reactions are fueled by society's myths about sexual assault. It is important to surround yourself with supportive people. Education about the facts surrounding sexual assault may also be helpful in dispelling shame and self-blame. You may want to find some resources on health and recovery after sexual assault.

ANGER

Victims/Survivors may have different reasons to feel angry. There is often as much anger at the events following the assault, as toward the assault itself: changing lifestyle, loss of freedom, being told to “get over it” by friends and family. Anger is an appropriate, healthy response to sexual assault. It usually means that the survivor is healing and has begun to look at the assailant’s responsibility for the assault. Survivors vary greatly in how readily they feel and express anger. It may be especially difficult to express anger if a survivor has been taught that being angry is never appropriate. Anger can be vented in safe and healthy ways, or can be turned in, where it may become sadness, pain, or depression.

- ▶ **If you are a victim/survivor, here are some tips that may help:** Allow yourself to be angry. You have a right to feel angry. However, it is important to feel angry without hurting yourself or others. As part of your anger, you may find yourself more irritable at home, school, or work. Anger can be expressed physically without harming yourself or others. Some people find that physical activity (such as walking, running, biking, hitting pillows, etc.) can help release the physical tension that often accompanies anger. Writing in a journal, playing music, or singing out loud to music are also helpful and healthy ways to release anger. Reporting the sexual assault may be another way you choose to turn your anger into a positive action. Many people often find it useful to speak with other survivors. Be careful to avoid unhealthy ways of coping with anger such as alcohol or drug use, cutting, or other self destructive behaviors.

ISOLATION

Some sexual assault victims/survivors feel their experience sets them apart from others. Oftentimes, they feel differently or think that others can tell that they have been sexually assaulted just by looking at them. Some survivors do not want to bother anyone with their troubles, so they do not talk about the incident or their feelings. Survivors may withdraw or distance themselves from family and friends.

- ▶ **If you are a victim/survivor, here are some tips that may help:** You are not alone in what you are feeling. Many people find benefit in speaking with other survivors. Reading more about the topic can also be reassuring and validating. If you are feeling alone, call a trusted friend or family member. It can make all the difference to be with someone who cares about you.

ANXIETY, SHAKING, NIGHTMARES

Victims/Survivors may experience shaking, anxiety, flashbacks, and nightmares after an attack. This can begin shortly after the attack and continue for a long period of time. Nightmares may replay the assault or include dreams of being chased, attacked, etc. Survivors often fear that they are “losing it” and may feel that they should be “over it by now”.

- ▶ **If you are a victim/survivor, here are some tips that may help:** These responses, as scary as they are, are normal reactions to trauma. These physical reactions are ways your emotions respond to the fear you experience. It is important to be able to discuss your nightmares and fears, particularly how they are affecting your life. Keeping a journal to write about your feelings, dreams, and worries can be a helpful tool in the recovery process.

CONCERN FOR THE ASSAILANT

Some victims/survivors express concern about what will happen to the assailant if the attack is reported or prosecuted. Others express a concern that an assailant is sick or ill and needs psychiatric care more than prison. It is human to show concern for others, especially those who are troubled, destructive, and confused. Some of these attitudes may be the result of the survivors’ effort to understand what happened, particularly if there was a previous relationship. These attitudes might also be the result of the survivors blaming themselves for the assault. If survivors feel sorry for the assailant, they might find it difficult to express their anger and indignation for what they suffered.

- ▶ **If you are a victim/survivor, here are some tips that may help:** The sexual assault was not your fault. Only the assailant is responsible for what happened. You have a right to feel and express anger. It is important to hold the assailant accountable. You can have mixed feelings – you can love/like the assailant as a person and still hate what that person did to you. Pushing yourself to prematurely “forgive” the assailant may force you to bury your feelings of anger and rage. Reporting the sexual assault may be one way you choose to turn your anger into a positive action. Reporting may also be the only way for the assailant to get treatment.

SEXUAL CONCERNS

Victims/Survivors may experience a variety of sexual concerns after an assault. Some survivors may want no sexual contact whatsoever; others may use sex as a coping mechanism. Some people may experience some confusion about separating sex from sexual abuse. Particular sexual acts may provoke flashback and thus, be very difficult for the survivor to engage in.

- ▶ **If you are a victim/survivor, here are some tips that may help:** Sexual healing takes time. Go at your own pace. Be very clear with your partner about your needs and limits when it comes to any type of sexual touching or sexual contact. You have a right to refuse to be sexual until you feel ready. Tell your partner what kinds of physical or sexual intimacy feels comfortable to you. Sexual assault is not sex. Intimate consensual lovemaking should be pleasurable for both partners. A patient, gentle, intimate partner is helpful in your healing process. A therapist with experience in sexual trauma recovery can be very helpful to your healing process.

POST-TRAUMATIC STRESS DISORDER

Post-traumatic Stress Disorder, also known as PTSD, involves a pattern of symptoms survivors may experience after a sexual assault. Symptoms of PTSD include repeated thoughts of the assault; memories and nightmares; avoidance of thoughts, feelings, and situations related to the assault; and increased stimulation (e.g., difficulty sleeping and concentrating, jumpiness, irritability). One study that examined PTSD symptoms among women who were raped, found that 94% of women experienced these symptoms during the two weeks immediately following the rape. Nine months later, about 30% of the women were still reporting this pattern of symptoms. The National women's Study reported that almost 1/3 of all rape survivors develop PTSD sometime during their lives and 11% of rape survivors currently suffer from the disorder.

- ▶ **If you are a victim/survivor, here are some tips that may help:** Treatment for PTSD typically begins with a detailed evaluation and the development of a treatment plan that meets the unique needs of the survivor. PTSD-specific treatment is usually begun only after people have been safely removed from a crisis situation.

Adapted primarily from the Sexual violence Center of Hennepin County, "Coping with Sexual Assault" by Terri Spahr Nelson, The Aurora Center for Advocacy & Education Sexual Assault Info Packet, and Becoming Whole Again – Healing from Sexual Assault, The University of Texas at Austin Counseling & Mental Health Center.

Getting Back on Track

It is important for you to know that any of the above reactions are normal and temporary reactions to an abnormal event. The fear and confusion will lessen with time, but the trauma may disrupt your life for awhile. Some reactions may be triggered by people, places or things connected to the assault, while other reactions may seem to come from "out of the blue".

Remember that no matter how much difficulty you're having dealing with the assault, it does not mean you're "going crazy" or becoming "mentally ill." The recovery process may actually help you develop strengths, insights, and abilities that you never had (or never knew you had) before.

Talking about the assault will help you feel better, but may also be really hard to do. In fact, it's common to want to avoid conversations and situations that may remind you of the assault. You may have a sense of wanting to "get on with life" and "let the past be the past." This is a normal part of the recovery process and may last for weeks or months.

Eventually you will need to deal with fears and feelings in order to heal and regain a sense of control over your life. Talking with someone who can listen in understanding and affirming ways – whether it's a friend, family member, sexual assault center staff member, or counselor – is a key part of this process.

Special Concerns as a Student

Are you in the same class as the person that assaulted you?

It can be very scary and distracting for many survivors to attend class with the person who assaulted them. Your academic career is important and you should feel safe attending class so that you may be successful both academically and in your healing process. If you need to make alternate arrangements in your class schedule, talk to the dean at either CSB (5601) or SJU (3512) or if you are seeing a psychologist at Counseling & Health Promotion on either campus, you can talk to him/her about what you need and how to do it.

If the person who assaulted you is a student at the College of St. Benedict or St. John's University, you have the option of making a report the Dean's Office on either campus. Sexual assault is a violation of the joint sexual assault policy. This is separate from the criminal process, but can result in suspension or expulsion. If you are interested in pursuing this option, please contact the Dean's Office directly. (CSB – 5601, SJU – 3512)

Are you worried about seeing the person that assaulted you on campus?

It can be very distressing and traumatic to see the person who assaulted you on campus. If you feel unsafe, talk to the dean of students on your campus about your options.

Are your grades suffering because of the assault?

It will take some time to adjust after the assault and it is very common to have difficulties concentrating on studying or focusing on coursework. You are encouraged to communicate directly with your instructor in order to limit any possible misunderstanding about

expectations and requirements. If you decide to take an incomplete or arrange for alternate requirements with your instructors, you are encouraged to have a contract in writing with your instructor in order to protect yourself in case of confusion at a later time.

You may need to talk with someone to help you consider the options that will allow you to successfully continue your academic career. Sometimes survivors decide that they need to reduce their course load or withdraw in order to be successful in the future. This is a big decision and we encourage you to talk with Academic Advising if you are considering these choices.

Do you live in the same residence hall as the person who assaulted you?

You have the right to feel safe in your home. If the person who sexually assaulted you lives in the same residence hall as you or you feel unsafe in your room, contact residential life to discuss your options. If you live off-campus and feel unsafe in your home, contact the local law enforcement agency.

Do you have concerns about the incident because you were drinking at the time?

No one deserves to be assaulted, no matter what the situation. Law enforcement will not issue tickets for underage drinking if there is a greater crime involved, such as sexual assault. For many reasons, survivors may hesitate to come forward if they were under the influence of drugs or alcohol at the time of the assault. Many worry about reporting because they may not remember everything or may blame themselves for being intoxicated. Don't let this get in the way of reporting a sexual assault. The focus should be on the behavior of the one who assaulted, not the survivor. An individual who is physically incapacitated cannot legally consent to sexual contact. It is also important to make sure that you receive appropriate medical attention. No matter what you decide to do, remember that it was not your fault.

Are you worried about making a police report?

Making a police report after a sexual assault can be a very difficult decision for survivors. Uncertainty about reporting the assault is common, especially if you know the person who assaulted you. Filing a police report is the first step in beginning the criminal justice process.

Are you concerned about telling your parents what happened?

If you tell your parents will it be more or less helpful to you? This is a very difficult question for survivors. Many people find it hard to disclose to their parents, but ultimately find parents' love and support helpful to their healing process. Some survivors may be concerned about hurting their parents or fear that their family may blame them for the assault. Only you can decide if and when to tell your family.

What if you have mutual friends or belong to the same groups as the person who assaulted you?

This is a common situation since most assaults occur between acquaintances. People will likely take sides and you may find yourself distrusting friends and colleagues. Surround yourself with people who support, respect, and believe you. Trust your instincts, and take steps to ensure your personal safety and well-being. If you are experiencing harassment or feel unsafe, contact CSB Security, SJU Life Safety or the dean's office on one of the campuses.

Do you worry about dating again?

Surviving a sexual assault involves having your control taken away from you, and it may be difficult to regain trust. Go at your own pace. It may be helpful to start in larger social situations or go on double dates. At first, you may want to avoid situations where you feel isolated or lacking control. When you are ready to date, don't hesitate to be clear about your sexual limits.

Self Care for Survivors

When learning to survive a traumatic experience, taking care of yourself is very important. Preventing undue stress and emotional overload must be your priority. Here is a list of things that might be helpful for you:

- ▶ Get support from friends and family – try to identify people you trust to validate your feelings and affirm your strengths, and avoid those who you think will deter your healing process.
- ▶ Talk about the assault and express feelings – choose when, where, and with whom to talk about the assault, and set limits by only disclosing information that feels safe for you to reveal.
- ▶ Use stress reduction techniques – hard exercise like jogging, aerobics, walking; relaxation techniques like yoga, massage, music, hot baths; prayer and/or meditation.
- ▶ Maintain a balanced diet and sleep cycle as much as possible and avoid overusing stimulants like caffeine, sugar, and nicotine.
- ▶ Discover your playful and creative “self”. Playing and creativity are important for healing from hurt. Find time for noncompetitive play – start or resume a creative activity like piano, painting, gardening, handicrafts, etc.

- ▶ Take “time outs.” Give yourself permission to take quiet moments to reflect, relax and rejuvenate – especially during times you feel stressed or unsafe.
- ▶ Try reading. Reading can be a relaxing, healing activity. Try to find short periods of uninterrupted leisure reading time.
- ▶ Consider writing or keeping a journal as a way of expressing thoughts and feelings.
- ▶ Release some of the hurt and anger in a healthy way: Write a letter to your attacker about how you feel about what happened to you. Be as specific as you can. You can choose to send the letter or not. You also can draw pictures about the anger you feel towards your attacker as a way of releasing the emotional pain.
- ▶ Hug those you love. Hugging releases the body’s natural pain-killers.
- ▶ Remember you are safe, even if you don’t feel it. The sexual assault is over. It may take longer than you think, but you will feel better.

How to Help a Friend or Family Member who has been Sexually Assaulted

When someone you know is sexually assaulted, it can be a frightening and confusing time for them and for you. Remember that the person who has been sexually assaulted needs to obtain medical assistance, feel safe, be believed, know she or he was not at fault, take control of his or her life.

There are some things you can do to help. Here are a few suggestions. Keep in mind that there is not one “right” way to deal with sexual violence; each person has to make his or her own decisions.

1. **Believe them.** The most common reason many people choose not to tell anyone about sexual assault is the fear that the listener won’t believe them. People rarely lie or exaggerate about sexual assault; in fact, survivors of sexual assault are much more likely to downplay the violence against them. If someone tells you, it’s because they trust you and need to talk to someone.
2. **Don’t blame them.** Another common fear in telling someone about a sexual assault is that the person will think it was somehow their fault. NO ONE deserves to be sexually assaulted, no matter what. Sexual assault is always the fault of the assaulter, not the survivor.
3. **Offer shelter.** If possible, stay with the person at a comfortable, reassuring place.
4. **Be there and give comfort.** The survivor may need to talk a lot or at odd hours at the beginning. Be there as much as you can and encourage the survivor to talk to others. Thank the survivor for feeling like he/she could talk to you. It’s not easy to tell someone about a sexual assault and you, as a listener should feel grateful that the survivor feels you are a safe person to talk to about the incident.
5. **Be patient.** Don’t try to rush the healing process or “make it better.” Individuals do not heal at the same pace.
6. **Validate the survivor’s feelings: their anger, pain and fear.** These are natural, healthy responses. They need to feel them, express them, and be heard.
7. **Express your compassion.** If you have feelings of outrage, compassion, pain for their pain, do share them. There is probably nothing more comforting than a genuine human response. Just make sure your feelings don’t overwhelm theirs.
8. **Resist seeing the survivor as a victim.** Continue to see them as a strong, courageous person who is reclaiming their own life.
9. **Accept the person’s choice of what to do about the assault.** Don’t be overly protective. Ask what is needed, help the survivor list some options, then encourage independent decision-making, even if you disagree. It is very important that the survivor make decisions and have them respected, as it can go a long way in helping them regain a sense of control in their lives.
10. **Stay friends.** Don’t pull away from the friendship because it’s too hard for you to handle: that will make the person feel like there is something wrong with them. You can always help them find other support people –don’t try to do it alone.
11. **Respect their privacy.** Don’t tell anyone who doesn’t have to know. Don’t gossip about it with mutual friends. IT IS UP TO EACH PERSON WHO WAS ASSAULTED TO DECIDE WHO TO TELL AND WHEN.
12. **LISTEN.** Try to be supportive without giving advice. You really can’t know what is best for someone else. In sexual assault, a survivor’s power over body and feelings has been temporarily taken away; the person needs support to take that power back, beginning with make his or her own decisions.
13. **Get help.** Sometimes a person needs medical attention or other emergency help or support from other people besides friends. You can help your friend find the resources that are needed.
14. **Help yourself.** When someone you care about is sexually assaulted, it affects you in a very deep way. You have your own needs and feelings which are probably somewhat different than your friend’s. Find someone you can go to without violating your friend’s confidence.
15. **Educate yourself about sexual assault and the healing process.** If you have a basic idea of what the survivor is going through, it will help you to be supportive. There are many good information sites on the internet and there are also resources at the Counseling and Health Promotion Office located on the ground floor of Mary Hall on the SJU campus and the ground floor of the ASB (Academic Services Building) on the CSB campus. Talk with other survivors and supporters of survivors. Many are willing to share what has helped them, or can give you ideas on how to deal with a certain situation.

People can and do survive sexual assault. It is much better if they have support from people they trust. You may be able to be that person for someone close to you. If you need information, resources, or support, contact the Counseling and Health Promotion Office (CSB- 5605, SJU-3236) or the Dean's Offices on either campus (CSB-5601, SJU-3512)

Acquaintance Sexual Assault

Most sexual assaults occur between two people who know one another. This doesn't make the assault any less traumatic but it can be a source of confusion, embarrassment, hurt, broken trust, and guilt and lead to misunderstanding and under-reporting. Regardless of who commits the sexual assault, it is still a crime that leaves the survivor injured and traumatized. Survivors of sexual assault, especially when committed by an acquaintance, often feel a sense of responsibility for the attack and don't report the crime to the Police.

If you are interested in any type of sexual contact with another person you should ask. Since sexual assault is any type of sexual activity that is not agreed to by both people involved, it would be in the best interest of both parties to discuss sexual wants, boundaries, and values. Consensual sexual activity involves the presence of the word "yes" without incapacitation of alcohol or other drugs, pressure, force, threat or intimidation.

You should respect the response of the other person. Sexual activity is a choice. A person has the right to say yes or no each and every time a sexual activity is considered.

When considering whether you have consent for sexual contact, consider:

- Is the other person under the influence of alcohol or drugs?
- What is my relationship with this person?
- Am I pressuring?
- Am I manipulating?
- Am I using any kind of force?
- Is there any reason for the other person to be afraid of me?
- Is the other person of legal age to consent?
- Is the other person asleep or passed out or not participating?
- Is the other person indicating they do not want sexual contact by pushing away, moving away, or saying no?

Consent is NOT PRESENT when the other person is impaired by the use of alcohol or drugs, fears the consequences of not consenting, says no either verbally or physically, is not an active participant in the activity, or is below the legal age of consent.

You have the right to say "NO" to any unwanted sexual contact. If you are unsure about what you want, make that uncertainty clear. Communication between both of you is essential. Listen carefully. Take time to hear what the other person is saying. If you feel the other person is not being direct, or is giving you a "mixed message", ask for clarification.

If you don't know your date well, consider driving your own car and asking to meet your date in a public place. If you do accept a ride from a date, always carry some "mad money" so that you can call a cab if you need to cut the date short. The College of Saint Benedict and St. John's University have established a taxi-voucher system. Just contact Yellow Cab Company at 251-5050 or free from a pay phone at 1-800-773-5055. On arrival at CSB or SJU, contact a campus Security Officer at 5000 or Life Safety Office at 363-2144 and they will help you process the paperwork so that the cab fare can be charged to your account.

Communicate your limits. If you say "NO," that's ok. If you say "YES," that's ok. As long as you and your partner are comfortable with the decision of whether or not to engage in sexual activity.

Listen to your gut feelings. If you feel uncomfortable or think you may be at risk, leave the situation or call someone who can help.

Use common sense. Realize that you do not have the right to force anyone to have sex just because you paid for dinner or drinks.

Don't fall for common stereotypes. When someone says "NO", don't assume that they really mean "Yes". "NO" means "NO". If someone says "NO" to sexual contact, believe it and stop.

Don't make assumptions about someone's behavior. Don't automatically assume that someone wants to have sex just because they are drinking, dress provocatively (in your view), or agree to go to your room. Don't assume that just because someone had sex with you previously that they are willing to have sex with you again. Also don't assume that just because someone consents to kissing or other sexual intimacies that they are willing to have intercourse.

Attend large parties with friends you can trust. Agree to look out for one another. Try to leave with a group, rather than alone or with someone you don't know very well.

"Get involved" if you believe someone is at risk. If you see someone in trouble at a party, don't be afraid to intervene. You may save someone the trauma of a sexual assault.

STAY SOBER ON A DATE. Alcohol impairs judgment and memory.

Remember that sexual assault is A CRIME. It is never acceptable to use force in sexual situations, no matter what the circumstances.

If a sexual assault has occurred, talk to a friend, family member, RA, RD, counselor, Campus Security Officer, Life Safety Officer, or the Police. It is very important that you get medical and emotional support to help you cope with the crisis.

PLEDGE FOR ACTION

I, _____(insert your name here)_____, pledge to do my best to help my family, friends, and peers in potentially dangerous situations in which drugs, alcohol, a violent person, or other threats to their safety and well-being are present. I will do this by having the focus and self-control necessary to remain aware of my surroundings, the wisdom to identify dangerous situations, and the courage to take action in confronting my friends when their judgment is impaired. I recognize that these dangerous situations may arise at times when people feel safe and comfortable, such as at bars, parties (especially when alcohol is influencing the situation and a person is trying to "hook up" with another individual), or in the context of a romantic relationship. I realize that it may not always be easy to help people from harm in these situations, but by remaining watchful and showing care and concern, I may help to prevent a sexual assault from occurring. I understand that the ONLY person responsible for a sexual assault is the person who engages in sexual contact without the consent of the other person. Through my own positive words, actions, and beliefs, I am taking the responsibility of helping to end sexual assault. I will share with people the importance of consent and the need to obtain consent with your partner by Asking First. I will treat all survivors of sexual assault with my respect and admiration. I will inform all of my family, friends, and peers that "If anyone ever has or ever does sexually touch you without your consent, I will fully support you. I will always be here for you. Always (from simply listening to helping you seek the proper support from professionals)!" During the next 24 hours, I will start putting this pledge into action by saying these words to at least 3 people. Sexual assault is a horrific and traumatic crime. My active commitment to this project will help reduce the violence in my community and create a safer atmosphere for everyone.

Resources

Emergency Contacts

911

Central Minnesota Sexual Assault Center (CMSAC): (320) 251-4357

CMSAC is a 24-hour crisis intervention center for victims of all forms of sexual violence. The Center's purpose is to provide non-judgmental direct services to victims of sexual assault, their families and friends, to provide professional training and prevention education regarding sexual assault; and to improve the coordination of services of various agencies that deal with sexual assault and its victims.

Campus Resources

SJU Life Safety	2144
CSB Security	5000
CSB Dean of Students:	5601
SJU Dean of Students:	3512
CSB SJU Counseling:	5605/CSB 3236/SJU

Community Resources

St. Joseph Police	(320) 363-8250
St. Cloud Police	(320) 251-1200
Stearns County Sheriff's Office	(320) 251-4240
St Cloud Hospital	(320) 251-2700

State Resources

Minnesota Coalition Against Sexual Assault: <http://www.mncasa.org>

National Resources

National Sexual Violence Resource Center: <http://www.nsvrc.org/>

Rape, Abuse and Incest National Network: <http://www.rainn.org/>

The Office of Violence Against Women: <http://www.ovw.usdoj.gov/>

Hotlines

Central Minnesota Sexual Assault Center (CMSAC): (320) 251-4357

National Sexual Assault Hotline: 1-800-656-HOPE

Survivor Information

Books

<http://www.voicesofcourage.com/>

<http://www.canwekiss.com>

Resources for Friends and Family of Survivor

<http://www.soc.ucsb.edu/sexinfo/?article=violence&refid=020>

Sexual Assault Complaint Procedure

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Introduction

It is the policy of the Order of Saint Benedict, Inc., Collegeville, and the College of Saint Benedict to investigate and promptly seek the equitable resolution of allegations of sexual assault in violation of the Joint Sexual Assault Policy.

The Joint Complaint Procedure for Sexual Assault Violations Involving Students shall be the exclusive process for handling sexual assault complaints where the respondent is a student from College of Saint Benedict, Saint John's University (undergraduate or graduate), or Saint John's Preparatory School, and supersedes all other student disciplinary processes. Except as noted below, the procedure shall be available to all members of the institutional communities either as individuals or as groups. For the purposes of this procedure the term "complainant" shall refer to the person who alleges that he or she has been a victim of sexual assault, and the term "respondent" shall refer to the person alleged to have violated the Joint Sexual Assault Policy.

Where the respondent is a member of the faculty, the administrative staff or the support staff of these institutions, the Joint Complaint Procedure for Human Rights Violations shall be the exclusive process for handling the Sexual Assault Complaint.

I. Responsibility

The Human Rights Officer will be responsible for the implementation of this Procedure and in performing that responsibility will function as a neutral party.

II. Policy Statement

It is the Policy of the College of Saint Benedict and the Order of Saint Benedict, Inc., Collegeville, to investigate and promptly seek the equitable resolution of allegations of sexual assault in violation of the Joint Sexual Assault Policy.

This procedure shall be the exclusive process for handling Sexual Assault Complaints where the respondent is a student from the College of Saint Benedict, Saint John's University (undergraduate or graduate), or Saint John's Preparatory School, and supersedes all other student disciplinary processes. Except as noted below, the Procedure shall be available to all members of the institutional communities either as individuals or as groups. For the purposes of this procedure the term "Complainant" shall refer to the person who alleges that he or she has been a victim of sexual assault, and the term "Respondent" shall refer to the person alleged to have violated the Joint Sexual Assault Policy.

Where the respondent is a member of the faculty, the administrative staff, or the support staff of these institutions, the Joint Complaint Procedure for Human Rights Violations shall be the exclusive process for handling the Sexual Assault Complaint.

III. Procedures

The following constitutes the steps which make up the complaint process. All complaints will be heard and determined as described below. If at any time during the process a party does not reply or otherwise will not participate, the Human Rights Officer may move the process to the next step, dismiss the complaint, or take whatever other steps may be necessary to ensure the integrity of the process. Ordinarily, complaints under this procedure will be brought by people who feel that their rights have been violated. Nevertheless, extraordinary circumstances may arise in which a complaint may be initiated in the name of the institution(s) in order to protect the safety, integrity and welfare of the community as a whole.

Silence in response to an allegation on the part of the respondent will not be viewed as an admission of the allegation, but may leave the complainant's allegations undisputed.

All parties involved in a complaint procedure are entitled to be treated with dignity and to receive nonjudgmental support from their institution while engaged in this process. Spiritual direction and personal counseling services are available to all parties upon request. This Procedure reflects the desire of the institutions to respond to complaints in a manner that promotes fairness to all parties and will be followed as faithfully as possible. The institutions recognize, however, that each case is unique in its presentation and requires that the institutions reserve some flexibility in responding to the particular circumstances of each case.

The resolution of these cases will be accomplished as expeditiously as possible. To that end, this Procedure recites time frames for administrative action. Every attempt will be made to satisfy the requirements of these time frames. Where the Procedure indicates that an action will be completed within a specified period of days, "day" means regular business/school days. Adjustments to the time frames will be made when school breaks, holidays, or other exigent circumstances require.

Complainants are encouraged to begin the complaint process as soon as possible following an alleged assault. If a complaint is brought forward more than three (3) calendar years after an alleged incident, the institution, in its discretion, may decline to process a complaint under this procedure.

The steps of the complaint process are as follows:

Step 1. Initiation of Complaint.

This complaint process may be initiated by any member of the community by obtaining a complaint form from the Human Rights Officer and submitting a signed, completed complaint form to the Human Rights Officer. The complaint form must state sufficient facts, including the specific name(s), date(s), location(s) and description of the alleged act(s) of misconduct, in sufficient detail to enable the Human Rights Officer to make a determination as to whether further fact-finding is necessary and if sufficient evidence exists to proceed with the complaint process.

Step 2. Investigation.

Following the submission of the complaint form, a preliminary investigation will be conducted by campus authorities (See Joint Sexual Assault Policy for definition of campus authorities). Campus authorities may interview the complainant, respondent and/or other witnesses or request additional information from the complainant, respondent or others. A written summary of the preliminary investigation and all witness statements or relevant documents will be provided to the Human Rights Officer. Every attempt will be made to complete the investigation process within ten (10) days of the filing of the complaint.

Step 3. Determination of Options for Resolution.

Upon completion of the preliminary investigation, the Human Rights Officer will meet with the Director(s) of Residential Life, and/or the Director of Student Life, and/or other appropriate administrative officers of the institutions of the parties involved in the complaint, to review the facts of the complaint, and to make an initial assessment regarding the options available for resolution of the complaint. Based on this review, the case will be referred for resolution in one of the following ways:

a. Referral.

If it is determined that there is not a sufficient basis to believe that a violation of the Joint Sexual Assault Policy has occurred, the parties will be notified of that determination and the complainant will be informed of other more appropriate procedures for resolving the complaint.

b. Recommendation for Resolution.

If it is determined that there is a sufficient basis to believe that a violation may have occurred, and that, if proven, the allegations presented would not normally result in the suspension or expulsion of the respondent, the parties to the case may be offered an administrative recommendation for resolution of the complaint.

The recommended resolution may include a variety of institutional responses or requirements, such as the following: reprimand, behavioral contracts, administrative referrals, community service hours, restitution, required attendance at educational programs, required assessment or counseling, mediation at the victim's request, restriction of privileges, parental notification and/or probation. If all parties to the complaint agree in writing to the terms and conditions of the recommended resolution, the case will be resolved without further process under this procedure.

c. Hearing.

If the parties to the complaint do not agree to have the case resolved based upon the administrative recommendation, or if there is a sufficient basis to believe that, if proven, the allegations presented would likely result in the suspension or expulsion of the respondent, the case shall be referred to an ad hoc committee for a hearing as described below beginning with STEP 4.

Every attempt will be made to complete Step 3 within five (5) days of the completion of the preliminary investigation.

Step 4. Ad Hoc Committee Hearing.

Cases referred to an ad hoc committee for a hearing generally are cases which were unable to be resolved based upon an administrative recommendation, or involve allegations for which a finding of a violation of the policy could result in suspension or expulsion from the institution. If a student violates the terms of a disciplinary outcome from an agreed upon administrative recommendation, such violations may also be referred to an ad hoc hearing committee for review.

Cases ordinarily referred to an ad hoc committee for a hearing may be heard and determined by an administrative hearing when extraordinary circumstances such as breaks or other vacation periods would prevent a timely hearing by the committee, or when appearance before the ad hoc committee poses a threat to the welfare of committee members or witnesses.

a. Selection of Committee Members.

The ad hoc committee will generally be chaired by the appropriate hearing officer(s) from each of the institution(s) of the parties to the complaint. The committee will also include three (3) advisory members including two students, and one faculty, staff or administrative employee. In a hearing involving Preparatory School students, the committee will be chaired by the Dean of Students and will include two (2) advisory members from the faculty or staff of the Preparatory School. All committee members will be appointed on a case-by-case basis by the appropriate vice presidential level officer(s) from the institution(s) of the parties. Advisory committee members will generally be selected from the Human Rights Hearing Panel established each year pursuant to the Joint Complaint Procedure for Human Rights Violations.

The Human Rights Officer will also be present at the ad hoc committee hearing as a non-voting observer and will, if necessary, answer procedural questions. The Human Rights Officer will be responsible for training committee members and advisors with regard to their duties.

Hearing Officers:

Saint John's University

Dean of Campus Life

College of Saint Benedict

Dean of Students

Saint John's Preparatory School

Dean of Students

School of Theology

Director of Student Life

The institutions reserve the right to appoint other administrative officers as hearing officers when necessary. When an employee of the Liturgical Press or the Benedictine Division are involved in this process, the appropriate hearing officer will be appointed on a case-by-case basis.

Vice Presidential Level Officers:

Saint John's University

Vice President of Student Development

College of Saint Benedict

Vice President of Student Development

Saint John's Preparatory School

Principal

School of Theology

Dean

When an employee of the Liturgical Press or the Benedictine Division are involved in this process, the appropriate vice-presidential level officer will be appointed on a case-by-case basis.

b. Pre-Hearing Procedures.

Every attempt will be made to commence the ad hoc committee process no later than fifteen (15) days following the filing of the complaint.

Following the appointment of the ad hoc committee, the investigation file will be made available to the committee members as well as to the parties and their designated advisors. The file will be available by appointment with the Human Rights Officer during regular business hours and cannot be copied or removed from the Human Rights Office or other location provided for review purposes without the express authorization of the chair(s) of the committee.

The chair(s) of the committee will schedule the hearing and send a written notice of hearing to the parties no less than five (5) days prior to the date set for the hearing. The notice of hearing will include the date, time, location and nature of the hearing, and the names of the committee members selected to hear the case.

The parties will be afforded the opportunity to meet with the Human Rights Officer to discuss the hearing process prior to the hearing. At least two (2) days prior to the hearing, the respondent will provide to the chair(s) of the ad hoc committee any written documentation to be presented by the respondent, the names of any witnesses the respondent believes should be called by the committee at the hearing, and a summary of the factual information such witnesses may provide.

Whether or not a witness is called is a decision which remains within the discretion of the committee. The committee chair(s) will call those witnesses whom the committee believes can provide information which will be helpful to the committee and probative of the issues presented by the complaint. The committee may decide not to call a witness if the information to be provided by that witness is immaterial, irrelevant, unduly repetitious, or otherwise not helpful to the committee.

The complainant or respondent may request the removal of a member of the ad hoc committee on the grounds of personal bias by submitting a written statement to the appropriate vice presidential level officer(s) of the institution of the parties, setting forth the basis for the challenge, at least two (2) days prior to the hearing. The vice presidential level officers will determine whether or not to accept or deny the challenge. If the request is accepted, a replacement will be appointed to serve on the hearing committee.

c. Purpose of the Hearing.

The purpose of the hearing committee is to formulate a decision as to whether it is more likely than not that a violation of the Joint Sexual Assault Policy occurred, and if so, to determine appropriate sanction(s).

In order to preserve the confidential nature of the process, and to protect the privacy of all parties, hearings will be closed.

Each ad hoc committee will be chaired by the administrative hearing officer(s) who will preside at the hearing and will rule upon procedural matters. Formal rules of evidence will not apply, although objections to the introduction of specific statements or documents may be considered by the chair(s), who will have the power to decide or to consult with committee members, prior to making a decision. Irrelevant, immaterial or unduly repetitious information may be excluded by the chair(s).

The hearing will be audio tape recorded by the Human Rights Officer. Copies of the tape(s) may be reviewed by the parties involved in the complaint, in a manner prescribed by the chair(s) of the committee, by making a request to the Human Rights Officer following the conclusion of the hearing.

d. Presentation of the Case.

The manner of presentation of the complaint to the committee will be as follows:

1. The complainant will be called to meet with the committee to provide a principal statement and to respond to the questions of the committee;
2. The respondent will be called to meet with the committee to provide a principal statement and to respond to the questions of the committee;

3. Other material witnesses will be called individually to meet with the committee and to provide statements and to respond to the questions of the committee;
4. The complainant and respondent will be given the opportunity to review the principal statements and responses in a format designated by the committee. The complainant and the respondent may then request an opportunity to appear before the committee to make any additional statement they feel is necessary;
5. The committee may call additional witnesses or recall the parties and/or any witnesses for further questioning before closing the hearing.

e. Hearing Panel Deliberations and Recommendations.

Only the members of the hearing committee and the Human Rights Officer may be present during deliberations.

A simple majority of votes is necessary to find that a violation of the Joint Sexual Assault Policy more likely than not occurred and to determine appropriate sanction(s).

Within three (3) days of the close of the hearing, the committee will render its decision and will communicate the decision in writing to the parties and to the appropriate vice presidential level officers of the institutions of the parties. The decision of the committee will take the form of findings of fact, conclusions, and appropriate sanctions if a violation is found to have occurred. The notice of the decision will also inform the parties of their right to an appeal as set forth at Step 5 below.

In the event that no appeal is filed within the time periods prescribed below, the decision of the hearing committee will be final.

Step 5. Appeal from Ad Hoc Committee Hearing.

Following the outcome of the committee decision, the complainant or respondent may request an appeal of the decision. The request for an appeal must be submitted in writing to the appropriate vice presidential level officer of the institution of the appealing party within three (3) days of the date of notification of the decision from the ad hoc hearing committee. Failure to file an appeal or request an extension in a timely manner constitutes a waiver of any right to an appeal.

Generally, the basis for an appeal will be limited to the following:

- a. The sanction is excessively severe or grossly inadequate;
- b. New or newly discovered evidence is of a character which may substantially affect the outcome of the hearing;
- c. There was a procedural error which substantially affected the outcome of the hearing.

Appeals should not be requested frivolously. An appeal conference is not a re-hearing; it represents a procedural safeguard for the parties. In an appeal the burden of proof is shifted to the appealing party to show that it is more likely than not that one or more of the above grounds for appeal has merit.

The appeal request will be reviewed and considered by an appeal panel consisting of the appropriate vice presidential level officers of the institutions of the parties involved in the complaint. If there is adequate reason to believe that one or more grounds for appeal has merit, an appeal conference may be scheduled between the appealing party and the appeal panel. The appeal panel, in appropriate circumstances, may remand the case back to the hearing committee for further consideration or comment. In the event that new evidence is relevant to the outcome of the decision, the appeal panel may request a rehearing by the original hearing committee. The appeal panel will render a decision and notify the parties to the complaint in writing of the decision within ten (10) days of the filing of the appeal. The appeal decision will be final.

IV. General Provisions And Definitions

Right to an Advisor. A student involved in a disciplinary proceeding as a complainant or a respondent has the right to an advisor of their own choosing from one of the communities. The advisor may be a faculty member, administrator, staff member or student. The role of the advisor is to advise and assist the student during the course of a disciplinary proceeding. The advisor may accompany the student to all meetings relating to the disciplinary proceedings. The advisor may not appear in lieu of the student or speak on his or her behalf. The advisor may not address the hearing officer or the ad hoc committee, and may not interrupt or otherwise delay the proceedings. Violations of confidentiality or other forms of interference with the disciplinary proceedings by the advisor may result in the immediate disqualification of an advisor and the student may be required to proceed without the privilege of an advisor.

Interference With Disciplinary Proceedings. Students will be subject to hearing and sanctions for interfering with disciplinary proceedings in any manner including, but not limited to the following:

- Falsification, distortion or misrepresentation of information before a hearing officer or ad hoc committee;
- Knowingly instituting a complaint without cause;
- Harassment and/or intimidation of any member of an ad hoc committee, or of any complainant, respondent, witness, or employee involved in a disciplinary proceeding before, during or after a proceeding;

Breaching the confidentiality requirements of the Joint Sexual Assault Policy before, during or after a disciplinary proceeding.

Interim Restrictions or Suspension. At any time following the initiation of a complaint proceeding, the Director of Residential or Student Life of the institution of a party to a complaint proceeding, may impose various conditions or behavioral requirements on a party pending resolution of the complaint proceedings. The Director may also alter or suspend the rights of a student to be present on campus, to attend classes, or to participate in extracurricular activities or events pending resolution of the complaint proceedings. The Director will base his/her decision on whether the allegations of misconduct are apparently reliable and whether the continued unrestricted status of the student on the campus poses a threat to the physical or emotional condition or well-being of any individual, including the student, or for reasons relating to the safety, integrity and welfare of the community as a whole.

The interim restrictions, behavioral requirements, and/or alteration or suspension of privileges will be communicated to the student in writing and will remain in effect until a final decision has been made in the complaint proceedings, or until modified or withdrawn in writing.

Suspension. Suspension means the temporary separation of the student from the institution. Students suspended from the institution may not be present on the premises of the College of St. Benedict, St. John's University, or St. John's Preparatory School at any time for any reason.

When a hearing process results in a recommendation of suspension, the suspension will be effective immediately upon notice to the student, notwithstanding the filing of an appeal, unless otherwise indicated in writing by the appropriate Vice President, Principal, or Dean, of the institution of the respondent.

Expulsion. Expulsion means the permanent separation of the student from the institution. Students expelled from the institution may not be present on the premises of the College of St. Benedict, St. John's University, or St. John's Preparatory School at any time for any reason.

When a hearing process results in a recommendation of expulsion, the expulsion will be effective immediately upon notice to the student, notwithstanding the filing of an appeal, unless otherwise indicated in writing by the appropriate Vice President, Principal, or Dean, of the institution of the respondent.

For information regarding the Sexual Assault Complaint and Disciplinary Procedures, contact **Jody Terhaar**, CSB Dean of Students, (320) 363-5601; **Mike Connolly**, SJU Dean of Students, (320) 363-3171; or **Judy Bednar**, faculty/staff human rights officer, (320) 363-5071.
