WINSTON-SALEM STATE UNIVERSITY

ANNUAL FIRE SAFETY AND SECURITY REPORT

OCTOBER 2017

601 S. Martin Luther King, Jr. Drive | Winston-Salem, NC 27110 | 336-750-2900 (Campus Police)
**Letter From:** Chancellor Ellwood L. Robinson, Ph.D.

**Table of Contents**

<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>INTRODUCTION</td>
</tr>
<tr>
<td>2</td>
<td>POLICIES GOVERNING ALCOHOL AND OTHER DRUGS</td>
</tr>
<tr>
<td>3</td>
<td>EMERGENCY NOTIFICATIONS - RAMALERTS</td>
</tr>
<tr>
<td>4</td>
<td>EMERGENCY RESPONSE AND EVACUATION PROCEDURES</td>
</tr>
<tr>
<td>5</td>
<td>EMERGENCY RESPONSE AND EVACUATION PROCEDURES</td>
</tr>
<tr>
<td>6</td>
<td>POLICIES GOVERNING ALCOHOL AND OTHER DRUGS</td>
</tr>
<tr>
<td>7</td>
<td>TIMELY WARNING REPORTS</td>
</tr>
<tr>
<td>8</td>
<td>CRIME PREVENTION &amp; SAFETY AWARENESS PROGRAMS</td>
</tr>
<tr>
<td>9</td>
<td>SECURITY OF AND ACCESS TO UNIVERSITY FACILITIES</td>
</tr>
<tr>
<td>10</td>
<td>CRIME PREVENTION &amp; SAFETY AWARENESS PROGRAMS</td>
</tr>
<tr>
<td>11</td>
<td>SECURITY OF AND ACCESS TO UNIVERSITY FACILITIES</td>
</tr>
<tr>
<td>12</td>
<td>EMERGENCY RESPONSE AND EVACUATION PROCEDURES</td>
</tr>
<tr>
<td>13</td>
<td>EMERGENCY RESPONSE AND EVACUATION PROCEDURES</td>
</tr>
<tr>
<td>14</td>
<td>EMERGENCY RESPONSE AND EVACUATION PROCEDURES</td>
</tr>
<tr>
<td>15</td>
<td>EMERGENCY RESPONSE AND EVACUATION PROCEDURES</td>
</tr>
<tr>
<td>16</td>
<td>EMERGENCY RESPONSE AND EVACUATION PROCEDURES</td>
</tr>
<tr>
<td>17</td>
<td>EMERGENCY RESPONSE AND EVACUATION PROCEDURES</td>
</tr>
<tr>
<td>18</td>
<td>EMERGENCY RESPONSE AND EVACUATION PROCEDURES</td>
</tr>
<tr>
<td>19</td>
<td>EMERGENCY RESPONSE AND EVACUATION PROCEDURES</td>
</tr>
<tr>
<td>20</td>
<td>EMERGENCY RESPONSE AND EVACUATION PROCEDURES</td>
</tr>
<tr>
<td>21</td>
<td>EMERGENCY RESPONSE AND EVACUATION PROCEDURES</td>
</tr>
<tr>
<td>22</td>
<td>EMERGENCY RESPONSE AND EVACUATION PROCEDURES</td>
</tr>
<tr>
<td>23</td>
<td>EMERGENCY RESPONSE AND EVACUATION PROCEDURES</td>
</tr>
<tr>
<td>24</td>
<td>EMERGENCY RESPONSE AND EVACUATION PROCEDURES</td>
</tr>
<tr>
<td>25</td>
<td>EMERGENCY RESPONSE AND EVACUATION PROCEDURES</td>
</tr>
</tbody>
</table>

**ANNUAL SECURITY REPORT ACCESSIBILITY TO INFORMATION AND NON-DISCRIMINATION POLICY**

SALEM STATE UNIVERSITY ANNUAL FIRE SAFETY AND SECURITY REPORT

**SALEM STATE UNIVERSITY POLICE & PUBLIC SAFETY (WSSUPD)**

Chief Patricia Norris, Director of Police & Public Safety.

**Letter From:** Chief Patricia Norris, Director of Police & Public Safety.

**Risks Associated with Drug and Alcohol Abuse**

- Enforcement of Federal and State Drug Laws
- Winston-Salem State University Alcohol Policy
- Enforcement of State Underage Drinking Laws

**Disclosure of Disciplinary Proceedings Results**

- Parental Notification Policy
- The Student Code of Conduct

**Security Considerations for the Maintenance of Campus Facilities**

- Reporting to Campus Police
- Reporting to Other Campus Security Authorities

**Monitoring and Recording of Criminal Activity of Noncampus Location**

- RAMALERTS
- Daily Crime and Fire Log
- Confidential Reporting
- LiveSafe Mobile Application
- Emergency Mobile Application

**Drills, Exercises and Training**

- Confirm the Existence of a Significant Emergency or Dangerous Situation
- Determine the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification
- Determine the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification
- Determine the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification
- Determine the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification

**Unfounded Reports**

- Unfounded Reports

**Confidential Reporting**

- Confidential Reporting

**Reporting to Other Campus Security Authorities**

- LiveSafe Mobile Application
- Emergency Mobile Application
- Reporting to Campus Police
- Reporting to Other Campus Security Authorities
- Confidential Reporting

**LiveSafe Mobile Application**

- LiveSafe Mobile Application
- Emergency Mobile Application
- Reporting to Campus Police
- Reporting to Other Campus Security Authorities
- Confidential Reporting

**Emergency Mobile Application**

- Emergency Mobile Application
- Reporting to Campus Police
- Reporting to Other Campus Security Authorities
- Confidential Reporting

**Confidential Reporting**

- Confidential Reporting
- LiveSafe Mobile Application
- Emergency Mobile Application
- Reporting to Campus Police
- Reporting to Other Campus Security Authorities

**LiveSafe Mobile Application**

- LiveSafe Mobile Application
- Emergency Mobile Application
- Reporting to Campus Police
- Reporting to Other Campus Security Authorities
- Confidential Reporting

**Emergency Mobile Application**

- Emergency Mobile Application
- Reporting to Campus Police
- Reporting to Other Campus Security Authorities
- Confidential Reporting

**Confidential Reporting**

- Confidential Reporting
- LiveSafe Mobile Application
- Emergency Mobile Application
- Reporting to Campus Police
- Reporting to Other Campus Security Authorities

**LiveSafe Mobile Application**

- LiveSafe Mobile Application
- Emergency Mobile Application
- Reporting to Campus Police
- Reporting to Other Campus Security Authorities
- Confidential Reporting
PREPARATION OF THE ANNUAL FIRE SAFETY AND SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS .......................................................... 27
  Clery Act Qualifying Crime Definitions ............................................. 27
  Publicly Available Recordkeeping ...................................................... 30
ANNUAL DISCLOSURE OR CRIME STATISTICS .................................. 31
MISSING STUDENT NOTIFICATION PROCEDURES .............................. 33
CRIME PREVENTION TIPS .................................................................... 34
  On-Campus Residents ...................................................................... 34
  General Security Habits ..................................................................... 35
  Safety While Driving .......................................................................... 36
  Safety While Walking .......................................................................... 37
WSSU’S RESPONSE TO SEXUAL AND GENDER VIOLENCE ..................... 37
  Defining Clery Act Crimes under the Violence against Women Act Amendments ........ 38
  Defining Rape, Sexual Assault, Domestic Violence, Stalking and Consent in North Carolina ................................................................. 39
    First Degree Rape ........................................................................... 39
    Second Degree Rape ....................................................................... 39
    First Degree Sexual Assault .......................................................... 39
    Second Degree Sexual Assault ....................................................... 39
    Statutory Rape ................................................................................ 39
    Domestic Violence ......................................................................... 39
    Stalking .......................................................................................... 40
    Consent ........................................................................................... 40
    Dating Violence ............................................................................... 40
  Procedures Victims Should Follow .................................................... 40
  Reporting Incidents .......................................................................... 41
  Accommodations .............................................................................. 41
  Victim Confidentiality ....................................................................... 42
  On- and Off-Campus Resources ....................................................... 42
  Institutional Disciplinary Proceedings as it Pertains to Alleged Sexual Assault, Dating Violence, Domestic Violence, and Stalking ..................... 43
  Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking ........................................................................... 55
  Sex Offender Registration .................................................................. 57
ANNUAL FIRE SAFETY REPORT ................................................................ 58
  Definitions ........................................................................................ 58
  Fire Incident Reporting ........................................................................ 58
  On-Campus Residence Halls Fire Safety Systems ............................... 58
  Rules and Policies Governing Residence Halls ..................................... 59
  Policy Regarding Fire Safety Education and Training Programs ............ 62
  General Campus Emergency Procedures: Fire/ Explosion ..................... 62
  Housing & Residence Life Fire Safety Evacuation Residence Hall Protocol ................................................................. 63
  Fire Drills .......................................................................................... 64
  Plans for Future Improvements in Fire Safety at WSSU ......................... 64
  Annual Disclosure of Fire Statistics ...................................................... 64
ATTACHMENT I ...................................................................................... 65
ATTACHMENT II .................................................................................... 68
ATTACHMENT III .................................................................................... 69
ADDITIONAL SEXUAL VIOLENCE RELATED POLICIES ....................... 69
  Student Code of Conduct Sections Pertaining to Sexual Harassment/ Sexual Violence ................................................................. 69
  SHRA Employee Grievance Policy ...................................................... 69
Letter From: Chancellor Ellwood L. Robinson, Ph.D.

To: The Winston-Salem State University Community

Winston-Salem State University’s vision is to develop graduates who thrive in a dynamic and global society. Committed to the transformative power of liberal education, Winston-Salem State University integrates diverse learning environments, student development opportunities, and campus and community life to build knowledge, cultivate talent, and mold character. Guided by the motto “Enter to Learn. Depart to Serve,” Winston-Salem State University develops leaders who advance social justice by serving the world with compassion and commitment.

We realize that this vision cannot come to life unless our campus is safe and secure. As a university, we work diligently to reduce risk and the potential for crime; however, it is important that our university community understands that safety and security is a shared responsibility. We each play a role in making WSSU a secure and supportive environment where students, faculty, staff, and guests feel safe to study, live, work, and visit. My goal is to ensure everyone on our campus is safe and behaves in a responsible and respectful manner in keeping with our core values.

This publication contains information about campus safety measures and reports statistics about crime on and around our WSSU campus. It addresses our efforts to combat sexual assaults and alcohol and drug abuse. It also includes a list of resources available to the campus community to address concerns and provide support in crisis situations.

A truly safe campus can only be achieved through the cooperation of everyone. Please take the time to become familiar with this publication’s contents and help foster a safer and more secure WSSU.

Chancellor Elwood L. Robinson, Ph.D. Winston-Salem State University
Letter From: Chief Patricia Norris, Director of Police & Public Safety

To: The Winston-Salem State University Community

On behalf of the members of the Winston-Salem State University Police and Public Safety Department, I want to thank you for your interest in our Annual Fire Safety and Security Report. We publish this report because it contains valuable information for our campus community. We also publish the report to comply with the important provisions of the Clery Act. Campus safety and security and compliance with the Clery Act should be a part of everyone’s responsibility at WSSU. We encourage you to review the information we have made available to you in this report. You will find information about our organization including descriptions of certain services that we provide. You will also become familiar with our strong commitment to victims of crimes and the specific extensive services we make available to crime victims. Lastly, you will find important information about security policies and procedures on our campus, crime data, and crime prevention information. We join the Chancellor in the commitment to foster a secure and supportive environment at WSSU. We are proud to be an integral part of Winston-Salem State University’s traditions of excellence.

Campus safety and security is a collaborative effort at WSSU. We partner with the many Departments at WSSU that have a critical role in fostering campus safety, to include Emergency Management, Student Affairs, the Dean of Students, Student Conduct, the Office of Resident Life, Human Resources, our General Counsel, Facilities, Athletics, Environmental Health and Safety, and the Title IX Coordinator.

It has always been our goal to provide the highest quality of public safety services to the WSSU community and we are honored to collaborate with the entire WSSU community. The dedicated men and women of Campus Police are committed to making the WSSU campus a safe place in which to live, work, and study.

Patricia D. Norris
Chief of Police
Director of Public Safety
ACCESSIBILITY TO INFORMATION AND NON-DISCRIMINATION POLICY

Winston-Salem State University is committed to the policy that all persons shall have equal access to programs, facilities, admission and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities.

Equal Employment Opportunity & Nondiscrimination Policy
University Group Police 101.3

Executive Summary
It is the policy of the State of North Carolina to provide equal opportunity in education and employment to all qualified persons, and to prohibit discrimination based on race, color, national origin, creed, religion, sex, sexual orientation, age, veteran status, disability, genetic information, ethnicity, or political affiliation, except where religion, sex or age are bona fide job-related employment requirements. Winston-Salem State University prohibits sexual harassment, including sexual violence. The Director of EEO/AA and Diversity Officer has been designated to handle inquiries regarding nondiscrimination policies and to serve as the overall campus Title IX Coordinator, EEO/AA and Diversity Officer. For further information on notice of nondiscrimination, contact the campus Title IX Coordinator, Office of Equal Employment Opportunity/Affirmative Action and Diversity 115 Blair Hall, Winston-Salem State University, Winston-Salem, North Carolina, 27110, 336-750-8759 or visit https://wdrobcopolp01.ed.gov/cfapps/OCR/contactus.cfm for the Office of Civil Rights, United States Department of Education.
ANNUAL SECURITY REPORT

INTRODUCTION
WSSU takes great pride in the community and offers students, faculty, and staff many advantages. The WSSU community is a great place to live, learn, work, and study; however, this does not mean that the WSSU community is immune from the ills of society. With that in mind, WSSU has taken progressive measures to create and maintain a reasonably safe environment on campus. Though the university is progressive with its policies, programs and education it is up to each one of us to live with a sense of awareness and use reasonable judgement when living, working, or visiting on campus.

This publication summarizes the policies and procedures Winston-Salem State University (WSSU) uses to deter and respond to crimes on campus. Among various topics this report also contains WSSU’s emergency response and evacuation procedures, drug and alcohol abuse information, and WSSU’s sexual misconduct policies and grievance procedures.

REPORTING CRIMES AND OTHER EMERGENCIES
If crimes are never reported, little can be done to help other members of the community from also becoming victims. We encourage Winston-Salem State University community members to report crimes promptly and to participate in and support crime prevention efforts. The university community will be much safer when all community members participate in safety and security initiatives. Winston-Salem State University Police and Public Safety (Campus Police) urge all campus community members to engage in WSSU’s “See something, Say something” campaign by reporting crimes, emergencies, and any suspicious behaviors.

Reporting to Campus Police
Winston-Salem State University encourages accurate and prompt reporting of all crimes to the Campus Police Department and local law enforcement agencies. Campus Police has a dispatch center that is available by phone:

Campus Police:
- Emergency: (336) 750 – 2911
- Non-Emergency: (336) 750 – 2900

Winston-Salem Police Department:
- Emergency: 911
- Non-Emergency: (336) 773 – 7700

Crimes and emergencies can also be reported in person twenty-four hours a day at the Campus Police Department which is located at the Old Maintenance Building located on Cromartie Street behind Carolina Hall. WSSU encourages accurate and prompt reporting of all crimes when the victim elects to do so or when the victim is unable to make such a report. If you are a witness to a crime in which the victim is unable to report we encourage you to report the incident immediately.

Though there are many resources available on campus, the Campus Police should be notified of any crime to ensure that WSSU can evaluate any and all security concerns and inform the community if there is a significant threat to the WSSU community. For more information regarding the efforts Campus Police make to inform the community in instances of significant threats please read the sections titled Timely Warning Reports and Emergency Notifications.
Emergency Call Boxes

The university has installed more than 60 emergency call boxes (blue light phones) throughout campus for use when Campus Police assistance is needed. These call boxes are strategically located in prominent places on campus including in the parking areas, outside the residence halls and administrative buildings, and other areas commonly used by students, faculty, and staff members. These Emergency phones are monitored 24 hours a day and provide direct voice communications to the Campus Police Dispatch Center. By pressing the red button on the phone, users can communicate directly with one of our emergency communications personnel. The location of the emergency call box is digitally displayed on our computers so that the Campus Police can be made aware of where the call is coming from.

LiveSafe Mobile Application

WSSU’s LiveSafe mobile application puts safety right into the hands of students, faculty, staff, and visitors. You can download LiveSafe for free to your Apple or Android device and have an on-the-go, easy way to connect with WSSU Campus Police.

LiveSafe is used on campuses around the country and enables increased safety through a two-way channel of communication between the campus community and safety officials. From their device, users can directly access police and 911 emergency services, share their location with friends, and submit tips about potential campus safety issues anonymously to campus police. The suite of services in the app include:

- Report Tips: Submit tips and information quickly and discretely on suspicious activity, mental health concerns, and sexual assault. Submit tips anonymously, and add a picture or video.
- Go Safe: Ask friends or family to virtually walk you to a destination, or request a Ram Express shuttle ride.
- Emergency Options: Quickly contact both WSSU campus police and city police.
- Safety Map: View a map that displays crime data and safety locations.

Reporting to Other Campus Security Authorities

While the university prefers that community members promptly report all crimes and other emergencies directly to the Campus Police at 336-750-2911 or 336-750-2900, we also recognize that some may prefer to report to other individuals or university offices. The Clery Act recognizes certain university officials and offices as “Campus Security Authorities (CSAs).” The Act defines these individuals as “officials of an institution who have significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”

While the university has identified several hundred CSAs, we officially designate the following offices as places where campus community members may report crimes:

<table>
<thead>
<tr>
<th>Official</th>
<th>Campus Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Police Public Safety</td>
<td>Old Maintenance Building</td>
<td>336-750-2911</td>
</tr>
<tr>
<td>Vice Chancellor for Student Affairs</td>
<td>Thompson Center, Room 307</td>
<td>336-750-3206</td>
</tr>
<tr>
<td>Office of the Dean of Students</td>
<td>Thompson Center, Room 303</td>
<td>336-750-3356</td>
</tr>
<tr>
<td>Office of Student Conduct</td>
<td>Thompson Center, Room 303</td>
<td>336-750-3356</td>
</tr>
<tr>
<td>The Office Housing and Residence Life,</td>
<td>Thompson Center, Room 300 (Main Office)</td>
<td>336-750-3400</td>
</tr>
</tbody>
</table>
Crimes that are reported to these individuals will be evaluated for the purpose of making timely warning reports as well as for the inclusion of the incident in annual statistics.

**Confidential Reporting**

Students who wish to seek support services and wish that the information be kept confidential, may do so at the Counseling Center located in A.H. Ray Student Health Building, 1st floor.

According the Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by WSSU to serve in a counseling role are not considered Campus Security Authorities when they are acting in the counseling role. All services afforded to students at the WSSU Counseling Center are confidential except in circumstances where mental health providers are allowed by North Carolina state law to disclose information to other entities both within and outside of the campus community. This level of confidentiality is vital to both those receiving counseling services as well as victims of abuse. Circumstances where confidentiality may be waived includes when the client gives permission to do so and when the client poses a threat to self or others. Professional and pastoral counsellors have the option to report crimes on a voluntary, confidential basis for the inclusion in the annual disclosure of crime statistics if and when they deem appropriate. This reporting in no way compromises the confidentiality pastoral and professional counselors’ assure under North Carolina state law.

As always, anyone may call the Campus Police at 336-750-2911 to report suspicious activity or to share concerns regarding matters of public safety. Callers may remain anonymous.

**Voluntary Reporting for the Inclusion in Crime Statistics**

Victims or witnesses that wish to report crimes on a voluntary, confidential basis for the inclusion in the annual disclosure of crime statistics may contact the Clery Act Compliance Coordinator and request a copy of the Reporting Form. Once the form is completed it may be submitted to the Clery Act Compliance Coordinator.

**Unfounded Reports**

Only sworn or commissioned law enforcement personnel can make a formal determination that the report was false or baseless when made and that the crime report was therefore “unfounded”. Crime reports can be properly determined to be false only if the evidence from the complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any manner.

**Daily Crime and Fire Log**

WSSU Campus Police and Public Safety maintains a combined Daily Crime and Fire Log. This log contains all crime and fire incidents reported to Campus Police.

**TIMELY WARNING REPORTS**

In an effort to provide timely notices to the campus community in the event of a serious crime that may pose a serious or ongoing threat to members of the community, Campus Police issues Timely Warning Reports. Campus Police will issue Timely Warning Reports for the following crimes: Murder and Non-negligent Manslaughter, Manslaughter by Negligence, Rape, Fondling, Incest, Statutory Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Dating Violence, Domestic Violence, Stalking and Hate Crimes or any other serious crimes that have occurred within WSSU Clery Geography and represent pattern or a serious and ongoing threat to the campus community. Campus Police may post Timely Warning Reports through a variety of ways, including but not limited to texts, e-mails, voice alerts, posters, and media. The utilization of these various methods is intended to ensure that the warning is likely to reach the entire campus community.
The purpose of a Timely Warning Reports is to notify the WSSU campus community of incidents of crime and to provide information that may enable community members to protect themselves from similar incidents. The university will issue Timely Warnings whenever the following criteria are met: 1) a Clery Act or serious crime is committed; 2) the threat has not been contained; and 3) there is a substantial risk to the safety of members of the campus community or their property. Additionally, Campus Police may, in some circumstances, issue Timely Warnings when there is a pattern of crimes against persons or property. At WSSU, the Chief of Police or their designee will make the determination if a Timely Warning Report is required. However, in emergency situations a police supervisor may authorize a Timely Warning Report. For incidents involving off-campus crimes, the university may issue a Timely Warning Report if the crime occurred in a location used and frequented by the university population.

Though WSSU strives to protect individual privacy and confidentiality, if it is necessary WSSU will include personally identifying information within a Timely Warning Report to ensure the overall safety of the campus community. The determination to disclose personally identifying information will be made on a case-by-case basis by the Chief of Police or their designee issuing the Timely Warning. In the case personally identifying information must be disclosed in a Timely Warning Report WSSU will include only information essential to aiding community members in protecting themselves from the ongoing threat.

EMERGENCY NOTIFICATIONS – RAMALERTS
WSSU is committed to ensuring the campus community receives immediate, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members. WSSU takes four immediate steps to initiate the Emergency Notification:

Confirm the Existence of a Significant Emergency or Dangerous Situation
The Department of Police and Public Safety and/or other local first responders may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community. Generally, Campus Police become aware of these situations when they are reported to Communications Dispatch Center or upon discovery during patrol or other assignments. In order to confirm the existence of a significant emergency Winston-Salem State University Police Officers respond to the incident location. WSSU also considers notification of the existence of a significant emergency by another law enforcement agency or local first responders as confirmation.

Determine the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification
University and/or local first responders on the scene of a critical incident or dangerous situation will assist those preparing the Emergency Notification with determining what segment or segments of the university community should receive the notification. Generally, all campus community members will be notified of all situations that require an Emergency Notification. If the emergency affects a significant portion of the entire campus, University officials will distribute the notification to the entire campus community.

Determine the Contents of the Emergency Notification
Communications Dispatch, the division responsible for issuing the Emergency Notification, will in concert with University and local first responders determine the contents of the notification. The university has developed a wide range of template messages addressing several different emergency situations. The individual authorizing the alert will advise on the template message most appropriate to the on-going situation and may modify it to address the specifics of the present incident. In those cases where there are no pre-determined template messages in the system, the individual authorizing the alert will develop the most succinct message to convey the appropriate information to the community. The goal is to ensure individuals are aware of the situation and that they know the steps to take to safeguard their personal and community safety.
**Initiate the Notification**
The university’s authorized representatives will without delay taking into account the safety of the campus community initiate all or some portions of the university’s Emergency Notification system.

Once Campus Police confirms that there is, in fact, a significant emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community WSSU will immediately notify the campus community. Communications Dispatch will notify the supervising officer on duty in the Department of Police and Public Safety or other appropriate University official to authorize activation of RamALERT, WSSU’s Emergency Notification system.

Any of the following University officials can authorize activation of RamALERT:
1. Senior Public Safety Field Supervisor on Duty
2. Police Chief
3. Emergency Management Director
4. Environmental Health & Safety Director
5. Chancellor

Once authorization is given by the appropriate official WSSU will immediately notify the campus community utilizing RamALERT. The RamALERT system includes but is not limited to outdoor sirens, e-mail, text, and voice alerts, TV monitor screen alerts and network desktop alerts. RamALERT is an Emergency Notification service available to students, faculty, staff, and community partners. RamALERT can be used to send emergency messages within minutes of the occurrence of an incident. WSSU performs a University-wide full system test bi-annually. In addition to the Emergency Notification that may be issued via RamALERT, the university may also post applicable messages about the dangerous condition on the university homepage and/or social media sites to ensure the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety.

If, in the professional judgment of first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, the university may elect to delay issuing an Emergency Notification. As soon as the condition that may compromise efforts is no longer present, the university will issue the Emergency Notification to the campus community.

**Procedures for Disseminating Emergency Information to the Greater Community**
WSSU uses a three-tiered notification process in an emergency or disaster:
1. Students, Faculty, & Staff
2. Family members of those directly affected
3. Media & general public

WSSU’s Public Information Officer Team is responsible for disseminating emergency information to Tiers 2 and 3.

**Enrolling in the University’s Emergency Notification System**
We encourage all WSSU students, faculty, and staff to enroll in RamALERT by visiting Banner Rams Online and electing into the RamALERT Text and/or Voice Message Service. We encourage those enrolled to regularly update their information at the same site.

For complete instructions on how to register for RamALERT please refer to Attachment 1 at the end of this publication. Questions regarding the RamALERT Emergency Notification System should be directed to the Emergency Management Director.
EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Emergency Management at WSSU
The Emergency Management Division is responsible for the Emergency Operations Plan (EOP). This plan is designed to be a comprehensive all-hazards disaster response and emergency management plan that complies with FEMA guidelines for Higher Education that includes planning, mitigation, response, and recovery actions.

Our priorities are:
- Life safety, infrastructure integrity, and environmental protection during an emergency
- Coordination with university departments to write, maintain, test, and exercise the EOP
- Cooperation, Integration, and Mutual Aid with local, state and federal planning, response, and public safety agencies and their EOPs.

During an emergency Winston-Salem State University follows the Timely Warning Report and Emergency Notification Procedures detailed above. As always, the university encourages anyone to report crimes, emergencies, or suspicious activities to the WSSU Campus Police Department.

General Campus Emergency Procedures: Shelter-In-Place/ Lockdown
Definition: A process for taking immediate shelter in a location readily accessible to the affected individual by sealing a single area from outside contaminant or dangers.

Introduction: Shelter-In-Place/ Lockdown actions would generally be taken after a chemical accident, active shooter, or terrorist attack. Depending on the exact situation, everyone within a specific distance may be ordered to shelter in place or people within a closer range may be ordered to evacuate while everyone else shelters in place. Sheltering in place is generally only used for a short period of time.

Procedures:
In case of an active shooter event:
- Stay inside or get indoors and stay in that location until emergency personnel inform you that it is safe to exit your location.
- Lock all entrances to your location if possible
- If you are unable to lock entrances, barricade all entrances with furniture, desks, or anything available
- Close blinds and turn off the lights.
- Stay low to the ground and hide if possible until the situation has ended

In case of a hazard material event:
- Select a small, interior room, with no or few windows.
- Close and lock all windows and exterior doors.
- Turn off all fans, heating and air conditioning systems (if trained to do so).
- It is ideal to have a hard-wired telephone in the room you select (cellular telephone equipment may be overwhelmed or damaged during an emergency)
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room.
- Monitor RamALERTS for further instructions or updates
- If you are in a car, close windows and turn off vents and air conditioning.

General Campus Emergency Procedures: Fire/ Explosion
WSSU’s emergency procedures for Fire and Explosion are located in the Fire Safety portion of this report.
Further information concerning the university’s Emergency Management Department and emergency response procedures is located on the WSSU Emergency Management Webpage.

Drills, Exercises and Training
Annually, the university conducts emergency management exercises to test emergency procedures. The scenarios for these exercises change from year-to-year, and include several departments from across the campus.

To ensure the university’s emergency management plans remain current and actionable, the university conducts an emergency management exercise, at a minimum twice yearly. These exercises may include tabletop drills, emergency operations center exercises, or full-scale emergency response exercises. It is important to note that all emergency tests are scheduled in advance though some may not be announced or unannounced. The university conducts after-action reviews of all emergency management exercises. For each test, the after action reports include a description of the exercise, the date and time and whether it was announced or unannounced.

The Winston-Salem State University Campus Police Department participates in an Intermunicipal Mutual Aid Agreement that authorizes police officers and supervisors of the participating agencies to request mutual aid for incidents based upon a reasonable belief that such aid will enhance the public’s and/or officer safety and efficiency. The agencies participating in the Agreement include the Winston-Salem Police Department and the Kernersville NC Police Department. The agreement also allows for joint training and cooperation on other matters, such as pre-planned large-scale special events, amongst the participating agencies.

In conjunction with at least one emergency management exercise each year, the university will notify the community of the exercise and remind the community of the information included in the university’s publicly available information regarding emergency response procedures.

ABOUT WINSTON-SALEM STATE UNIVERSITY POLICE & PUBLIC SAFETY (WSSUPD)
The Winston-Salem State University Police Department protects and serves the university community 24 hours a day, 365 days a year. Campus Police is committed to enhancing the quality of life of the campus community, integrating the best practices of public policing and to provide these services with the highest standards of professionalism. The Campus Police Department includes a staff of approximately 60 personnel. The department is organized into several areas including: Office of the Chief, Administrative Services, Accreditation, Patrol, Investigations, Telecommunications, Security, Emergency Management, Internal Affairs, Clery Act Compliance, and Parking and Transportation.

Winston-Salem State University Police Officers are sworn full-time police officers who are state certified by the North Carolina Criminal Justice Training and Standards Commission. They must receive Basic Law Enforcement Training before being sworn as police officers. Upon successful completion of Basic Law Enforcement Training, officers are placed on a one-year probationary period. Enforcement powers are derived from the state of North Carolina as each officer receives his or her commission in accordance with the provisions set forth in N.C.G.S. 116-40.5. Sworn officers employed by Campus Police have complete police authority to enforce local, state, and federal laws on all property owned or leased by the university and on streets that run through, are adjacent to, or border the campus. Winston-Salem State University Campus Police Officers have the same authority as municipal police officers in North Carolina, being authorized to carry firearms and empowered to make arrests. When additional police officers from other agencies are hired by the Campus Police Department those officers may exercise arrest authority on any part of the university. The university also employs non-sworn security officers who do not have arrest authority and whose jurisdiction is confined to the university property.

Police Officer training occurs regularly through the department’s training program. Trainings include, but are not limited to, mandated in-service training, crime prevention strategies, firearms instruction and requalification, rapid
deployment and active shooter, CPR, interview and interrogation, and interpersonal communications. All criminal incidents are investigated by Campus Police. All crimes that occur on campus or university property shall be reported to Campus Police.

Working Relationship with Local, State, and Federal Law Enforcement Agencies
The Winston-Salem State University Campus Police maintain a cooperative relationship with the Winston-Salem Police Department (WSPD) and other surrounding police agencies. This includes intraoperative radio capability, training programs, special events coordination, and investigation of serious incidents.

The Winston-Salem State University Campus Police Department participates in an Intermunicipal Mutual Aid Agreement that authorizes police officers and supervisors of the participating agencies to request mutual aid for incidents based upon a reasonable belief that such aid will enhance the public’s and/or officer safety and efficiency. The agencies participating in the Agreement include the Winston-Salem Police Department and the Kernersville NC Police Department. The agreement also allows for joint training and cooperation on other matters, such as pre-planned large-scale special events, amongst the participating agencies.

Monitoring and Recording of Criminal Activity of Noncampus Locations
WSSU relies on its close working relationships with WSPD and other local law enforcement agencies to receive information about incidents involving WSSU’s students off campus. Currently, there are no officially recognized student organizations off campus. Nevertheless, in coordination with local law enforcement agencies, WSSUPD will actively investigate certain crimes occurring on or near campus. If WSSUPD learns of criminal activity involving students or student organizations, it will coordinate with the appropriate external law enforcement agency and forward information about the situation to the Division of Student Affairs, as appropriate. WSSUPD requires all recognized student organizations to abide by federal, state, and local laws, and university regulations. WSSUPD may become involved in the off-campus conduct when a student engages in behavior on or off campus, which jeopardizes the integrity of the university.

SECURITY OF AND ACCESS TO UNIVERSITY FACILITIES
Administrative buildings are open from 8:00 a.m. until 5:00 p.m., Monday through Friday, and academic buildings generally are open from 8:00 a.m. until 10:00 p.m. Most buildings have one or more card readers for entry and are programmed to automatically unlock/lock. Other doors are manually locked/unlocked by security personnel and/or housekeeping staff. Access to individual classrooms and laboratories is limited to those enrolled in the courses meeting there. Likewise, access to most programs is limited to those enrolled in the program or otherwise authorized access.

Many cultural and athletic events held in the university facilities are open to the public. Other facilities such as the bookstore, library, and theater are likewise open to the public. Only those who have demonstrated a need are issued keys to a building and/or have their ID card programmed to enter a given building through the card swipe. This protocol is governed by the Key and Door Control Policy (University Group Policy 800.9), which strictly controls who and under what circumstances master keys can be issued and requires executive approval.

Most areas of campus inside and outside buildings are monitored by security cameras that feed to the Communications Dispatch Center. Recordings are maintained for 30 days by default and in the event of incidents can be retrieved and archived for as long as necessary.

As of this year all residence halls, academic buildings and the library operate under a computerized Access Control and Security Monitoring System. While the residence halls are always locked and require identification cards for access, the academic buildings and library remain open to the public during operating hours. Should an emergency occur that requires a lockdown of campus the computerized Access Control and Security Monitoring System can lockdown the buildings on campus.
Special Considerations for Residence Hall Access
On the Winston-Salem State University campus, all residence halls operate under a computerized Access Control and Security Monitoring System. Identification cards are coded so that only students who are residents in a particular hall are authorized electronic access entry to that hall; the system denies entry to all unauthorized persons. Security Officers are responsible for checking and securing doors, when needed. When a door is malfunctioning, personnel are summoned for immediate repair. Remember to lock your doors and windows. All residence hall and apartment exterior doors are equipped with locks and with crash bars to ensure a quick emergency exit. Only residents and their invited guests are permitted in the living areas of the residence halls. It is the resident’s responsibility to ensure that his/her guest are aware of the university and residence hall policies. Guests are not provided with room keys  or door access cards. Guests must be escorted by a resident of the building at all times. All exterior doors are locked 24 hours a day. It is the responsibility of residents and staff members to challenge or report individuals who cannot be identified as residents or the guests of residents. When Campus Police receive a report of an unescorted person in a residence hall, a police officer is dispatched to identify that person. Campus Police assigns officers 24/7 to patrol the WSSU campus. Most of these officers spend much of their time patrolling in and around the residence hall complexes. Security officers are assigned to patrol the residence hall areas from 8:00 p.m. until 6:00 a.m. During low-occupancy periods such as holidays and scheduled breaks, students are consolidated into designated buildings and gain access via the university’s electronic access control system. During the summer when groups who are not regularly associated with WSSU are using the university residence halls exterior doors are locked 24 hours a day. Each guest is issued an identification card that allows him or her to gain access to their assigned building via the electronic access control system. Residence Halls are staffed 24 hours per day. Campus Police personnel also conduct regular checks of residence hall areas.

Security Considerations for the Maintenance of Campus Facilities
The locks, landscaping and outdoor lighting are designed for safety and security. Sidewalks are designed to provide well-traveled, lighted routes from parking areas to buildings and from building to building. Building entrances are illuminated to provide well-traveled, lighted routes as well. Twice annually Safety Walks are conducted to identify areas that may need vegetation attended to and/or additional lighting. Nightly, Police submit work orders to repair any lights that are not functioning and the Maintenance Department considers these a priority to repair.

We encourage community members to promptly report any security concern, including concerns about locking mechanisms, lighting, or landscaping to Campus Police.

CRIME PREVENTION & SAFETY AWARENESS PROGRAMS

Safety, Security & Crime Prevention Programs
Essentially the mission of the Campus Police and Public Safety Department is to foster a safe, secure, and service-oriented environment for all members of the WSSU community. An aspect of fostering such an environment is to prepare and equip members of the community to look out for themselves and one another. To accomplish this, WSSU provides ongoing safety, security, and crime prevention programming for students and employees each year.

The following chart outline some of the programming WSSU Campus Police provides. The chart includes information concerning the type of programming, the frequency it is offered, and the targeted audience of the programming.
<table>
<thead>
<tr>
<th>Description</th>
<th>Frequency</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ramdition: The Campus Police Department meets with all incoming freshmen students and provides information concerning:</td>
<td>Annual</td>
<td>Freshmen Students</td>
</tr>
<tr>
<td>- Security of the Residence Halls and dorm rooms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Crime prevention</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Drug, Alcohol, and Weapon Policies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Consent regarding alcohol and sexual relations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety Day: This event provides the Emergency Management Department and other departments and local agencies to share information with the campus community. Some topics covered include:</td>
<td>Annual</td>
<td>Students, Faculty, &amp; Staff</td>
</tr>
<tr>
<td>- RamALERTS (Emergency Notifications)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Sexual Assault Resources: Safe on Seven</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Risk Reduction Resources: Rape Aggression Defense (RAD)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Cooking Safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- LiveSafe Mobile App</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Drug and Alcohol Abuse Prevention</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Some of the departments and agencies involved include:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Winston-Salem Police &amp; Fire Departments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- WSSU Campus Police Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Forsyth County District Attorney’s Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- WSSU Interpersonal Violence &amp; Disability Services Departments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Forsyth County EMS &amp; Health Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police and Public Safety Luau: This event is meant to introduce the Campus Police Department to incoming freshmen and encourage safe behaviors. This event includes:</td>
<td>Annual</td>
<td>Freshmen Students</td>
</tr>
<tr>
<td>- Meet &amp; Greet Hank - WSSU’s Canine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Beer goggle simulation test</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- What-If scenarios concerning By-stander Intervention tips from Police and Public Safety as well as the Campus Counseling Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adopt a Hall: This program coordinates a Campus Police Officer with a specific Residence Hall to promote relationships between the students and Campus Police Officers. Officers organize activities such as Coffee with a Cop.</td>
<td>Annual</td>
<td>Resident Students</td>
</tr>
<tr>
<td>Trust Talks: These events create a forum for open communication between students and Campus Police and Local Law Enforcement Agencies. Students are encouraged to ask questions of law enforcement personnel. These events are designed to create a forum in which students ask officers about situations before they are actually in those situations, and to allow Police Officers to give open and honest feedback and to ask questions of students as well. The goal is to open up dialog between students and police in order to build trust between the two groups.</td>
<td>Ongoing</td>
<td>Students</td>
</tr>
</tbody>
</table>
### Description

<table>
<thead>
<tr>
<th>Description</th>
<th>Frequency</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rape Aggression Defense (RAD): a program of realistic, self-defense tactics and techniques for women. This is a comprehensive course that begins with awareness, risk reduction, and avoidance that progresses on to the basics of hands-on defense training.</td>
<td>Monthly</td>
<td>Female Students, Faculty, Staff &amp; Approved Guests</td>
</tr>
</tbody>
</table>

### STUDENT CONDUCT

The Office of Student Conduct seeks and strives to promote ethical conduct through personal responsibility, encouraging civility and integrity, and a sense of community among WSSU students. The Office of Student Conduct strives to promote campus safety and harmony by maintaining an environment consistent with WSSU educational purposes and operations.

Office of Student Conduct’s mission is to educate students on the policies of the university pertaining to conduct and their student rights. By educating students on the integrity and ethical standards of their community, it creates an environment for students to consider; in advance, the consequences of behavioral infractions, to accept responsibility for one’s own actions in and out of the university, create social justice advocates, and creates an environment for students to understand that they are more than just a student at WSSU, but a representation our community.

**The Student Code of Conduct**

The Office of Student Conduct is responsible for administering the WSSU Code of Conduct, which articulates the behavioral standards and the equitable procedures employed by the university to respond to allegations of student misconduct. The WSSU Code of Conduct is administered at all University properties, on and off-campus and still applies to off-campus campus student misconduct when a student’s behavior affects a substantial university interest. Any individual or entity may submit reports alleging student misconduct to the Office of Student Conduct or designee.

Students who are found in violation of infractions will be subject to sanctions ranging from Disciplinary Warning, Disciplinary Probation, up to Suspension or Expulsion from the university. In instances where there is reasonable cause to believe a student is an immediate threat to the safety of himself/herself or other persons or property or is an immediate threat to disrupt essential campus operations, the Office of Student Conduct will impose an Interim Suspension and/or other actions designed to protect the health and safety of the community and members therein.

Students residing in University housing may also lose the privilege of living on campus, depending upon the type of infraction(s) to the university rules and regulations or conditions of the Housing and Residence Life contract.
In most cases, the Office of Student Conduct will also assign educational and developmental sanctions designed to promote awareness, better behavior, deter future misconduct, and improved decision-making skills. Winston-Salem State University is obligated to provide all students with the university regulations, policies, and procedures governing student conduct. Winston-Salem State University policies and procedures, including the Code of Conduct, Incident Reporting Form, and Sanction Guide are all published on the Student Conduct Webpage. FERPA FAQs, Parental Notifications under FERPA regulations, how to report an incident, and links to all policy and procedural guidelines related to the Student Conduct process can also be found on the Student Conduct Webpage. Students are encouraged to familiarize themselves with the website and the WSSU Student Code of Conduct.

If you have additional questions, special needs, or wish to request a hard copy of this information, please contact the Office of Student Conduct at Winston-Salem State University, at 336-750-3356, located in Suite 303, Thompson Center.

Parental Notification Policy
The university follows FERPA guidelines regarding student discipline outcomes information to the parents or legal guardians of students.

Federal legislation authorizes WSSU to disclose disciplinary records concerning violations of the university’s rules and regulations governing the use or possession of alcohol or controlled substances that involve students who are under the age of 21 regardless of whether the student is a dependent.

Other provisions under FERPA include disclosure of information from "law enforcement unit records" to anyone, including parents or federal, state, or local law enforcement authorities, without the consent of the eligible student.

The university may also report non-alcohol or drug related incidents to parents or legal guardians of dependent students. For additional information on disclosure of information refer to the following webpage: FERPA: Disclosure of Information from Education Records to Parents of Postsecondary Students.

Disclosure of Disciplinary Proceedings Results
WSSU will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by WSSU against the student who is the alleged perpetrator of the crime or offense. If the victim is deceased as a result of the crime or offense WSSU will treat the next of kin of the alleged victim as the alleged victim and will disclose the same information upon written request.

For the purpose of this policy the term "crime of violence" is defined in Section 16 of Title 18, United States Code:

<table>
<thead>
<tr>
<th>Crime</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crime of Violence</td>
<td>An offense that has an element the use, attempted use, or threatened use of physical force against the person or property of another, or any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.</td>
</tr>
</tbody>
</table>
WSSU POLICIES GOVERNING ALCOHOL AND OTHER DRUGS

Winston-Salem State University Alcohol Policy
University Group Policy 900.14

Executive Summary
Winston-Salem State University is a dry campus. Effective September 1, 1996, the North Carolina Alcoholic Beverage Control laws made it unlawful for any person under 21 years of age to purchase, possess, or consume such beverages, or for anyone to aid or abet such a person in purchasing, possessing, and consuming any alcoholic beverage.

Policy Statement
The university recognizes the health risks associated with the use of illicit drugs and the abuse of alcohol. As a depressant, alcohol gives a feeling of well-being, causes a loss of coordination, intoxicates, and leaves one with a hangover. Some of the hazards of abuse include:

1. Physical and psychological dependence can develop.
2. Long term heavy drinking is a factor in liver and heart damage, malnutrition, cancer, and many other illnesses.
3. Driving under the influence can cause accidents because of slowed reflexes, disorientation, etc.

Guidelines
All requests to serve alcoholic beverages on campus or at university-sponsored events must be approved by the Chancellor.

The following rules and regulations are applicable to the Winston-Salem State University community:

1. Under no circumstances may any type of alcoholic beverage be sold by any persons or organizations or corporations on the campus of Winston-Salem State University, excluding previously cited exceptions.
2. It shall be unlawful for any person to consume any malt beverage or wine - fortified or unfortified – in any public place or upon any public street or upon the private business premises of WSSU, or liquor/whiskey in any public place, upon any public or university street or parking area, upon the private business premises of the university, or in or around any residence hall or institutional facility or building.
3. It is unlawful for anyone to aid or abet a person less than 21 years of age in purchasing, possessing, or consuming alcoholic beverages.
4. University-sponsored off-campus affairs at which alcoholic beverages are served shall be governed by all applicable local, state, and federal laws.
5. Drunkenness coupled with disorderly conduct will not be tolerated. The institution will impose disciplinary sanctions on students and employees (consistent with local, state, and federal laws), up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

Applicability
This policy is applicable to the campus of Winston-Salem State University.
Enforcement of State Underage Drinking Laws

Winston-Salem State University Police Officers enforce federal and state drinking laws as well as University policy. The following information is derived from the North Carolina General Statutes. Any violations of this law by members of the university community subjects the individual to prosecution both by university disciplinary proceedings and by civil authorities.

Underage Drinking
N. C. G. S. § 18B-302.
It is illegal for anyone under 21 years of age to attempt to purchase, purchase, consume, possess, or knowingly and intentionally transport any spirituous liquor, malt beverages, unfortified wine, fortified wine, mixed beverages, or brewed beverages. It is also illegal to lie about age to obtain alcohol and to carry a false identification card. In addition to the possession and consumption laws, North Carolina also has a No Exceptions policy for the purchase of alcohol by minors, and is one of the stricter states for the enforcement of underage drinking and driving laws.

False Identification
N. C. G. S. § 18B-302.
It is illegal for anyone to enter or attempt to enter a place where alcoholic beverages are sold or consumed, or to obtain or attempt to obtain alcoholic beverages, or to obtain or attempt to obtain permission to purchase alcoholic beverages, by using or attempting to use any of the following:

1. A fraudulent or altered driver's license.
2. A fraudulent or altered identification document other than a driver's license
3. A drivers license issued to another person
4. An identification document other than a driver's license issued to another person
5. Any other form or means of identification that indicates or symbolizes that the person is not prohibited from purchasing or possessing alcoholic beverages

A violation of this constitutes a Class 3 misdemeanor.

Public Intoxication
N. C. G. S. § 14-444
It is illegal to appear in any public place under the influence of alcohol to the degree that you:

1. Block or otherwise interfere with traffic;
2. Block or otherwise prevent access to or passage across a sidewalk or entrance to a building;
3. Grab, shove, push, or fight with others or challenge others to fight;
4. Curse or shout at, or otherwise rudely insult others; or
5. Beg for money or other property.

Being intoxicated and disruptive in public also leads to other behaviors and important health concerns. Oftentimes public drunkenness contributes to disorderly conduct and criminal mischief on campus. Persons must be responsible for their own actions and know their limits and tolerance levels before consuming alcohol.

A violation of this constitutes a Class 3 misdemeanor and subjects the offender to court costs and fines.
Driving While Impaired (DWI) and Refusing a Chemical Test  
N. C. G. S. § 20-138.1.

In North Carolina, a person commits the offense of driving while impaired if they drive a vehicle upon any highway, any street, or any public vehicular area within this state:

1. While under the influence of an impairing substance; or
2. After having consumed sufficient alcohol that, at any relevant time after the driving, the individual has an alcohol level of 0.08 or more; or
3. With any amount of a Schedule I controlled substance or its metabolites in their blood or urine.

The punishment for the offense is a misdemeanor to which the structured sentencing laws do not apply. It has five different levels of punishment; the level depends on the presence of and weight assigned to certain specified aggravating and mitigating factors found by the court.

It is illegal for anyone under 21 years of age to drive a vehicle with a blood alcohol concentration of .01 or higher.

Any person who drives a motor vehicle automatically gives consent to one or more chemical analysis (e.g., breath, blood, or urine). This implied consent means that a person doesn’t have a right to an attorney before testing, except to view the testing procedures. Under the implied consent law, you can refuse any test, but your driver’s license will be revoked for one year and could be revoked for a longer period of time under certain circumstances, and an officer can compel you to be tested under other laws.

Your driving privilege will be revoked immediately for at least 30 days if you refuse any test or the test result is 0.08, 0.04 or more if you were driving a commercial vehicle, or 0.01 or more if you are under the age of 21.

Transporting an Open Container  
N. C. G. S. § 20 138.7.

In North Carolina, it is illegal to drive a motor vehicle

1. While there is an alcoholic beverage in the passenger area in other than the unopened manufacturer’s original container; and
2. While the driver is consuming alcohol or while alcohol remains in the driver’s body.

A violation of this constitutes a Class 3 misdemeanor for the first offense and shall be a Class 2 misdemeanor for a second or subsequent offense.

In North Carolina, it is illegal to possess an alcoholic beverage other than in the unopened manufacturer’s original container, or consume an alcoholic beverage, in the passenger area of a motor vehicle. A violation of this section shall be an infraction and shall not be considered a moving violation.

Winston-Salem State University Illegal Drugs Policy  
University Group Policy 800.8

Winston-Salem State University’s Board of Trustees is committed to the proposition that students, faculty, and staff should be able to engage in the scholarly pursuits of teaching, learning discourse, and research free from illegal drug use and/or abuse. Knowing the dangers of illegal drug use, the Board of Trustees has adopted a policy to safeguard the welfare and integrity of the University community. The university rules and regulations on illegal drugs are designed to promote academic integrity and an appropriate learning atmosphere for students, faculty members, administrators, and all other employees. To accomplish these goals, the possession, use, and/or trafficking of illegal drugs is strictly prohibited at Winston-Salem State University. Students, faculty members, administrators, and other employees of Winston-Salem State University are responsible, as citizens, for knowing about and complying with the provisions of North Carolina law that make it a crime to possess, sell, deliver or manufacture those drugs designated collectively as “controlled substance” (Article 5 of Chapter 90 of the North Carolina General Statute). Any member of the university
community who violates this law is subject both to prosecution and punishment under state criminal law and to disciplinary proceedings by Winston-Salem State University. The university will impose penalties in the event of violation of state and federal drug laws consistent with due process.

Guidelines

Education, Counseling and Rehabilitation
Winston-Salem State University shall maintain a program of education designed to help all members of the university community avoid involvement with illegal drugs. The educational program shall emphasize the incompatibility of the use or distribution of illegal drugs with the goals of the university, the legal consequences of involvement with illegal drugs, the medical and psychological implications of the use of illegal drugs, and the ways in which illegal drugs jeopardize an individual’s present accomplishments and future opportunities. Specific elements of the education program are:

1. publicizing the university’s policy in the Student Code of Conduct, the undergraduate and graduate catalogs, the Faculty Handbook, and other publications distributed to students, faculty, administrators, and other employees;
2. continuing and expanding the drug education program conducted by Student Health Services;
3. continuing development of courses on drug education;
4. increasing the awareness and utilization of the State’s Employee Assistance Program (EAP), and local Drug Abuse Prevention Programs;
5. encouraging academic departments to address substance abuse in appropriate health and physical education courses;
6. emphasizing the incompatibility of the use or sale of illegal drugs with the goals of the university;
7. emphasizing the ways in which illegal drugs jeopardize an individual’s present accomplishments and future opportunities;
8. highlighting the medical implications of the use of illegal drugs; and
9. stressing the legal consequences of involvement with illegal drugs.

The University shall disseminate information about drug counseling and rehabilitation services that are available to members of the University community. All members of the University community are responsible for assisting in maintaining a drug-free campus. Members of the community are urged to utilize the drug hotline (336-750-2912) and any other means of reporting University Officials regarding drug abuse treatment needs and/or illegal drug use or possession. The identity of an individual who brings forth information regarding illegal drug use and/or possession shall remain confidential unless law requires disclosure. Likewise, persons who voluntarily avail themselves of such services shall be assured that applicable professional standards of confidentiality will be observed and that such participation will not be the basis for disciplinary action. Specific counseling and rehabilitation efforts include:

Notification of Law Enforcement Personnel
Any drug violation that constitutes a felony shall be reported to local, state, and/or federal law enforcement agencies as appropriate.

Roles and Responsibilities

Implementation and Reporting

1. The Chancellor shall file a copy of the campus policy with the President, and notice of any change that may be made in the policy from time to time also shall be filed with the President.
2. The Chancellor shall designate a coordinator of drug education. This person, acting under the authority of the Chancellor, will be responsible for overseeing all actions and programs relating to the campus policy.
3. Annually the Chancellor shall submit to the Board of Trustees a report on campus activities related to illegal drugs for the preceding year. The report shall include, as a minimum, the following: (1) a listing of the major education activities conducted during the year; (2) a report on any illegal drug-related incidents, including any sanctions imposed; (3) an assessment by the Chancellor of the effectiveness of the campus program; and (4) any proposed changes in the policy on illegal drugs. A copy of the report shall be provided to the President.

Applicability

This policy is applicable to the campus community of Winston-Salem State University.

Enforcement and Penalties

1. WSSU shall take all actions necessary, consistent with state and federal law and applicable University policy, to eliminate illegal drugs from the university community. The institutional policy on illegal drugs shall be publicized in catalogues and other materials prepared for all enrolled and prospective students and in materials distributed to faculty members, administrators and other employees.

2. Students, faculty members, administrators, and other employees are responsible, as citizens, for knowing about and complying with the provisions of North Carolina law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as "controlled substances" in Article 5 of Chapter 90 of the North Carolina General Statutes. Any member of the university community who violates that law is subject both to prosecution and punishment by the civil authorities and to disciplinary proceedings by the university. It is not "double jeopardy" for both the civil authorities and the university to proceed against and punish a person for the same specified conduct. The university will initiate its own disciplinary proceeding against a student, faculty member, administrator, or other employee when on-campus use, possession, or distribution of illegal drugs or improper use, possession, or distribution of prescription drugs is discovered and when the alleged conduct is deemed to affect the interests of the university. Conduct involving illegal drugs beyond campus boundaries may be considered harmful to the university. Disciplinary action may be instituted when such conduct occurs within Forsyth County and has resulted in felony-level charges of possession/trafficking.

3. Penalties will be imposed by the university in accordance with procedural safeguards applicable to disciplinary actions against students, faculty members, administrators, and other employees, as required by Section 502D (3) and Section 603 of The Code, by Board of Governors policies applicable to other employees exempt from the State Personnel Act, by regulations of the State Personnel Commission, and by Faculty Tenure Regulations and the Student Handbook. The penalties to be imposed by the university may range from written warnings with probationary status to expulsions from enrollment and discharges from employment. However, the following minimum penalties will be imposed for the particular offenses described:

a. Trafficking in Illegal Drugs

i. For the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedule I, N.C.G.S. § 90-89, or Schedule II, N.C.G.S. § 90-90 (including, but not limited to, heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualone), any student shall be expelled and any faculty member, administrator or other employee shall be discharged.

ii. For a first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules III through VI, N.C.G.S. §§ 90-91 through 90-94, (including, but not limited to, marijuana, pentobarbital, codeine) the minimum penalty shall be suspension from enrollment or from employment for a period of at least one semester or its equivalent. For a second offense, any student shall be expelled and any faculty member, administrator, or other employee shall be discharged.

b. Illegal Possession of Drugs
i. For a first offense involving the illegal possession of any controlled substance identified in Schedule I, N.C.G.S. § 90-89, or Schedule II, N.C.G.S. § 90-90, the minimum penalty shall be suspension from enrollment or from employment for a period of at least one semester or its equivalent.

ii. For a first offense involving the illegal possession of any controlled substance identified in Schedules III through VI, N.C.G.S. §§ 90-91 through 90-94, the minimum penalty shall be probation, for a period to be determined on a case-by-case basis. A person on probation must agree to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions, including a program of community service, as the chancellor or the chancellor’s designee deems appropriate. Refusal or failure to abide by the terms of probation shall result in suspension from enrollment or from employment for any unexpired balance of the prescribed period of probation.

iii. For second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed, including expulsion of students and discharge of faculty members, administrators or other employees.

Suspension Pending Final Disposition
When a student, faculty member, administrator, or other employee has been charged by the university with a violation of policies concerning illegal drugs, he or she may be suspended from enrollment or employment before initiation or completion of regular disciplinary proceedings if, assuming the truth of the charges, the chancellor or, in the chancellor’s absence, the chancellor’s designee concludes that the person’s continued presence within the university community would constitute a clear and immediate danger to the health or welfare of other members of the university community; provided, that if such a suspension is imposed, an appropriate hearing of the charges against the suspended person shall be held as promptly as possible thereafter.

Enforcement of Federal and State Drug Laws
Winston-Salem State University Police Officers enforce federal and state drinking laws as well as university policy. Any violations of this law by members of the university community, subjects the individual to prosecution both by university disciplinary proceedings and by civil authorities. The university cannot attempt to shield students or employees from criminal prosecution by handling the matter through the university disciplinary process.

Controlled Substance Offenses
N. C. G. S. § 90-95.
It is illegal for any person to
1. Manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver, a controlled substance;
2. To create, sell or deliver, or possess with intent to sell or deliver, a counterfeit controlled substance;
3. To possess a controlled substance.

Possession of Small Amount of Marijuana
It is illegal for a person to unknowingly, knowingly or intentionally possesses a small amount of marijuana (Hashish), a Schedule I substance, and is not authorized by law to possess such substance, and is outlined under the Controlled Substances, Drugs, Device and Cosmetic Act of 1972. Persons engaged in such activity will most likely face criminal charges and be charged with a violation of university policy and will be subject to university disciplinary proceedings.
**Synthetic Marijuana**

Effective March 1, 2011 the U.S. Drug Enforcement Agency classified synthetic marijuana as an illegal substance. This drug may also known as Spice, K2, Demon, Wicked, Black Magic, Voodoo Spice, and Ninja Aroma. Individuals found responsible for manufacturing, possessing, importing/exporting or distributing these substances will face criminal and civil penalties. University members engaging in these activities will also be held responsible under university policy and will be subject to university disciplinary proceedings.

**Possession of drug paraphernalia Offenses**

N. C. G. S. § 90-113.22. A person is unlawful when he possesses, with the intent to use, drug paraphernalia which is used for packaging, manufacturing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of the Controlled Substances, Drugs, Device and Cosmetic Act of 1972.

It is unlawful for any person to knowingly use, or to possess with intent to use, drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, package, repackage, store, contain, or conceal a controlled substance which it would be unlawful to possess, or to inject, ingest, inhale, or otherwise introduce into the body a controlled substance which it would be unlawful to possess.

Violation of this section is a Class 1 misdemeanor.

**Risks Associated with Drug and Alcohol Abuse**

As an educational institution, WSSU aims to educate its community members about prevention and the risks of unlawful use of illicit drugs and alcohol, and to encourage appropriate, responsible behavior. The health risks associated with the abuse of alcohol and the use of illicit drugs are numerous. The table below outlines the risks associated with different substances.

<table>
<thead>
<tr>
<th>Substance</th>
<th>Associated Risks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td>Slow heart, sluggish nervous system, depressed brain function. Large amounts can make you stop breathing. Prolonged use causes liver damage.</td>
</tr>
<tr>
<td>Marijuana</td>
<td>Decreased ability to concentrate and learn. Short-term memory loss. Throat and lung cancer.</td>
</tr>
<tr>
<td>Synthetic Marijuana</td>
<td>Rapid heart rate, vomiting, agitation, profuse sweating, confusion, and hallucinations, raise blood pressure, cause reduced blood supply to the heart, in some cases it has been associated with heart attacks.</td>
</tr>
<tr>
<td>Amphetamines</td>
<td>Malnutrition, acute psychosis, nervousness, hyperactivity, sleeplessness, high blood pressure.</td>
</tr>
<tr>
<td>Cocaine</td>
<td>Seizures, heart fibrillation, and even death with a single use. Weight loss, sexual impotence, insomnia irritability, paranoia and hallucinations.</td>
</tr>
</tbody>
</table>
### Substance Associated Risks

<table>
<thead>
<tr>
<th>Substance</th>
<th>Associated Risks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opium</td>
<td>Addiction, physical and psychological. Sluggishness. Inability to stay awake. Addicted babies.</td>
</tr>
<tr>
<td>Steroids</td>
<td>Insomnia, aggressive behavior, impotence, and sterility. Prolonged use damages the liver, kidneys, and heart and may cause cancer.</td>
</tr>
</tbody>
</table>

**Additional Information:**
- Alcohol and other drug use during pregnancy increases risk of physical harms to fetus. Risks of harm may occur from the use of prescription drugs in ways other than prescribed.
- Drugs taken by injection can increase the risk of infection (e.g. HIV, hepatitis, etc.) through needle contamination.

For more information visit: [National Institute of Drug Abuse](https://www.drugabuse.gov)

---

**Drug and Alcohol Abuse Education Programs**

Winston-Salem State University is in the process of establishing and maintaining a comprehensive program designed to help all members of the university community understand and avoid drug and alcohol abuse.

As described in the Winston-Salem State University Illegal Drugs Policy (800.8), WSSU’s Alcohol and Other Drugs program communicates annually to campus community members, including all students and employees, WSSU’s standards of conduct that prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on campus or as a part of any of the university’s activities. In concert with the standards of conduct, the university disseminates to the campus community a description of the sanctions that the university may impose on an individual found in violation of university policy. In addition, students and employees are made aware of the description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol.

Campus community members are informed of the health-risks associated with the use of illicit drugs and the abuse of alcohol.

In order to monitor and enhance the progress WSSU is making efforts to educate the campus community about drug and alcohol abuse, Winston-Salem State University will begin conducting a biennial review of the Drug and Alcohol Abuse Education Program. Based on each review WSSU will make changes to the program as necessary.

**Resources for Students**

In summer 2013 WSSU implemented AlcoholEdu for College for all new incoming first time freshman students. Each year incoming freshmen are required to complete the AlcoholEdu online course. WSSU also utilizes AlcoholEdu as a resource for other student interest groups that have been through the disciplinary process or referred to the Wellness Center.

Other programming and resources are offered to the student campus community:

- Responsible Rams - a campaign reflected through events on campus intended to encourage students to act...
Responsibly.

- Assessments that include eChug and eToke to address the use and abuse of alcohol or controlled substances for student referred to the Wellness Center.
- Ramdition: Residence Hall Trust Talks - presentations in the residence halls by WSSU Campus Police enforcing the university's dry campus and zero tolerance policies, as well as other topics that encourage safe and responsible campus living.
- Safety Day - Campus Police sponsor a table at Safety Day with informative drug and alcohol awareness and prevention handouts, in addition Campus Police Officers allow student to use the Alcohol Impairment Goggles (Beer Goggles) to engage students in conversation about the risks of alcohol abuse.
- Demonstrations of WSSU’s K-9 capabilities at various events on campus, including but not limited to, RA Training Sessions, Safety Day, Police and Public Safety Luau.
- Counselling Center: Pre-Spring Break Substance Misuse Event.

The Counseling Center currently offers online education (eChug and eToke) on substance abuse issues and limited group sessions for drug and alcohol users. Intervention programs for students who self-identify or otherwise are identified as substance users are available in the Counseling Center. Intervention can be in the form of psychoeducation or therapy.

These services are afforded to students during their current matriculation. In the case that a student has been removed from campus through WSSU’s disciplinary process these services are available when the student returns to campus after the imposed sanction. For additional information about campus resources for alcohol and drug education programs, refer to the Health Rams for Life page located on the WSSU’s Wellness Center’s Webpage.

**Resources for Employees**

Employees are offered a variety of resources intended to educate and aid in the prevention of and recovery from alcohol and other drugs abuse. Winston-Salem State University provides makes the Employee Assistance Program (EAP) available to employees. This program provides support, resources, and information for personal and work-life issues including counseling, legal support, and guidance resources online. Employees can access more information concerning the EAP on the Human Resources Webpage.

In addition, WSSU provides faculty and staff access to a Learning Management System branded LEAP: Leadership, Education, Advancement, and Performance. This resource offers a wide array of informative content including a course on the Drug and Alcohol Awareness. Some of the objectives of the course are to identify factors that can trigger substance abuse among adults, identify requirements for compliance under the 1988 Drug-Free Workplace Act, and to identify recommendations for employees to consider when they notice a coworker with a substance abuse problem. Employees can access more information concerning the EAP on the Human Resources Learning & Development Webpage.

Employees are also welcome to attend awareness and prevention events that take place on campus such as Safety Day or the Police and Public Safety Luau.
PREPARATION OF THE ANNUAL FIRE SAFETY AND SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS

WSSU Campus Police prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act (Clery Act) using information maintained by the Campus Police as well as information provided by other University offices. Some of these offices include Student Affairs, Housing and Residence Life, and Title IX. This report provides statistics for the previous three years concerning reported crimes and fires that occurred on campus, in certain off-campus buildings or property owned, leased or controlled by WSSU. The crime statistics reported in the publication are continually collected through the Campus Police Department records, crimes reported to other Campus Security Authorities and information provided by local law enforcement agencies surrounding the campus. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol and drugs, and fire safety.

In addition the Annual Fire Safety and Security Report, WSSU discloses the same statistics found in the report to the government during the month of October each year.

WSSU distributes a notice of the availability of this Annual Fire Safety and Security Report by October 1st of each year to every member of the WSSU community. Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting the Campus Police at 336-750-2900. Digital copies are available on the Campus Police Webpage.

Clery Act Qualifying Crime Definitions

These definitions are taken from the FBI Uniform Crime Reporting (UCR) handbook and are required to be used for the classification of Clery Act reported crimes.

<table>
<thead>
<tr>
<th>Crime</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggravated Assault</td>
<td>An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.</td>
</tr>
<tr>
<td>Arson</td>
<td>Any willful or malicious burning or attempt to burn, with or without the intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.</td>
</tr>
<tr>
<td>Burglary</td>
<td>The unlawful entry of a structure to commit a felony or a theft.</td>
</tr>
</tbody>
</table>
| Dating violence | Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of:  
  a. The length of the relationship.  
  b. The type of relationship.  
  c. The frequency of interaction between the persons involved in the relationship. |
<table>
<thead>
<tr>
<th>Crime</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic violence</td>
<td>A felony or misdemeanor crime of violence committed by:</td>
</tr>
<tr>
<td></td>
<td>a. A current or former spouse or intimate partner of the victim;</td>
</tr>
<tr>
<td></td>
<td>b. By a person with whom the victim shares a child in common:</td>
</tr>
<tr>
<td></td>
<td>c. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;</td>
</tr>
<tr>
<td></td>
<td>d. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;</td>
</tr>
<tr>
<td></td>
<td>e. By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.</td>
</tr>
<tr>
<td>Drug Law Violations</td>
<td>The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.</td>
</tr>
<tr>
<td>Illegal Weapon</td>
<td>The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.</td>
</tr>
<tr>
<td>Violations</td>
<td></td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>The theft or attempted theft of a motor vehicle.</td>
</tr>
<tr>
<td>Murder</td>
<td>The willful (non-negligent) killing of a human being by another.</td>
</tr>
<tr>
<td>Manslaughter by</td>
<td>The killing of another person through gross negligence.</td>
</tr>
<tr>
<td>Negligence</td>
<td></td>
</tr>
<tr>
<td>Robbery</td>
<td>The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim. This offense includes the rape of both males and females.</td>
</tr>
<tr>
<td></td>
<td>The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity,</td>
</tr>
<tr>
<td>Crime</td>
<td>Definition</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Incest</td>
<td>Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.</td>
</tr>
<tr>
<td>Statutory Rape</td>
<td>Sexual intercourse with a person who is under the statutory age of consent.</td>
</tr>
<tr>
<td>Stalking:</td>
<td>Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.</td>
</tr>
<tr>
<td></td>
<td>a. 'Course of conduct' means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.</td>
</tr>
<tr>
<td></td>
<td>b. 'Reasonable person’ means a reasonable person under similar circumstances and with similar identities to the victim.</td>
</tr>
<tr>
<td></td>
<td>c. 'Substantial emotional distress’ means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.</td>
</tr>
<tr>
<td>Hate Crime</td>
<td>A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. “Criminal offense” means one or more of the aforementioned crimes, as well as the crimes of:</td>
</tr>
<tr>
<td>Larceny/Theft</td>
<td>The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.</td>
</tr>
<tr>
<td>Simple Assault</td>
<td>Unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.</td>
</tr>
<tr>
<td>Property Destruction/Vandalism</td>
<td>To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.</td>
</tr>
<tr>
<td>Intimidation</td>
<td>To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.</td>
</tr>
<tr>
<td>Crime</td>
<td>Definition</td>
</tr>
<tr>
<td>------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Hate Crime</td>
<td>A criminal offense motivated by bias against any person or group of persons, or the property of any person or group of persons based upon the perception that the person or group has one or more of the following characteristics:</td>
</tr>
<tr>
<td></td>
<td>a. Ethnicity: A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry, e.g. Arabs, Hispanics.</td>
</tr>
<tr>
<td></td>
<td>b. National Origin: A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.</td>
</tr>
<tr>
<td></td>
<td>c. Race: A performed negative opinion or attitude toward a group of persons who possess common physical characteristics (e.g. color of skin, eyes, and/or hair, facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind, e.g. Asians, blacks, whites.</td>
</tr>
<tr>
<td></td>
<td>d. Religion: A performed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g. Catholics, Jews, Protestants, atheists.</td>
</tr>
<tr>
<td></td>
<td>e. Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.</td>
</tr>
<tr>
<td></td>
<td>f. Gender: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.</td>
</tr>
<tr>
<td></td>
<td>g. Sexual Orientation: A performed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation, e.g. gays, lesbians, heterosexuals.</td>
</tr>
<tr>
<td></td>
<td>h. Gender Identity: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.</td>
</tr>
</tbody>
</table>

**Publicly Available Recordkeeping**

Winston-Salem State University ensures that all publicly available record keeping, including Clery Act reporting and disclosures do not contain any personally identifying information.
### ANNUAL DISCLOSURE OR CRIME STATISTICS

#### CRIMINAL HOMICIDE

<table>
<thead>
<tr>
<th>Offense</th>
<th>Year</th>
<th>On Campus</th>
<th>Residence Halls (Subset of On Campus)</th>
<th>Noncampus Building or Property</th>
<th>Public Property</th>
<th>Unfounded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder and Nonnegligent Manslaughter</td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

#### SEX OFFENSES

<table>
<thead>
<tr>
<th>Offense</th>
<th>Year</th>
<th>On Campus</th>
<th>Residence Halls (Subset of On Campus)</th>
<th>Noncampus Building or Property</th>
<th>Public Property</th>
<th>Unfounded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rape</td>
<td>2014</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>4</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fondling</td>
<td>2014</td>
<td>4</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory Rape</td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

#### OFFENSES

<table>
<thead>
<tr>
<th>Offense</th>
<th>Year</th>
<th>On Campus</th>
<th>Residence Halls (Subset of On Campus)</th>
<th>Noncampus Building or Property</th>
<th>Public Property</th>
<th>Unfounded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robbery</td>
<td>2014</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>2014</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>2014</td>
<td>19</td>
<td>19</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>14</td>
<td>14</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>19</td>
<td>17</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>2014</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

#### VIOLENCE AGAINST WOMEN ACT (VAWA) OFFENSES

<table>
<thead>
<tr>
<th>Offense</th>
<th>Year</th>
<th>On Campus</th>
<th>Residence Halls (Subset of On Campus)</th>
<th>Noncampus Building or Property</th>
<th>Public Property</th>
<th>Unfounded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dating Violence</td>
<td>2014</td>
<td>11</td>
<td>9</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>22</td>
<td>15</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>12</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>2014</td>
<td>4</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>2014</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>5</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
## Hate Crimes

<table>
<thead>
<tr>
<th>Offense</th>
<th>Year</th>
<th>On Campus</th>
<th>Bias</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intimidation</td>
<td>2015</td>
<td>1</td>
<td>Sexual Orientation</td>
</tr>
</tbody>
</table>

*Beyond the one Hate Crime reported above no other Hate Crimes were reported during the three year period.*

## Other Offenses

### Arrests

<table>
<thead>
<tr>
<th>Offense</th>
<th>Year</th>
<th>On Campus</th>
<th>Residence Halls</th>
<th>Noncampus Building or Property</th>
<th>Public Property</th>
<th>Referrals for Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Law Violation</td>
<td>2014</td>
<td>4</td>
<td>7</td>
<td>1</td>
<td>75</td>
<td>72</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>45</td>
<td>38</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>37</td>
<td>34</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td>2014</td>
<td>8</td>
<td>7</td>
<td>1</td>
<td>45</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>10</td>
<td>7</td>
<td>10</td>
<td>56</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>10</td>
<td>5</td>
<td>5</td>
<td>77</td>
<td>69</td>
</tr>
<tr>
<td>Weapon Law Violations</td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>
MISSING STUDENT NOTIFICATION PROCEDURES
University Group Policy #200.6

Policy Statement
WSSU takes student safety very seriously. As such, this policy is established in compliance with Section 488 of the Higher Education Act of 2008, to assist in locating any WSSU student, who based on facts and circumstances known to WSSU are determined to be missing for 24 hours. The following policy and procedures applies to any student living in on campus housing, or in alternative housing managed by the university, which may be located off-campus.

Guidelines

Residential Student Information
At the beginning of each academic year, a residential student will have the option and will be asked to provide emergency contact information for an individual who would be contacted by the Vice Chancellor for Student Affairs not later than 24 hours after the time that the student has been reported to be missing. A student can register this confidential contact information through the Director of Housing and Residence Life Office. In addition, each student must verify permanent and/or local address prior to registering for classes each semester; this process will occur through the university’s BANNER system. The contact information provided by the student will be registered confidentially and will only be accessible to authorized campus officials and will not be disclosed except to law enforcement personnel with the purpose of furthering a missing person investigation.

Notwithstanding, any residential student under 18 years of age must provide the Department of Housing and Residence Life with accurate emergency contact information. This is not optional and failure to do so will preclude the student from registering. The university will cancel the registration of any student under 18 years of age who fails to provide emergency contact information as required by this policy. If such student is not an emancipated individual, the Vice Chancellor for Student Affairs will only notify the custodial parent or guardian within 24 hours after the student is determined to be missing.

The Department of Campus Police and Public Safety will begin its investigation no later than 24 hours after the time that the student is determined to be missing. The Department of Campus Police and Public Safety will notify the National Crime Information Center’s (hereinafter referred to as “NCIC”) Missing Person File and the Division of Criminal Information (hereinafter referred to as “DCI”).

If the Department of Campus Police and Public Safety makes a determination that a student is missing, the Vice Chancellor for Student Affairs will initiate the emergency contact procedure in accordance with the student’s designation.

Notification Procedures
Anyone that needs to report a missing student who has been missing for 24 hours should report to the Campus Police department (336)-750-2911. Reports can also be made to the following individuals on campus: Vice Chancellor for Student Affairs (336)-750-3206, Office of the Dean of Students (336)-750-3356, or the Office of Housing and Residence Life (336)-750-3400.

Any reports of a missing student by residence life staff are to be referred immediately to the Department of Campus Police & Public Safety. If a student is determined to be missing, the Vice Chancellor for Student Affairs will contact the individual identified by the student. If the missing student is under the age of 18 and not emancipated, the institution will notify the custodial parent or guardian, as well as, the student’s designated contact person within 24 hours of the determination that the student is missing.
Roles and Responsibilities

Department of Police and Public Safety

The Department of Campus Police & Public Safety, upon notification of a missing student, will conduct a thorough investigation in the manner it deems fit, including but not limited to conducting a thorough investigation and obtaining all necessary information. The Campus Police Department will:

- secure a description of the person, clothing, who they may be with or where they may be, vehicle description and the physical and mental wellbeing of the individual
- conduct a quick and thorough search of the campus buildings and parking lots using the student’s class schedule
- check access card logs to determine the last time the ID card was used as well as any surveillance video
- request assistance from Resident Assistants or others to assist in a search on campus
- issue an ID card photograph to assist in the identification of the missing student
- contact the National Crime Information Center (NCIC) after a search has been conducted with negative results
- the local law enforcement agency, Winston-Salem Police Department, will be notified of the missing student through the NCIC within 24 hours of the determination that the student is missing

Campus Communications

In all cases of a missing student, the university and Media Relations will provide information to the media that is designed to obtain public assistance in the search for any missing student. The local law enforcement agency will consult with WSSU Media Relations Office and the Chief of Police or designee. Any media requests to the university will be directed to WSSU Media Relations.

Applicability

This policy applies University wide.

CRIME PREVENTION TIPS

Campus Police patrol the areas around the residence halls and are readily available to assist on a 24-hour basis. The emergency contact number is 750-2911. The Campus Police Department provides services to the university in the following areas: parking and traffic control, emergency transportation for health services, fire prevention, safety, criminal investigation, and all other activities which affect the welfare of individuals on campus and property contained therein. Safety within the residential facilities involves the responsible actions of each resident. The residential facilities are equipped with door locks and uniformed public safety officers who patrol to ensure everyone’s safety. For additional information on safety and security, visit the Police and Public Safety Webpage.

On-Campus Residents

You are responsible for:

- Keeping your room door locked;
- Never propping open an entry door;
- Inviting only guests that you know personally into the building;
- Escorting your guests at all times;
- Never lending or duplicating your room key or campus identification;
- Reporting missing key(s) immediately; and
- Reporting suspicious persons or unescorted individuals immediately to your Resident Assistant (RA)
For your safety, all buildings have:

- smoke detectors in every room,
- sprinklers,
- fire extinguishers on every floor,
- defibrillators, and
- emergency lighting and exit lights.

Safety Tips

- Never smoke in bed or within a residential facility.
- Locate fire exits and check for possible obstructions.
- Locate fire alarms and fire extinguishers.
- Keep your room or apartment key(s) in a safe place such as on a table next to your bed.
- If you leave your room or apartment unit, lock the door and take the key(s).
- Campus Police’s emergency phone number is 336-750-2911.

Physical Security

- From a security standpoint, remember that your residence hall room is not like your room at home. Think of it like an apartment or a hotel room.
- Keep your room door locked at all times. When you leave your room even for a few minutes, lock your door and take the key.
- Always lock your room door if you are going to take a nap.
- Never leave your door unlocked when you go to bed at night.
- If your roommate is still asleep when you leave, lock the door behind you.
- Never go alone to the room of another student you do not know well.
- Never prop open an exterior residence hall door.
- When entering the residence hall, never hold the door open for a stranger.
- Keys should not be hidden outside or given to anyone you do not fully trust.
- Never duplicate your residence hall keys for a boyfriend or girlfriend.
- If you or your roommate lose your keys, or aren’t sure who might have a key, the lock needs to be changed. Notify Housing immediately.
- If you notice burned out hallway lights in a residence hall, report them to Housing immediately.
- If you notice that an area of the campus is dark, either because of a burned out light or the lack of a light fixture, report it to the WSSU Police and Public Safety Department (336) 750-2900 immediately.
- If you notice overgrown landscaping on the campus, report it to the WSSU Police and Public Safety Department at (336) 750-2900 immediately.

General Security Habits

- Always respond to the doorbell or phone. If you don’t a burglar may think the home is unoccupied.
- Never let a caller know you are home alone. Give the impression someone else is in the house too.
- Always check through the peephole or speak through an unopened door rather than open it to an unknown person. Never open the door to anyone you do not know and fully trust. Verify the identity of any service or delivery personnel with their dispatcher before you open the door.
- If someone you do not trust asks to use your phone, don’t open the door. Make the call for them.
- Don’t provide any indication on your mailbox or in the phone directory that you are female or living alone.
- Keep emergency numbers posted on all your telephones.
- Plan your fastest escape routes in case you have to exit quickly.
- When returning home, make sure you are not being followed.
- Be alert for anyone waiting for you to unlock your door so they can force their way in.
- Have your keys ready when you get to your door so that you can enter quickly.
- If you have any reason to believe that unauthorized entry was made while you were way from home, go to a safe place immediately and get help. Do not enter your room or home if it appears that someone else has forced their way in.
- If you find yourself trapped in your house, apartment, or any other building and you must yell for help.
- Don’t hesitate to throw something through a window or cause noise in any other way that might bring attention if you are trapped.
- Be cautious of laundry rooms, parking lots, and other isolated areas. Use those areas in the company of other trusted individuals if possible.
- Remember that there is strength in numbers. Travel in groups. Call the WSSU Public Safety Department for an escort if you are traveling across campus alone at night.

Safety While Driving

- Park in well-lit, well-traveled areas.
- Remember where you park. Have your keys ready so you can enter your car quickly.
- Ask for an escort if you do not feel safe. For an escort on campus after dark, call the WSSU Public Safety Department. (336) 750-2900
- Keep your car doors locked and windows rolled up at all times, especially when you are inside.
- Before entering your car, visually check inside, under, and around it to be sure no one is hiding.
- If you find anything wrong with your car, go back inside a building and get help.
- Be wary of anyone standing by or offering assistance; he may have sabotaged it in the first place.
- Keep your car in good running order with at least a quarter tank of gas at all times.
- If you have a flat tire in an unsafe place, drive on at reduced speed until you get to a safe place to stop.
- If your car breaks down, remain in the car with the windows up and the door locked. If someone stops, ask them through the window to call the police.
- Do not stop to help other motorists, but rather call for help for them at your earliest convenience.
- While driving or stopped at intersections, try to leave enough room between yourself and the vehicle in front of you to provide an escape route.
- If someone tries to enter your car and you can’t move, honk the horn and yell. If someone gets in, throw out the keys and get out immediately.
- Carjackers may "bump" you in traffic or at an intersection. Then, when you exit your vehicle to view the damage, an accomplice will jump in your car and drive it away. If you are bumped by another car, memorize the description of the car (and license number if you can), signal the other car to follow you, and drive to the nearest police station or to a busy well-lit area.
- If you do get out of your car, take your keys, and your wallet or purse, with you.
- If you are being followed or harassed, drive to the nearest safe place where there are people.
- Know where you are going, the safest route to take, and what time you should arrive. Have someone monitor your arrival.
- In North Carolina, unmarked police cars must use blue lights and sirens if they stop you after dark.
Safety While Walking

- Do not text or become engrossed in your cell phone and walk at the same time. This can lead to accidents while walking and may also signal a potential criminal that you are not alert to your surroundings.
- Don’t walk alone in isolated places any time, day or night.
- When walking at night, plan your route in advance so you can stay in well-lit areas.
- Walk briskly. Don’t give off signs of helplessness, preoccupation or confusion.
- Keep your body unencumbered so you can flee quickly if necessary.
- Try not to carry big packages and if you have to, then be prepared to throw them down immediately if necessary.
- Wear a backpack instead of carrying a large purse.
- Wear a short jacket instead of a long coat in winter.
- If walking to your car, have your keys in your hand so that you can enter your car quickly.
- If you carry a panic alarm or a whistle, keep it in your hand so that it is immediately available for your use.
- Always be alert to your surroundings. Headphones or earplugs hamper your ability to hear potential attackers.
- If you think someone is following you, use the nearest callbox or go to a well-lit place where there are other people and call the police 911, 2911 or (336) 750-2900.
- Be careful when someone asks you for directions or otherwise tries to get you to stop walking.
- If someone in a car stops to ask directions while you are on foot, keep a safe distance from the car so you can’t be easily pulled inside.
- Cross with the light at high volume traffic intersections and anticipate what traffic will do. Don’t put yourself in the middle of the intersection waiting on a break in traffic or dart out into traffic thinking it is safe to do so.
- If you see anything suspicious or unusual while walking on campus, call the WSSU Public Safety Department at (336) 750-2900.

WSSU’S RESPONSE TO SEXUAL AND GENDER VIOLENCE

Winston-Salem State University believes that acts of sexual misconduct are reprehensible. WSSU prohibits dating violence, domestic violence, sexual assault, and stalking as defined by the Clery Act. Students and employees have the right to be free from abuse, personal force and violence or threats of violence. All students and employees are expected to conduct themselves in a manner that does not infringe upon the rights of others. WSSU has in place policies and procedures to handle claims of sexual harassment and sexual violence. In addition, WSSU is dedicated to providing programming to students and staff in an effort to prevent dating violence, domestic violence, sexual assault, and stalking. The following section outlines Winston-Salem State University’s policies, procedures, and educational programming pertaining to sexual harassment and sexual violence. Readers will also find information concerning campus and community resources, risk reduction tips and safe options for bystanders. The information addressed in this section apply to all students, faculty, staff, contractors, and visitors.
Defining Clery Act Crimes under the Violence against Women Act Amendments

Definitions used to classify sexual assault, domestic violence, dating violence, and stalking for Clery Reporting purposes:

<table>
<thead>
<tr>
<th>Crime</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dating violence</td>
<td>Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of:</td>
</tr>
<tr>
<td></td>
<td>a. The length of the relationship.</td>
</tr>
<tr>
<td></td>
<td>b. The type of relationship.</td>
</tr>
<tr>
<td></td>
<td>c. The frequency of interaction between the persons involved in the relationship.</td>
</tr>
<tr>
<td>Domestic violence</td>
<td>A felony or misdemeanor crime of violence committed by:</td>
</tr>
<tr>
<td></td>
<td>a. A current or former spouse or intimate partner of the victim;</td>
</tr>
<tr>
<td></td>
<td>b. By a person with whom the victim shares a child in common:</td>
</tr>
<tr>
<td></td>
<td>c. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;</td>
</tr>
<tr>
<td></td>
<td>d. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or</td>
</tr>
<tr>
<td></td>
<td>e. By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.</td>
</tr>
<tr>
<td>Rape</td>
<td>Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.</td>
</tr>
<tr>
<td>Fondling</td>
<td>The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity</td>
</tr>
<tr>
<td>Incest</td>
<td>Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.</td>
</tr>
<tr>
<td>Statutory Rape</td>
<td>Sexual intercourse with a person who is under the statutory age of consent.</td>
</tr>
<tr>
<td>Stalking:</td>
<td>Engaging in a course of conduct directed at a specific person that would cause a reasonable person to Fear for the person’s safety or the safety of others or suffer substantial emotional distress.</td>
</tr>
<tr>
<td></td>
<td>a. ‘Course of conduct’ means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.</td>
</tr>
<tr>
<td></td>
<td>b. ‘Reasonable person’ means a reasonable person under similar circumstances and with similar identities to the victim.</td>
</tr>
<tr>
<td></td>
<td>c. ‘Substantial emotional distress’ means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.</td>
</tr>
</tbody>
</table>
Defining Rape, Sexual Assault, Domestic Violence, Stalking and Consent in North Carolina

First Degree Rape
N. C. G. S. § 14-27
A person is guilty of rape in the first degree if the person engages in vaginal intercourse:
1. With a victim who is a child under the age of 13 years and the defendant is at least 12 years old and is at least 4 years older than the victim; or
2. With another person by force and against the will of the other person and; employs a dangerous or deadly weapon, or an article which the other person reasonably believes to be a dangerous or deadly weapon; or inflicts serious personal injury upon the victim or another, by one or more other persons.

Second Degree Rape
N. C. G. S. § 14-27
A person is guilty of rape in the second degree if the person engages in vaginal intercourse with another person:
1. By force and against the will of the other person; or
2. Who is mentally defective, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know that the other person is mentally, or physically, helpless.

First Degree Sexual Assault
N. C. G. S. § 14-27
A person is guilty of a sexual offense in the first degree if the person engages in a sexual act:
1. With a victim who is a child under the age of 13 years and the defendant is at least 12 years old and is at least 4 years older than the victim.
2. With another person by force and against the will of the other person: (a) employs a dangerous or deadly weapon or an article which the other person reasonably believes to be a dangerous or deadly weapon, or (b) inflicts serious personal injury upon the victim or another, by one or more other persons, or (c) the person commits the offense aided and abetted by one or more other persons.

Second Degree Sexual Assault
N. C. G. S. § 14-27
A person is guilty of a sexual offense in the second degree if the person engages in a sexual act:
1. By force and against the will of the other person, or;
2. Who is mentally defective, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know that the other person is mentally, or physically, helpless.

Statutory Rape
N. C. G. S. § 14-27
A person is guilty of statutory rape if the person engages in vaginal intercourse or a sexual act with another person:
1. Who is 13, 14, or 15 years old and the defendant is at least six years older than the person except when the defendant is lawfully married to the person.
2. Who is 13, 14, or 15 years old and the defendant is more than four but less than six years older than the person except when the defendant is lawfully married to the person.

Domestic Violence
N. C. G. S. § 50B-1
A person is guilty of domestic violence if the person engages in one or more of the following acts upon an aggrieved party or upon a minor child residing with or in the custody of the aggrieved party by a person with whom the aggrieved party
has or has had a personal relationship:

1. Attempting to cause bodily injury, or intentionally causing bodily injury; or
2. Placing the aggrieved party or a member of the aggrieved party’s family or household in fear of imminent serious bodily injury or continued harassment, as defined in G.S. 14-277.3A (stalking), that rises to such a level as to inflict substantial emotional distress; or
3. Committing any act defined in G.S. 14-27.2 (First-Degree Rape) through G.S. 14-27.7 (other sex based offenses).

Stalking
N. C. G. S. § 14-277
A person is guilty of stalking if the person willfully, on more than one occasion, follows or is in the presence or otherwise harasses another person without legal purpose with the intent to:

1. Place the person in reasonable fear for that person’s safety or for the safety of that person’s immediate family or close personal associates or
2. Cause the person substantial emotional distress by placing the person in fear of death, bodily injury, or continued harassment, and that in fact causes the person substantial emotional distress.

Consent
North Carolina does not have a state statute defining consent to sexual activity. North Carolina criminal law prohibits sexual acts that are by force and against the will of the other person or acts that are against people who are mentally disabled, mentally incapacitated, or physically helpless. In determining whether a person gave consent, the facts of the particular situation will be assessed. Physical resistance is not necessary to prove the lack of consent, nor is actual force. In North Carolina, consent is not submission due to fear, fright, coercion, or the realization that in the particular situation resistance is futile.

Dating Violence
North Carolina does not have a statue for dating violence. Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be based on the length and type of relationship and the frequency of interaction with the persons involved in the relationship. Dating violence includes acts of violence, threat or intimidation that may be physical, emotional/psychological, sexual or economic in nature. It is important to recognize that emotional, verbal, and economic abuse are part of the web of dating violence and can exist without the presence of physical abuse.

Procedures Victims Should Follow
Victims often have difficulty reporting a sexual assault for numerous reasons, such as knowing the perpetrator, fear of retaliation, fear of parents knowing about the incident, or fear of getting in trouble with law enforcement. Despite these concerns, it is vital to report such incidents in order to get help. The following information provides steps to follow should a sexual assault occur:

- Get to a safe place as soon as possible.
- Try to preserve all physical evidence. The victim should not bathe, shower, brush teeth, douche, use the toilet, or change clothing until (s)he has a medical exam.
- Contact a close friend or relative who can provide support and accompany the victim to the medical exam and/or the Winston-Salem State University Police Department. Family Service of the Piedmont provides a 24 hours crisis line (336) 273-7273 to victims for support and provides an advocate upon request.
- Get medical attention as soon as possible, an exam may reveal the presence of physical injury of which the victim is unaware. Following a sexual assault, antibiotics are typically given at the time of the exam to help prevent the victim from acquiring certain sexually transmitted diseases. Emergency contraceptive pills are offered to all victims at the time of the exam (if the victim presents within 120 hours), to help prevent pregnancy from
occurring as a result of the rape. If the victim reports memory loss, loss of consciousness, or other circumstances suspicious for a drug-facilitated assault, a urine test may be done if the victim presents within 96 hours. Please note some of the commonly used “date rape” drugs are only detectable in the urine for 6-8 hours after ingestion.

- It is important to remember that simply reporting a crime is not the same as prosecuting the crime. The decision to prosecute may be made at another time. The final decision to prosecute is determined by the district attorney.
- Consider talking to a counselor. Seeing a counselor may be important in helping the victim understand his/her feelings and begin the process of recovery. Winston-Salem State University counselors are trained to assist victims immediately and make referrals to community agencies.

If a student, employee or visitor has been the victim of an incident of sexual violence they should immediately report it to the Campus Police at 336-750-2911 located in the Old Maintenance Building on Cromartie Street. Winston-Salem State University officials will assist any victim in notifying law enforcement, including local police, if the victims elect to do so. It is important to note that victims have the right to decline to notify law enforcement authorities. If a victim does not wish to notify law enforcement, WSSU has designated other areas to which students and employees can report incidents of sexual harassment and violence, if they elect to do so.

Students can report an incident using the electronic student discipline system, Maxient, available from the Office of Student Conduct website. Students may also contact the Office of Equal Employment (EEO), Opportunity/ Affirmative Action (AA) & Diversity and Title IX at 336-750-8759, Blair Hall 115. In addition, students who reside on campus can report said incident to either their residence assistant (RA), or the hall director (HD) who in turn will file the report via Maxient. Student reports can also be received by The Division of Student Affairs as that division works collaboratively with the Office of EEO/AA & Diversity and Title IX.

Employees may report to Office of EEO/AA & Diversity and Title IX at 336-750-8759, Blair Hall 115.

Any student or employee who reports an incident of dating violence, domestic violence, sexual assault, or stalking whether the offense occurred on or off campus, shall receive a written explanation of their rights and options.

Accommodations
Whether or not a student or employee reports to law enforcement and/or pursues any formal action Winston-Salem State University is committed to providing them as safe a learning or working environment as possible. Upon request Winston-Salem State University will make any reasonably available change to a victim’s academic, living, transportation, and or working situation. Students and employees may contact the Office of EEO/AA & Diversity and Title IX at 336-750-8759, Blair Hall 115 for assistance. In the case of an alleged incident of dating violence, domestic violence, sexual assault or stalking WSSU will provide written notification to victims about options for available assistance in, and how to request changes to academic, living, transportation and working situation or protective measures. Accommodations and
protective measures at WSSU minimize the burden on the victim.

Winston-Salem State University is committed to protecting victims from any further harm, the Office of EEO/AA & Diversity and Title IX at 336-750-8759, Blair Hall 115 may issue a temporary no-contact order pending the outcome of any conduct proceeding. If a victim reports to Campus Police or another local law enforcement agency, the agency may assist them in obtaining a 50-B (no contact/restraining order) from a criminal court. Winston-Salem State University is committed to ensuring that any such order is fully upheld on all institutionally owned and controlled property.

**Victim Confidentiality**

Winston-Salem State University recognizes the sensitive nature of sexual harassment/violence and is committed to protecting the privacy of any individual who reports an incident of sexual harassment or sexual violence. Varying levels of privacy protection for victims are available with different offices on campus.

Complete confidentiality can only be maintained by the university counselors in the Counselling Center. Reports made to university counselors will ensure that personally identifying information about the victim will not be made public.

Unless confidentiality prevents the institution from providing accommodations or protective measures, WSSU will keep such measures confidential.

Reports made to law enforcement, including if criminal prosecution is pursued, may be made public in accordance with N.C.G.S. 132-1.4 and shared with the accused.

Winston-Salem State University ensures that all publicly available record keeping, including Clery Act reporting and disclosures do not contain any personally identifying information.

**On- and Off-Campus Resources**

Both Winston-Salem State University and Forsyth County also offer other important resources to the victims of sexual violence including medical treatment, counseling and advocacy they may wish to utilize.

In the case of an alleged incident of dating violence, domestic violence, sexual assault or stalking WSSU will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, student financial aid, and other services available for victims, both within the institution and community.

A victim need not make a formal report to law enforcement or Winston-Salem State University to access these resources that include the following:

<table>
<thead>
<tr>
<th>Resource</th>
<th>Location/ Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Interpersonal Violence Prevention</td>
<td>Thompson Center, room 301, 336-750-3313</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>A.H. Ray Student Health Building 336-750-3270</td>
</tr>
<tr>
<td>Office of EEO/AA &amp; Diversity and Title IX</td>
<td>Blair Hall, 115 336-750-8759</td>
</tr>
</tbody>
</table>
### Institutional Disciplinary Proceedings as it Pertains to Alleged Sexual Assault, Dating Violence, Domestic Violence, and Stalking

**Students**

Winston-Salem State University strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal action students, employees, and other affiliates may also face disciplinary action by Winston-Salem State University.

Cases involving students are governed by the Student Code of Conduct and will be handled by the Office of the Dean of Students. The sanctions for students found responsible of sexual assault, domestic violence, dating violence, or stalking are considered to be sanctioned at levels 3-4; and as such include one or more of the following sanctions: campus housing revocation, disciplinary probation, suspension, expulsion, educational orientations, and community service.

Sanctioning for students found responsible for any of these violations is subject to the severity of the incident and may involve a combination of any of the above referenced sanctions. During the investigation process, accommodations that may be made on behalf of both the respondent and the complainant include:

- No contact order between the parties
- Class schedule accommodations
- Living arrangement accommodations
- Contact information for Campus Police in case they are interested in reporting a crime to law enforcement

All conduct proceedings, whether the conduct is reported to have occurred on or off campus, shall provide a prompt, fair and impartial investigation and resolution. The officials that conduct disciplinary proceedings receive annual training on the nature of the types of cases they are handling, on how to conduct an investigation and a hearing in a manner that protects the safety of victims and promotes accountability. Determination of responsibility shall be made by the Office of the Dean of Students using the preponderance of the evidence standard (which means that it is more likely than not that the alleged misconduct occurred).
In all proceedings, including any related meetings, both the respondent and complainant are entitled to the same opportunities to have others present including the right to be accompanied by an advisor of their choice. Both the respondent and complainant shall simultaneously be informed in writing of the outcome made by Dean of Students of procedures for appealing the results of the outcome, of any change to the results that occurs prior to the time that they become final, and when such results become final. Disclosure of the outcome shall be made to both parties unconditionally, and each shall be free to share or not share the details with any third parties.

Resolution Procedures for Student Sexual Harassment/ Sexual Violence Complaints

1. All sexual harassment and/or sexual violence complaints against a WSSU student should be filed directly with the Office of EEO/AA & Diversity and Title IX at 336-750-8759, Blair Hall 115.
2. The complainant should complete the Harassment/ Discrimination Complaint Form (which can be found on the Office of Student Conduct and EEO/AA Office website on the university’s web page), detailing when the incident occurred, the nature of the grievance, against whom the grievance is directed to, and any witnesses to the incident.
3. Once the Office of EEO/AA & Diversity and Title IX at 336-750-8759, Blair Hall 115 receives the written complaint, a Preliminary Administrative Review shall be used to determine if the allegations within the complaint are in violation of WSSU’s Policy on Sexual Harassment and Sexual Violence. If the preliminary review indicates a potential violation of the Policy, an impartial investigation into the allegations will begin. If the preliminary administrative review indicates that the allegations within the complaint are not in violation of the aforementioned Policy, the investigator shall terminate the resolution complaint process. Termination of the complaint resolution process following a preliminary administrative review bars the issue from other university complaint/grievance resolution processes.
4. If the Office of EEO/AA & Diversity and Title IX at 336-750-8759, Blair Hall 115 reviews the complaint and it indicates potential violation of the policy, the Office of EEO/AA & Diversity and Title IX at 336-750-8759, Blair Hall 115 will contact all members associated with the possible infraction within a forty-eight hour (48 hour) time frame to begin a formal investigation.
5. When an allegation of sexual harassment or sexual assault is brought forth to a University official, the Office of EEO/AA & Diversity and Title IX at 336-750-8759, Blair Hall 115 must investigate all allegations and collect information. He or she has the authority to contact and forward said complaint to the respondent, witnesses, or others parties involved.
6. Upon initial contact by the Office of EEO/AA & Diversity and Title IX at 336-750-8759, Blair Hall 115, all individuals involved, including the complainant, respondent, and witnesses must respond within ten (10) business days. If any party is given a supplemental information request for additional information, he or she must comply within the allotted time frame. If the respondent and/or witnesses do not respond without notice, it is a violation of the Student Code of Conduct. This is a violation to Section III, Item 20: Failure to Comply with University processes and sanctions will be applied if parties involved violate this policy.
7. The Office of EEO/AA & Diversity and Title IX at 336-750-8759, Blair Hall 115 has five (5) business days, after completion of all parties’ interviews to refer all information to the Dean of Students, who will then adjudicate the case. The Dean of Students has five (5) business days to review and if necessary, will contact students for clarification.
8. The Dean of Students will then reach a decision and sanction according to the Student Code of Conduct. Notifications will be sent to respondent(s) and complainant(s).
9. The entire resolution process will be completed within sixty (60) calendar days from the university’s receipt of written complaint, barring extenuating circumstances. If these circumstances occur, the respondent will be notified.
10. The respondent and/or complainant may appeal the sanction based on the appeal grounds as indicated in the Appeals Process for Sexual Harassment/Sexual Violence.
Appeal Process for Student Sexual Harassment/Sexual Violence Complaints

There are two appeal processes for sexual harassment and/or sexual violence sanctions. The respondent and/or complainant can appeal the given sanction based on evidence of any of the following grounds:

- Discrimination based on the student’s membership in a protected class (race, color, national origin, creed, religion, sex, sexual orientation, age, veteran status, disability, genetic information, ethnicity, or political affiliation)
- New or newly discovered evidence previously unavailable
- Decision or judgment not supported or justified by the evidence
- Denial of due process and fair hearing, the presumption of innocence until found guilty, the right to know the evidence and to face witnesses testifying against the student, and the right to be advised and assistance in the individual’s defense as allowed under the regulations of the institution as approved by the chancellor.

Respondent and/or complainant have ten (10) business days to submit an appeal. All appeals (appeal #1 or #2) must be submitted to the Office of Student Conduct, which is located in the Thompson Center, suite 303.

Appeal Process #1: Appeals of sanctions of Suspension or Expulsion:

1. Respondent and/or complainant appeals are submitted to the Sexual Offenses Appeal Board (SOAB) which is comprised of a three committee member board (faculty and staff).
2. The SOAB will review the case file and give a recommendation to the Vice-Chancellor for Student Affairs (VCSA).
3. The VCSA can then accept the recommendation or decline. The VCSA has ten (10) business days to respond to the appeal.
4. Respondent and/or complainant may appeal the VCSA’s decision based on the appeal grounds stated above; respondent and/or complainant appeals to Chancellor for suspension or expulsion cases only. The Chancellor has thirty (30) business days to respond to the appeal.
5. Respondent and/or complainant may appeal the Chancellor’s decision based on the appeal grounds stated above; respondent and/or complainant appeals to the Board of Trustees (BOT) for suspension or expulsion cases only. Line of appeal for suspension cases stops here. BOT does not have a time frame to respond to the appeal.
6. Respondent and/or complainant may appeal the BOT decision based on the appeal grounds stated above; respondent and/or complainant appeals to the BOT for expulsion cases only. Line of appeal for expulsion stops here. BOG does not have a time frame to respond to the appeal.

Appeal Process #2: Appeals of sanction of less than Suspension:

1. Respondent and/or complainant appeals are submitted to the Vice-Chancellor for Student Affairs. The VCSA has ten (10) business days to review and make a recommendation to the Chancellor.
2. The Chancellor will then render a decision on the appeal. Line of appeal stops here.

WSSU’s Resolution Procedures for Student Complaints of Sexual Harassment/ Sexual Violence Flow Chart

Employees

Winston-Salem State University strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal action, students, employees and other affiliates may also face disciplinary action by Winston-Salem State University. The following policies describe the grievance procedures and appeals process for employees by classification. See the “Applicability” section of each policy to identify the employee classification under each policy.
Sexual Harassment and Sexual Violence Policy
University Group Policy #900.2

Policy Statement
In accordance with the university’s EEO and Non-Discrimination Policy, discrimination and harassment based on an individual’s Protected Class is strictly prohibited. Sexual Harassment and Sexual Violence are considered to be forms of sex discrimination. Sexual harassment by any member of the university is a violation of both law and university policy. Accordingly, no academic or personnel decisions, such as awarding of grades and jobs, shall be made on the basis of granting or denial of sexual favors.

Definitions
Sexual Harassment - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct when: (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual’s employment or academic advisement; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

Sexual Violence - Sexual harassment includes sexual violence, defined as "physical acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. A number of acts fall into the category of sexual violence including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered under Title IX of the Education Amendments of 1972", (20 U.S.C §§ 1681 et seq., 34 CFR Part 106.)

Consent – for the purposes of this Policy, consent means words or actions demonstrating a knowing and voluntary agreement to engage in mutually agreed upon sexual activity. Consent cannot be obtained by force, by ignoring or acting in spite of the objections, or by taking advantage of the incapacitation of an individual. Silence or a lack of resistance is not consent. Consent to one sexual act does not constitute consent to any other sexual act.

Guidelines
Employees are cautioned that where a power differential exists, i.e., faculty-student, supervisor-employee—if a charge of sexual harassment is brought, the defense of mutual consent may be difficult to prove. The university reserves the right to determine whether to pursue violations of policy by students or employees, including a complainant or witness, which come to light during an investigation of an incident of sexual harassment.

Reporting Options
Employees
Any applicant, current or former employee wishing to report an incident that violates this Policy should refer to the Resolution Procedures for Sexual Harassment and Sexual Violence, or contact the Office of EEO/AA & Diversity and Title IX at 336-750-8759, Blair Hall 115. Any employee that is made aware of an allegation of sexual harassment or sexual violence is required to report it to the Title IX Coordinator, with the exception of licensed counselors and psychologists at the university Counseling Center. Failure to report an allegation of sexual harassment or sexual violence may result in disciplinary action, up to, and including dismissal.

Students
Any student wishing to report an incident that violates this Policy, should refer to the Resolution Procedures for
Student Complaints of Sexual Harassment Sexual Violence, or contact the EEO/AA & Diversity and Title IX Office at 336-750-8759, Blair Hall 115.

Private vs. Confidential Reporting Resources
Under this Policy, privacy generally means that information related to a report under this Policy will only be shared with those University employees who “need to know” in order to assist in the active review, investigation, or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process. By contrast, confidential reporting resources will NOT disclose individually identifiable information related to a report without the individual’s express written permission, unless there is a continuing threat of serious harm to the patient/client or to others or there is a legal obligation to reveal such information (e.g., where there is suspected abuse or neglect of a minor).

<table>
<thead>
<tr>
<th>University Reporting Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Licensed University Counselors (Confidential)</strong></td>
</tr>
<tr>
<td>The Counseling Center</td>
</tr>
<tr>
<td>A.H. Ray Student Health Services</td>
</tr>
<tr>
<td>Winston-Salem State University</td>
</tr>
<tr>
<td>601 Martin Luther King Jr. Dr. Suite 244</td>
</tr>
<tr>
<td>Winston-Salem, NC 27110</td>
</tr>
</tbody>
</table>

| **Office of Interpersonal Violence Prevention** | **Office of the Vice Chancellor for Student Affairs** |
|-----------------------------------------------|
| Ms. Patricia Eaddy, Director | The Office of the Dean of Students |
| 301- H Thompson Student Center | 300 Thompson Student Center |
| 601 Martin Luther King Jr. Dr. Suite 244 | 601 Martin Luther King Jr. Dr. |
| Winston-Salem, NC 27110 | Winston-Salem, NC 27110 |
| 336-750-3313, eaddypa@wssu.edu | 336-750-3356 |

<table>
<thead>
<tr>
<th>Winston-Salem State University Campus Police</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old Maintenance Public Safety Building</td>
</tr>
<tr>
<td>601 Martin Luther King Jr. Dr.</td>
</tr>
<tr>
<td>Winston-Salem, NC 27110</td>
</tr>
<tr>
<td>336-750-2902</td>
</tr>
<tr>
<td>WSSU Police and Public Safety</td>
</tr>
</tbody>
</table>

Applicability
This policy applies to the faculty, students and staff of Winston-Salem State University.

Compliance

False Reporting Statement
The sexual harassment policy is designed to encourage students, faculty, and staff to express freely, responsibly, and in an orderly way their opinions and feelings about any problem or complaint of sexual harassment. The university takes allegations of sexual harassment and sexual violence very seriously and recognizes the consequences such allegations may have on a respondent as well as the complainant. Any individual who knowingly provides false information regarding the filing of a complaint or report of sexual harassment/violence during an investigation of such a complaint or report may be subject to discipline or under certain circumstances, legal action. Complaints of conduct that are found not to violate policy
are not assumed to be false. Any act by a university employee or agent of retaliation, reprisal, interference, restraint, penalty, discrimination, coercion or harassment overtly or covertly against a student or an employee for using the policy, will necessitate appropriate and prompt disciplinary action.

Violence in the Workplace.
University Group Policy #101.16

Policy Statement
Winston-Salem State University (WSSU) is committed to provide a workplace that is free from violence or the threat of violence by establishing preventative measures, by holding perpetrators of violence accountable, and by providing assistance and support to victims. A threat assessment team has been established to provide assessment and intervention of troubling, disruptive, and threatening behavior in an effort to avert activity that compromises the retention of a safe and secure environment for the campus community.

Any form of violence as defined in this policy may be cause for criminal prosecution or disciplinary action, up to and including dismissal, as unacceptable personal conduct. WSSU will apply all useful management tools to accomplish the dual purpose of reducing the effects of violence on victims and the WSSU community as well as hold perpetrators of violence accountable for their actions.

Definitions
The following list contains definitions of prohibited actions and behaviors. This list is not exhaustive and employees are encouraged to report all acts or threats of violence even if not listed below:

1. Workplace violence includes, but is not limited to: intimidation, bullying, stalking, threats, physical attack, property damage, or domestic and family violence. This includes acts of violence committed by or against University employees. Such incidents may also involve students, clients, visitors or vendors.
2. Bullying is unwanted offensive and malicious behavior that undermines an individual or group through persistently negative attacks. The behavior generally includes an element of vindictiveness, and is intended to undermine, patronize, humiliate, intimidate or demean the recipient.
3. Intimidation includes but is not limited to unwarranted behavior intended to frighten, coerce, or induce duress.
4. Physical attack is unwanted or hostile physical contact including but not limited to hitting, fighting, shoving, restraining, or throwing objects.
5. Property damage is intentional damage to property and includes property owned by WSSU or by employees, students, clients, visitors or vendors.
6. Stalking involves harassing or pestering an individual in person, in writing, by telephone or by electronic format. Stalking also involves following an individual, spying on them, alarming the recipient, or causing them distress and may involve physical violence or the fear of physical violence.
7. Threat is the expression of intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry out the threat and without regard to whether the expression is contingent, conditional, or future.
8. Domestic, Dating, and Family Violence is the use of abusive or violent behavior, including threats and intimidation, between people who have an ongoing or a prior intimate relationship (including people who are married, live together or date, or who have been married, lived together or dated) or between family members.

Guidelines

Prohibited Actions
It is a violation of this policy to:
1. Engage or threaten to engage in workplace violence as defined by this policy;
2. Possess, use, or threaten to use a weapon. Weapons are any objects that may be used to intimidate, attack, or injure another person or to damage property. Objects understood to have a primary function as a weapon are
not allowed on campus unless expressly authorized under this policy or under State law;

3. Use authority vested to any employee of WSSU in such a way that it violates this policy;

4. Violate any state or federal law or policy regarding workplace violence and;

5. Engage in off-duty violent conduct that has a potential adverse impact on WSSU and its employees, students, clients, visitors, or vendors. An act of off-duty violent conduct may be covered by this policy and may also be grounds for disciplinary action, up to and including dismissal. In these situations, WSSU shall demonstrate that the disciplinary action is necessary due to a significant correlation between the type of violent conduct committed and the potential adverse impact on WSSU and its employees, students, clients, visitors, and vendors.

Prohibition on Retaliation

This policy prohibits retaliation against any student, faculty, or staff who, in good faith, reports a violation of this policy. Every reasonable effort will be made to protect the safety and anonymity of anyone who comes forward with concerns about a threat or act of violence. Furthermore, all reports of violence will be handled in a confidential manner, with information released on a need-to-know basis.

Roles and Responsibilities

All employees are encouraged to be alert to the possibility of violence on the part of employees, former employees, students, clients, visitors or vendors and should report all acts or threats of violence to supervisors, Human Resources, Campus Police, or through other University-approved methods of reporting violence.

Employee Threat Assessment Team

The Chancellor is responsible for ensuring that WSSU has a threat assessment team that will assess and respond to immediate and potential acts of workplace violence. The threat assessment team shall be comprised of representatives from Human Resources, Police & Public Safety, Academic Affairs, University Counseling Center, and Office of Legal Affairs. The team will be responsible for receiving and assessing reports of workplace violence, determining the seriousness and/or dangerousness of the reports, advising University administrators on possible intervention measures or resolutions, and conducting related training. The threat assessment team shall not have authority to issue or recommend any disciplinary actions.

Applicability

This policy applies to all employees of WSSU, regardless of appointment type.

Compliance

False Reporting

Deliberately false or misleading reports of violence that appear to have been filed with the intention to harass or that appear to be frivolous or an abuse of the violence reporting process shall be considered instances of unacceptable personal conduct and may be subject to disciplinary action, up to and including dismissal or criminal prosecution.

Unlawful Workplace Harassment Policy

University Group Policy #101.13

Policy Statement

The Unlawful Workplace Harassment policy applies to all Winston-Salem State University employees. The purpose of this plan is to guarantee all current and former University employees, outside contractors and vendors the right to work in an environment free from unlawful workplace harassment and retaliation. Consistent with the policy of the State of North Carolina, the policy of Winston-Salem State University is that no University employee may engage in speech or conduct
that is defined as unlawful workplace harassment as indicated below. All current and former state employees, outside contractors and vendors are guaranteed the right to work in an environment free from unlawful workplace harassment and retaliation. Applicants, while not covered under the State Statute (SB78), are covered under other state and Federal Civil Rights Acts. Conduct towards an outside vendor or contractor could constitute unacceptable personal conduct.

Definitions

1. **Unlawful Workplace Harassment** is unwelcome or unsolicited speech or conduct based upon race, sex, sexual orientation, gender identity, religion, national origin, age, genetic information, color or handicapping condition as defined by G. S. 168A-3 and Executive Order 11248, that creates a hostile work environment or circumstances involving quid pro quo.

2. **Hostile Work Environment** is one that both a reasonable person would find hostile or abusive and one that the particular person who is the object of the harassment perceives to be hostile or abusive. Hostile work environment is determined by looking at all of the circumstances, including the frequency of the allegedly harassing conduct, its severity, whether it is physically threatening or humiliating, and whether it unreasonably interferes with an employee’s work performance.

3. **Quid Pro Quo** harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct when (1) submission to such conduct is made a term or condition of an individual’s employment. (Note: See also Sexual Harassment and Sexual Violence Policy.)

4. **Retaliation** is any adverse action taken against an individual for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit related to discriminatory employment practices based on race, religion, color, national origin, sex, sexual orientation, gender identity, age, disability, or genetic information or because of opposition to employment practices in violation of the unlawful workplace harassment policy.

Guidelines

Procedure for Reporting Unlawful Workplace Harassment Any former employee, full-time or part-time employee with either a permanent, probationary, trainee, time-limited permanent or temporary appointment who feels that he/she has been unlawfully harassed in the workplace must do the following:

1. Submit a written complaint to the Office of Equal Employment/Affirmative Action and Diversity within 30 calendar days of the alleged harassing action. A prompt and impartial investigation will be made of all cases alleging unlawful workplace harassment based on presented facts surrounding the misconduct.

2. Winston-Salem State University shall respond with appropriate remedial action within 60 calendar days from receipt of written complaint unless the 60 day period has been waived and the grievant has acknowledged such waiver. Waiver and acknowledgement shall be in writing.

3. Winston-Salem State University shall provide a written response to the grievant, including the grievance process, when the university has determined what action, if any, will result from the grievant’s written complaint.

4. After the university’s 60 calendar days (or less if waived) response period has expired, the grievant may appeal directly to the Office of Administrative Hearings within 30 calendar days if not satisfied with the university’s response.

5. An individual with a grievance concerning a denial of employment, promotion, or transfer, or concerning a demotion, layoff, transfer or termination due to discrimination based on age, sex, race, color, national origin, genetic information, religion, creed, political affiliation or handicapping condition as defined by G. S. 168A-3, or a grievance based on retaliation for opposition to alleged discrimination may still appeal directly to the Office of Administrative Hearings. Grievances based on genetic information can only be appealed through an agency/university internal grievance procedure or directly to the Equal Employment Opportunity Commission (EEOC).
6. Complaints may be filed simultaneously under Title VII with the Equal Employment Opportunity Commission (EEOC).

Applicability
This policy applies to all employees of Winston-Salem State University.

SHRA Employee Grievance Policy
University Group Policy #103.1

Policy Statement
It is the policy of The University of North Carolina that the grievance process exists to allow for prompt, fair and orderly resolution of disputes arising out of employment. The University of North Carolina has therefore adopted this Grievance Policy to further these goals as approved by the State Human Resources Commission.

Guidelines
Grievance Process for All Grievable Issues

A grievance or complaint must be filed within 15 calendar days of the alleged event or action that is the basis of the grievance. Any grievance or complaint that alleges unlawful discrimination, harassment or retaliation shall be addressed and completed through the university Equal Employment Opportunity (EEO) Informal Inquiry process before being considered in the formal internal grievance process. Except as provided herein, all other grievable issues must first be discussed with the immediate or other appropriate supervisor in the employee’s chain of command or other appropriate personnel or agency or University that has jurisdiction regarding the alleged event or action that is the basis of the grievance prior to filing a formal grievance. Disciplinary action grievances as well as non-disciplinary separation due to unavailability shall proceed directly to the formal internal grievance process.

Disciplinary action grievances (i.e., dismissal, suspension without pay, demotion) that include both an allegation of unlawful discrimination, harassment, or retaliation and an allegation that the disciplinary action lacks just cause shall first be addressed through the University EEO Informal Inquiry process before proceeding to the formal internal grievance process. Likewise, a grievance that involves both a separation due to unavailability and an allegation of unlawful discrimination, harassment or retaliation shall first be addressed through the University EEO Informal Inquiry process before proceeding to the formal internal grievance process. After the EEO Informal Inquiry process is completed, all grievable issues remaining (including that an unresolved disciplinary action lacks just cause or that an unresolved separation due to unavailability was improper, and any unresolved allegations of unlawful discrimination, harassment, or retaliation) may be considered in the formal grievance process if pursued by the employee as per the procedures below.

See Attachment III at the end of this publication for the complete SHRA Employee Grievance Policy

Roles and Responsibilities
University Human Resources, AA/EEO Office Responsibilities
1. Adhere to the SHRA Grievance Policy;
2. Develop and communicate internal procedures as needed;
3. Provide current employees and new hires with access to the Employee Grievance Policy;
4. Notify employees of any change to the internal University grievance process no later than 30 calendar days prior to the effective date of the change;
5. Maintain grievance data in the Grievance Log provided by OSHR. Data must be entered as events occur; and
6. Provide employee grievance reports to OSHR as request.

Applicability
This policy applies to all Winston-Salem State University SHRA employees.

Policy for EHRA Non-Faculty Employees
University Group Policy #102.1
EHRA Non-Faculty Grievance Procedure

Discontinuance of Employment in Covered Position
A. Discontinuance of Appointment, with Notice or Severance Pay

Employment within a covered position that is established by the letter of appointment to be an employment-at-will is subject to discontinuance at any time, at the discretion of the Chancellor or the Provost (as the Chancellor’s designee); provided that such a discontinuance (as distinguished from discharge for cause, Discontinuance of Employment in Covered Position, section D.) shall be subject to advance timely notice of discontinuance, as follows: (1) During the first year of service, not less than thirty (30) days notice prior to discontinuance of employment or the payment of severance pay for thirty (30) days; (2) during the second and third years of service, not less than sixty (60) days notice prior to discontinuance of employment or payment of severance pay for sixty (60) days; and (3) during the fourth and all subsequent years of continuous service, not less than ninety (90) days notice prior to discontinuance for employment or payment of severance pay for ninety (90) days. The determination of whether the employee shall receive notice of discontinuance of appointment or severance pay shall be in the sole discretion of the Chancellor or the Provost as the Chancellor’s designee.

B. Expiration of Term Appointment

Employment within a covered position that is established by the letter of appointment to be for a stated definite term expires automatically at the conclusion of the stated term. Such an appointment may be renewed or extended at the option of the employer, by written notice satisfying the requirements of Section Appointments to Covered Positions. If the employer intends not to renew or extend the term contract with respect to a term of: (1) one year or less, no notice of intent not to renew shall be required; (2) more than one year but less than four years, notice of intent not to renew shall be transmitted in writing at least sixty (60) days prior to the expiration date of the term; (3) four years or more, notice of intent not to renew shall be transmitted in writing at least ninety (90) days prior to the expiration date of the term. Failure to provide written notice as required in subsections (2) and (3) shall result in the automatic extension of employment for a period, respectively, of either sixty (60) or ninety (90) days beyond the scheduled expiration date of the term.

C. Termination of Employment because of Financial Exigency or Program Curtailment or Elimination

Employment within a covered position that is established by the letter of appointment to be for a stated definite term may be terminated prior to expiration of the stated term because of (1) demonstrable, bona fide institutional financial exigency or (2) major curtailment or elimination of a program. “Financial exigency” is defined to mean a significant decline in financial resources of the university that compels a reduction in its budget. The determination of whether a condition of financial exigency exists or whether there shall be a major curtailment or an elimination of a program shall be made by the Chancellor, with advance notice and approval by [the president and the Board of Governors.] If the financial exigency, curtailment, or elimination of a program is such that the contractual obligation to an employee within a covered position cannot be met, the employment of the individual may be terminated subject to the following...
notice requirements: (1) during the first year of service, not less than thirty (30) days notice prior to termination; (2) during the second and third years of employment, not less than sixty (60) days notice prior to termination; and (3) during the fourth and all subsequent years of service, not less than ninety (90) days notice prior to termination

D. Discharge for Cause

Any employee occupying a covered position may be discharged for stated cause. Discharge for cause is to be distinguished from discontinuance with notice (Discontinuance of Employment in Covered Position, A.), automatic expiration of term Discontinuance of Employment in Covered Position, B.), and termination (Discontinuance of Employment in Covered Position, C.). Stated causes for discharge shall include but are not limited to: incompetence, unsatisfactory performance, neglect of duty, or misconduct that interferes with the capacity of the employee to perform effectively the requirements of his or her employment. Discharge for cause is to be preceded by written notice of intent to discharge and is subject to invocation by the affected employee of the review procedures of Review of Employment Decision and Grievances of these Policies. When an employee occupying a covered position has been notified of the intention to discharge him or her for cause, the Chancellor may suspend his or her employment with full pay at any time and continue the suspension until a final decision concerning discharge has been reached by the procedures prescribed herein. If the final decision is to discharge the employee, then the employee may be discharged without further pay without regard to whether there is an appeal to the Board of Trustees or the Board of Governors in accordance with Section 611 of The Code. No provision of this policy or Policy 300.1.1 or 3002.1 of The Code shall be interpreted to extend an employee’s right to pay beyond the expiration of the employee’s term of appointment while an appeal is pending under this Policy.

Review of Employment Decision and Grievances

Employees in covered positions may secure review of decisions concerning discharge for cause or other disciplinary action, and review concerning the interpretation and application of any provision of these Policies; provided, however, that reviews concerning discontinuances, expiration of term appointments or terminations of employment with notice or severance pay, pursuant to Discontinuance of Employment in Covered Position sections A, B, or C, may be brought only upon allegations of violations of applicable notice or severance pay requirements or violations of any provision of the Equal Employment Opportunity section or Protected Activity section of these Policies. Decisions reached pursuant to such review procedures concerning discontinuation, expiration of term appointment, termination or discharge for cause may be appealed in accordance with the provisions of 611 of The Code of the Board of Governors as revised.

Allowable Grievances

Employees in covered positions may seek review, after receiving notice of personnel actions covered by this section in the event that the employee is discontinued, terminated, or discharged from employment, suffers other adverse personnel action, or is not appointed following the end of a term appointment. If the covered person does not timely file a written request for review as prescribed herein, then the personnel action is final without recourse to any institutional review, appeal or grievance procedure. Review of matters arising out of the discontinuation, expiration of term appointments or terminations of employment with notice may be brought only upon allegations of violations of applicable notice or severance pay requirements. Violations of the provisions of the Equal Employment Opportunity section or Protected Activity section of this Policy shall also be subject to review under these procedures. Grievances pursuant to Discontinuance of Employment in Covered Position sections A, B, or C shall be directed to the EHRA Non-Faculty Grievance Committee in accordance with Step 3 of Appointment of EHRA Non-Faculty Grievance Committee.

Appointment of EHRA Non-Faculty Grievance Committee

The Chancellor shall annually appoint members to the EHRA Non-Faculty Grievance Committee according to the provisions of the University Committee Handbook. All committee members shall be appointed from the ranks of employees in covered positions. The committee shall consist of five persons including a chairman that is selected by
the committee.

Step 1. Departmental and Divisional Review

An employee in a covered position shall, orally or in writing, present any allowable concern regarding terms and conditions of employment sequentially as follows:

1. To the employee’s immediate supervisor,
2. To the Department Head
3. To the appropriate Vice Chancellor.

The employee shall request a meeting with each individual in the chain of authority as needed. If the response of any person in the chain of authority fails to resolve the matter or if any person fails to respond within the time allowed, the employee may schedule a conference with the next person in the chain of authority.

Each individual in the chain of authority shall investigate the matter(s) presented and shall respond to the employee, in writing, within twenty (20) business days of a meeting with the employee, or if a response cannot be provided within the time allowed, shall advise the employee of the circumstances preventing a response and when a response can be expected.

Step 2. Mediation of Grievance

At any step in the chain of authority, the person in authority may offer the employee the opportunity to mediate the grievance. The employee may accept or reject mediation without affecting the right to proceed with the grievance. If the employee agrees to mediate and the matter is resolved at mediation, no further action will be taken. If the matter is not resolved at mediation, the employee may continue the grievance process.

Step 3. Appeal to the EHRA Non-Faculty Grievance Committee

If the decision reached in Step 1 or Step 2 does not resolve the matters presented, the employee may request a hearing before the EHRA Non-Faculty Grievance Committee. The request must be in writing and submitted on a form available from the Division Vice Chancellor, the Associate Provost for Administration, Human Resources, or Office of Legal Affairs. Any request for review under Section B, step 1 above shall be submitted within twenty (20) business days after receipt of the decision of the Division Vice Chancellor. Copies of the request for hearing shall be provided by the employee to all other parties in the chain of authority. The Grievance Committee shall schedule a hearing within twenty (20) business days of receipt of a request for hearing. The Grievance Committee shall be governed by guidelines adopted by the committee and approved by the Office of Legal Affairs.

Right to Use Grievance Procedure

Employees in covered positions have the right to use these grievance procedures free from threats or acts of retaliation, interference, coercion, restraint, discrimination, or reprisal. Employees may not be retaliated against for participating in a grievance as a grievant, a witness, a support person, if any, or as a Grievance Committee member. A support person is someone who accompanies the grievant to hearings or interviews and/or assists the grievant in preparing for meetings, keeping track of documents, and similar matters.

Applicability

These policies apply to all permanent covered positions.
Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking
Winston-Salem State University prohibits dating violence, domestic violence, sexual assaults and stalking. WSSU is committed to providing the campus community programming focused on the awareness and prevention of sexual violence.

Primary Prevention for incoming Students and Employees
Winston-Salem State University is committed to increasing the awareness of and preventing sexual violence. In fall 2013 WSSU implemented Haven: Understanding Sexual Assault and Consent for all new incoming first time freshman students; and it is also available for certain student interest groups that are identified by the university. In addition to this program all new incoming freshman are required to attend a session on sexual assault and violence education program during Ramdition, the week-long orientation program. During this session, students are reminded of issues around domestic and dating violence, stalking, sexual assault and campus resources to support them with these issues. Students are introduced in detail to the policy on sexual harassment and sexual violence as well as state laws that cover domestic violence and dating violence; and the disciplinary procedures connected to these as violations to university policy and/or Student Code of Conduct.

All new employees are provided during New Employee Orientation with programming and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking before it occurs through the changing of social norms and other approaches. The training includes a clear statement that Winston-Salem State University prohibits such acts along with their definitions. Additionally the programming covers the definition of consent, options for bystander intervention, information about risk reduction, and WSSU policies and procedures for responding to these incidents.

Ongoing Prevention and Awareness Campaigns for Students and Employees
Throughout the academic year the following additional education and prevention programs are facilitated:

- Title IX, sexual harassment, sexual violence, interpersonal violence prevention presentations made to:
  - The major student leader councils
  - The band
  - Housing & Residence Life Staff
  - Various student athletic teams
  - Academic Chairs
- Responsible Employee and Title IX refresher courses for various employees on campus
- Residence halls programming on Title IX, sexual harassment and sexual violence; and interpersonal violence prevention and resources

Various Examples of Programming at WSSU

<table>
<thead>
<tr>
<th>Program Title</th>
<th>Topics Covered</th>
<th>Intended Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is Abuse a Form of Love?</td>
<td>Dating Violence/ Domestic Violence, Sexual Assault</td>
<td>On-Campus Residential Students</td>
</tr>
<tr>
<td>50 Shades of Consent</td>
<td>Title IX, Consent, Sexual Assault</td>
<td>On-Campus Residential Students</td>
</tr>
<tr>
<td>Denim Day</td>
<td>Sexual Assault Awareness</td>
<td>Campus Wide – Students, Faculty, Staff</td>
</tr>
<tr>
<td>Toke/ E Chug Alcohol/ Drug Screening</td>
<td>Drugs &amp; Alcohol</td>
<td>Students</td>
</tr>
<tr>
<td>Campus Security Authority Training</td>
<td>Crime Reporting, Nature of Crimes including Sexual Crimes</td>
<td>Designated Employees</td>
</tr>
<tr>
<td>Act Like a Lady Think Like a Woman</td>
<td>Interpersonal Violence on Campus</td>
<td>First year students, open to all students</td>
</tr>
<tr>
<td>Netflix and Consent</td>
<td>Consent, Sexual Assault</td>
<td>On-Campus Residential Students</td>
</tr>
<tr>
<td>Program Title</td>
<td>Topics Covered</td>
<td>Intended Participants</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>-----------------------------------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Responsible Employee Training</td>
<td>Title IX, VAWA Crime Reporting, Nature of Sexual Crimes</td>
<td>Designated Employees</td>
</tr>
<tr>
<td>Rape Aggression Defense (R.A.D.)</td>
<td>12 hour course that provides on rape defense tactics for women</td>
<td>Female students and employees</td>
</tr>
<tr>
<td>Clothesline Project</td>
<td>Sexual Assault, Hate Crimes, Sexual Violence</td>
<td>Campus Wide - Students, Faculty, and Staff</td>
</tr>
<tr>
<td>Ramdiction</td>
<td>Drug &amp; Alcohol Abuse, Consent, Sexual Assault, Bystander Intervention, Risk Reduction</td>
<td>All incoming freshman</td>
</tr>
<tr>
<td>Title IX &amp; Responsible Employee Refresher</td>
<td>Title IX, Sexual Harassment and Sexual Violence, Trauma Informed Approaches</td>
<td>Campus Police Officers</td>
</tr>
<tr>
<td>Haven</td>
<td>Sexual Assault, Title IX Violence Against Women Act (VAWA)</td>
<td>Freshmen</td>
</tr>
<tr>
<td>Healthy Relationships Forum</td>
<td>Dating Violence and Domestic Violence</td>
<td>Geared toward freshmen students, open to all student</td>
</tr>
<tr>
<td>Sexual Assault Awareness Presentations in Collaboration with the Social Work Department</td>
<td>Sexual Assault, Sexual Violence</td>
<td>Freshmen - Senior Classes</td>
</tr>
</tbody>
</table>

**General Risk Reduction Tips**

**Safety with Date and Acquaintances**

Know your date. If you don’t know your date well, stay in public areas and with other people. If you haven’t developed complete trust in your date, make sure you tell someone where you are going and how long you will stay. Realize that you don’t have to accept unwanted sexual attention while dating. You have the right to set your own sexual limits and they can change over time. Learn to communicate clearly what you want and what your limits are. Be assertive. Act immediately when something happens that you don’t like. Stand up for your personal rights. Trust your feelings. If you are being pressured or made to feel uncomfortable, view that relationship with extra caution. Be especially cautious with anyone who is domineering or manipulative, attempts to impose his/her will on you, shows a lack of respect for your feelings, or treats you like “property.” If you are in an abusive relationship which you don’t feel comfortable ending, seek help from Campus Police or Student Affairs. Treat acquaintances like total strangers until such time as trust is established. Assaults by strangers occur less often than acquaintance assaults because strangers are naturally treated with more caution and given less opportunity to be in a one on one situation. Limit your use of alcohol and drugs. Watch how much your date drinks. Alcohol and drugs (even prescription drugs) reduce your ability to think clearly and make good decisions. You are much safer if you act to avoid a risky situation rather than defending yourself after an assault has begun.

**Self Defense Tactics if You Are Attacked**

**Psychological Reponses**

- Different things work on different people. If one thing doesn’t work, try another and then another. Do whatever it takes to survive the encounter.
- Stay calm and think. Your goal is to interrupt the attacker’s plan so you can get away.

**Physical Responses**

When other responses fail and there is no option for escape, you may decide to fight back with physical force. If you do, keep the following points in mind:

- Mental discipline is important. Use your mind to command your body to respond to the emergency.
- Establish an assertive posture.
- Speed is essential. Without speed, your move will be blocked. Do not “telegraph” your intentions by staring at your target or winding up to strike.
• Accuracy is important. Aim through the target. For example, aim not at the eyes but through the eyes to the back of the head.
• Use all of your strength; fight to injure, not to make a display.
• You must follow through. Continue until your attacker is injured enough for you to flee. Stopping too soon will make your attacker more violent.
• Stop if your life is threatened. Death is worse than rape.
• If your hands are free, go for the face. Poke, claw, and rake their eyes. Punch their throat. Push the heel of your palm up the end of their nose.
• If your hands are pinned, knee their groin.
• If attacked from behind, punch his eyes over your shoulder, hammer his groin with your fist, strike the face with your head, rake your foot down his shin to their instep, and jam your heel into their groin.
• If the attacker pushes you down, kick their groin, kick their face, and claw their face and eyes.

Safe and Positive Options for Bystanders
WSSU expects all members to take reasonable and prudent actions to prevent or stop an act of sexual misconduct. The Department of Education defines bystander intervention as: “Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.” Bystanders can help in several different ways, including direct intervention, seeking assistance from an authority figure, notifying the Title IX coordinator or another Campus Security Authority, or by calling state or local law enforcement.

Sex Offender Registration
Campus Sex Crimes Prevention Act 35 CFR 68.46(b)(12)

In accordance with the “Campus Sex Crimes Prevention Act” (CSCPA) of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act and the Jeanne Clery Act, the Winston-Salem State University Campus Police Department provides links to the Forsyth County Sheriff’s Department Sex Offender website and the North Carolina Sex Offender and Public Protection Registry.

This act requires institutions of higher education to issue a statement advising the campus community where to obtain law enforcement information provided by the State concerning registered sex offenders. The Campus Sex Crimes Prevention Act also requires sex offenders to register and to provide notice to each institution if they are employed, have a vocation or are a student at a place of higher education. North Carolina law requires sex offenders that have been convicted of certain offenses to register with their county sheriff. Information about offenders is then entered into the Registry database by the sheriff’s office and transmitted to the NC SBI.

Note:
The NC SBI collects information submitted by sheriffs in all 100 counties in the state and makes it available to the public via the Sex Offender and Public Protection Registry website.

The Forsyth County Sheriff’s Department is responsible for maintaining the database in Winston-Salem.

Sex offenders must go to the Sheriff’s Department every 3 to 6 months depending on the degree in which they were charged to verify their address. The Sheriff’s Department by statute can also perform random address checks of sex offenders within the county to ensure compliance with the laws.

Sex Offenders must notify the Sheriff’s Department when they start the school semester, end the school semester, are contracted to work on campus or at one of the institutions satellite locations, work fulltime, part-time or volunteer for Winston-Salem State University. Sex Offenders planning to work fulltime, part-time or do contract work at an
educational facility are required by law to notify the Forsyth County Sheriff’s Department within 3 days of their arrival to Forsyth County. Failure to do so is a Class F Felony, G.S.14-208.11

Citizens wishing to see a list of sex offenders up to a 5 mile radius of campus can go to the Forsyth County Sex Offenders Webpage to receive notifications when a sex offender moves into the area. The number to the Forsyth County Sheriff’s Department sex offender registry unit is (336)917-7003.

The website for other state registries are listed below:
FBI Sex Offender Registry Websites
National Sex Offender Registry
NC Sex Offender and Public Protection Registry

ANNUAL FIRE SAFETY REPORT

Winston-Salem State University takes Fire Safety very seriously and continues to enhance its programs to the university community through education, engineering and enforcement. The Higher Education Opportunity Act enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an Annual Fire Safety Report that contains information about campus fire safety practices and standards of the institution. The following report details all information required by this act for Winston-Salem State University.

Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Campus Student Housing</td>
<td>Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.</td>
</tr>
<tr>
<td>Fire</td>
<td>Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.</td>
</tr>
<tr>
<td>Fire Safety System</td>
<td>Any mechanism or system related to the detection of fire, the warning resulting from a fire, or the control of a fire. This may include:</td>
</tr>
<tr>
<td></td>
<td>• Sprinkler systems or other fire extinguishing systems</td>
</tr>
<tr>
<td></td>
<td>• Fire detection devices,</td>
</tr>
<tr>
<td></td>
<td>• Stand-alone smoke alarms</td>
</tr>
<tr>
<td></td>
<td>• Devices that alert one to the presence of a fire,</td>
</tr>
<tr>
<td></td>
<td>• Smoke controlled and reduction mechanisms, and</td>
</tr>
<tr>
<td></td>
<td>• Fire doors and walls that reduce the spread of a fire</td>
</tr>
</tbody>
</table>

Fire Incident Reporting

Students, faculty, and staff are instructed to call 911 to report a fire emergency.

Non-emergency reports (i.e.) evidence something has burned should be made to Campus Police: at 336-750-2911.

On-Campus Residence Halls Fire Safety Systems

Winston-Salem State University has been a leader in ensuring the safety of students, faculty, staff and visitors who live
and work in university operated residences. Automatic sprinkler systems and fire alarm systems are recognized engineered building features that help to provide for a living environment that supports and enhances the life safety of building occupants. All University operated residence halls and apartments are provided with automatic sprinkler systems, smoke detectors and building fire alarm systems to provide early detection and warning of a possible fire emergency. WSSU maintains and tests all fire alarms and automatic fire suppression systems in accordance with the appropriate National Fire Protection Association Standard to insure system readiness and proper operation in the event of a fire emergency.

### Fire/ Life Safety Provisions

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Fire Alarm Monitoring</th>
<th>Residential Sprinkler Equipped</th>
<th>Smoke Detectors</th>
<th>Evacuation Plans</th>
<th>Number of Fire Drills in 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atkins Residence Hall</td>
<td>Campus Police Dispatch</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Brown Residence Hall</td>
<td>Campus Police Dispatch</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Foundation Heights Residence Hall</td>
<td>Paid Contractor</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Gleason-Hairston Terrace Residence Halls (GHT)</td>
<td>Paid Contractor</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Martin-Schexnider Residence Hall (MSX)</td>
<td>Paid Contractor</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Moore Residence Hall</td>
<td>Campus Police Dispatch</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Rams Commons Residence Halls (1, 2, 3, 4)</td>
<td>Paid Contractor</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Wilson Residence Hall</td>
<td>Campus Police Dispatch</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
</tbody>
</table>

### Rules and Policies Governing Residence Halls

**Portable Electrical Appliances**

Department of Housing and Residence Life Guide to Living on Campus

**Electrical Appliances/Equipment (pg. 11)**

The residential facilities have limits on the capabilities of their electrical systems. Overloading these systems presents fire and safety hazards. Furthermore, electrical heating elements are dangerous when used in residence hall rooms or apartment units. The following guidelines govern the use of electrical appliances, outlets, and power strips in residence hall rooms or apartment units.

- Any electrical appliance with an exposed heating element is prohibited.
- Power strips may be used under the following conditions:
  - Only one power strip is permitted to connect an appliance with an electrical outlet (strips may not be used in a series). Only grounded power strips may be used with appliances.
  - Power strips with built-in breakers are required when the number of outlets needed is greater than the outlets in the student’s rooms.
  - Privately owned air-conditioners are not permitted.
  - Resident owned refrigerators are allowed in residence hall provided that they do not exceed 4.0 cubic feet.
  - Other appliances such as radios, lamps, computers, TVs, electrical razors, hair dryers, hair curlers, fans, and clocks are permitted. Students must recognize that use of several of these items at the same time from the same outlet may cause a breaker to fail.
- All electrical equipment and cords must be kept in safe operating condition.
- Irons may be used only with ironing boards. Never should a student use an iron on the floor of a room or a desk or dresser top.
- Electrical cords cannot be run under carpets.

Cooking/Food Preparation (pg. 8)

Electrical or gas cooking appliances such as grills, popcorn poppers, hot plates, toasters, toaster ovens, electric frying pans, deep fryers, drip coffee makers that have a hot plate element, are not permitted in rooms. The university will confiscate any hazardous appliances and violators will be assessed a fine. Fire safety and sanitation requirements prohibit cooking in any area within residence halls except kitchenettes and kitchens which are specifically designed for such use. Never leave a kitchen unattended while cooking. Standalone microwaves or other cooking devises are not allowed in apartment unit bedrooms. Also, outdoor or indoor grills are not allowed within the facility. A microwave is available in the designated kitchen areas or rooms in each building. If a student wants to have a microwave in their personal room, the only option for them is to rent or purchase a MicroFridge unit from Standards for Living www.Standardsforliving.com. All other microwaves are not permitted and will be confiscated. Also see “Refrigerator Policy” below.

Refrigerator Policy (pg. 19)

Students living in Atkins, Brown, Martin-Schexnider, Moore and Wilson Hall are not provided refrigerators in their student rooms. If roommates want to have a refrigerator in their room, they have two options.

OPTION 1: Students in the above halls bringing their own refrigerators (4.0 cubic feet or less) will be required to pay a usage fee of $30 for the academic year. This $30 fee will be applied once students register their refrigerator. Upon registration, students will be issued a sticker for the current academic year that must be placed on the refrigerator. We encourage you to purchase EnergyStar refrigerators.

OPTION 2: Students may rent a MicroFridge from our partners at Standards for Living. While microwaves are available in common areas for use, students are not allowed to have standalone microwaves in their rooms. In 2011 Housing and Residence Life initiated the rental program through Standards for Living that allowed for an energy star microwave refrigerator combo for students (MicroFridge, TM).This is also the only way students in Atkins, Brown, Martin-Schexnider and Wilson can possess a microwave in their room if they so choose. If students rent a microfridge from Standards for Living, they will not be assessed the refrigerator usage fee as these units are highly efficient. For more information on MicroFridge rentals see www.wssu.edu/housing under Prospective Students or www.standardsforliving.com

Failure to register an appliance of this sort will result in a penalty of $100.

Smoking

University Group Policy #800.12

Smoking Prohibited

The smoking of tobacco or substitute tobacco products, including cigarettes, electronic cigarettes, pipes and cigars, is prohibited in all university buildings including residence halls, in any university-owned or operated motor vehicle, within 50 feet of any university owned or operated bulk fuel storage site, and within 100 linear feet of any entrance to any university building. In all cases, the right of a nonsmoker to protect his or her health and comfort will take precedence over the desire of another person to smoke.

Department of Housing and Residence Life Guide to Living on Campus

Smoking (pg. 20)

Smoking is prohibited in all Residence Halls and within 100 feet of any campus building. In June of 2014, e-cigarettes were
also banned by University Board of Trustee policy. Students are not allowed to have hookahs or other smoking apparatus in the residence hall.

**Open Flames**

Department of Housing and Residence Life Guide to Living on Campus

**Prohibited Items**
- Candles, incense, or other open-flame devices

**Fire & Life Safety Policy**
University Group Policy #800.10

Executive Summary
Winston-Salem State University (WSSU) voluntarily engages in a compliance program with the Occupational Safety and Health Act of North Carolina. This program is designed to provide a safe and healthy working, teaching and learning environment, as well as an atmosphere of safety and health awareness. This policy identifies responsibilities for compliance, implementation, prevention through planning, and activities related to assuring all campus buildings maintain a high degree of life safety for building occupants. The Environmental Health & Safety (EHS) Director shall develop and implement procedures pertinent to assuring a high degree of life safety in the prevention of fire related incidents.

Policy Statement
WSSU holds the safety of its community in the highest regard with respect to its function as an employer and an institution of higher learning. This policy includes elements consistent with established laws, regulations, and activities consistent with best practices in relation to fire prevention and safety to life.

Guidelines
Any questions relating to fire and life safety matters should be brought to the attention of the EHS Director or his/her designee.

University buildings are equipped with fire detection and/or fire suppression systems. Residence halls shall be equipped with both fire identification and fire suppression systems in accordance with the NC Fire Code and the NFPA Life Safety Code applicable to the time in which the building was completed.

Incendiary devices likely to cause fires are prohibited in University buildings. Devices which have a history of or have been proven to spontaneously combust are prohibited in all University buildings. In certain cases, electric powered devices (e.g. space heaters) may be permitted provided such devices are evaluated and approved by the EHS Director or his/her designee. Open flames of any type are prohibited in any University building.

Roles and Responsibilities
The EHS Director shall develop and implement procedures pertinent to assuring an environment that is free from conditions likely to lead to fires and both the identification and elimination of University conditions that can or are likely to adversely impact life safety in any University occupied building. Such procedures shall be in accordance with the most current edition of the National Fire Protection Association's Life Safety Code.

Applicability
This policy is applicable to the campus of Winston-Salem State University.

Compliance
WSSU shall comply with all applicable federal and state safety regulations, including but not limited to Occupational Safety and Health Act, NC State Building Code, the National Fire Protection Association, and the NC Fire Code, as these may be amended from time to time.

Tampering with, disengaging, impeding, or otherwise disabling any fire detection device is strictly prohibited in any University building.

Violators will be subject to discipline by the body responsible for student discipline or disciplinary action deemed appropriate within the guidelines administered any authority regulating discipline pertinent to employees of the State of North Carolina. Violators may also be subject to penalties or criminal prosecution.

**Policy Regarding Fire Safety Education and Training Programs**

Educational programs are presented throughout the year to staff and students so they are aware of university rules and safe practices. These programs include identification and prevention of fire hazards, actual building evacuation procedures and drills, specific occupant response to fire emergencies and hands-on use of fire extinguishers.

On an annual basis (prior to the start of the Fall Semester), EHS provides training to Housing & Residence Life Staff on fire and life safety procedures. Staff are instructed on procedures in the event of a fire, how to assist during fire drills, and fire extinguisher usage. Fire drills are performed in each residence hall no less than once per semester in the Fall and Spring of each year. Periodically, supplemental training is provided on fire and life safety from the City of Winston Salem Fire Department. Special emphasis is given to fire detection devices, maintaining access to means of egress, and cooking safety. A focal point for EHS is to stay abreast of advances in the field of fire safety (with special focus on fire safety in the residence life sector) as well as trends pertaining to occupant safety. When available, as a way to observe National Fire Safety Month, the City of Winston Salem Fire Department will hold a Q&A session with Housing & Residence Life staff or provide a hands on session relative to an emerging topic associated with residential fire safety. Additionally, Resident Assistants and other Housing & Residence Life Staff provide fire safety training to residence hall students during the first floor meeting of the academic year which occurs shortly after move-in.

Campus Police Officers are also trained in procedures for initial response to fire incidents occurring at University facilities. Officers provide assistance in building evacuation and extinguishment / confinement of small fires.

General safety and fire safety information is available to students, faculty, and staff on the [EHS webpage](#).

**Fire Evacuation Procedures**

**General Campus Emergency Procedures: Fire/ Explosion**

**Definition:** A fire or explosion involving the structural components of various campus buildings.

**Introduction:** Fires and explosions, whether accidental or intentional, are common threat on university campuses. Should you be in an area of campus where a fire or explosion has occurred the following procedures should be followed to protect yourself and others.

**Procedures:**

If your smoke detector goes off, if you see a fire, smell smoke, or witness and explosion:

- Remain calm and get out. Do not use an elevator!
- If you see smoke under the door, find another way out.
- Feel the door with the back of your hand before your open it. If it is hot, find another way out.
- Drop to the floor to avoid smoke and fumes. Crawl to safety.
• If your clothes catch fire, STOP where you are, DROP to the ground, and ROLL over and over to smother the flames.
• Call 9-1-1 or campus police 336-750-2911.
• Notify fire fighters on the scene if you suspect someone may be trapped inside the building.

If you are trapped during a fire:
• Wet and place a cloth material around and under the door to prevent smoke from entering.
• Close as many doors as possible between you and the fire.
• Be prepared to signal someone outside, but do not break glass until absolutely necessary as smoke may be drawn into the room.

If caught in smoke:
• Drop to the floor and crawl toward an exit.
• Stay as low as possible.
• Take shallow breaths through your nose and use a shirt or towel as a filter.

**Housing & Residence Life Fire Safety Evacuation Residence Hall Protocol**

Housing & Residence Life’s Fire Safety Evacuation Protocol will divide buildings into zones that staff no matter how many are available to help can, organize the evacuation effectively and efficiently.

Zone 1: Area by the main front desk with high traffic in the area
Zone 2: (Safety Area) Outside of the building for safe area at least 100 feet away from building
Zone 3: Stairwell on 1st floor
Zone 4: Basement stairwell if applicable
Zone 5: Additional crowd control from additional exits

Need to check rooms that have any students with disabilities requiring assistance getting out of the building with elevators disengaged by fire alarms.

After all clear, residence will use the stairs to return to their rooms to allow anyone needing the elevators to have priority access to them and to not overload the elevators causing a malfunction.

**Atkins Hall**
Safety Area Location: Area past stop sign on the side of Martin-Schexnider Hall

**Brown Hall**
Safety Area Location: Stand on Sidewalk in front of Thompson Center and Parking Lot R

**Foundation Heights Hall**
Safety Area Location: Gaines Gymnasium

**Moore Hall**
Safety Area Location: Clock tower

**Gleason-Hairston Terrace Hall**
Safety Area Location: Wellness Center back of building

**Martin-Schexnider Hall**
Safety Area Location: Clock tower in the middle of campus

**Rams Commons Hall**
Safety Area Location: Rams 1 near Vargrave Street Rams 2: Courtyard area towards Rams 4 and handicap parking lot if needed

**Wilson Hall**
Safety Area Location: Parking lot in front of Wilson Hall behind the gate towards RAMS Commons
Fire Drills
Fire drills are conducted in all on-campus residence halls once per semester during the school. The drills are conducted by the EHS Department with assistance from the following Housing & Residence Life staff: Area Coordinators, Graduate Hall Directors, and Resident Advisors, as well as, Campus Police.

Plans for Future Improvements in Fire Safety at WSSU
Winston-Salem State University continues to monitor trends related to residence hall fire incidents and alarms to provide a fire safe living environment for all students. New programs and policies are developed as needed to help insure the safety of all students and staff.

Annual Disclosure of Fire Statistics
ATTACHMENT I

Step One: Go to the Banner RAMS Online and choose Enter Secure Area.

Step Two: Key in your Banner ID and PIN. Choose Login.
Step Three: Choose the 'Personal Information' option.

Step Four: Choose the “Update Emergency Contacts” option.
Step Five: Select 'New Contact'

Step Six:

To receive RAMALERT SMS/Text Messages - Select “Emergency Cell – Text” from the drop down box of the Relationship field. Enter your First & Last name in the appropriate fields, and your cell number in the Telephone field. Choose “Submit Changes”.

To receive RAMALERT VOICE MESSAGES - First repeat step 5, then select “Emergency Cell – Voice” from the drop down box of the Relationship field. Enter your First & Last name in the appropriate fields, and your mobile telephone number in the Telephone field. Choose “Submit Changes”.

* To receive both text AND voice notifications, you must complete both phases of Step 6.
Measurement and Assessment of Engagement

The engagement levels in the computer science class were very high, as evidenced by the high participation rates in all activities. The students were actively engaged throughout the class, and their participation in group discussions was consistent and relevant. The students also showed a strong interest in the course material, as evidenced by their active participation in the discussions and their ability to apply the concepts learned in the class. The students were also able to work effectively in groups, which helped them to share ideas and perspectives, and to build a sense of community among themselves. Overall, the engagement levels in the computer science class were very high, and the students showed a strong commitment to the course material and to each other.

Conclusion

In conclusion, the computer science class was an enjoyable and engaging experience for the students. The students were able to learn and apply new concepts in a fun and interactive environment, and they were able to develop a strong sense of community among themselves. The class was a success, and the students showed a high level of engagement throughout the course. The students also had a positive attitude towards the course, which helped to create a positive learning environment. Overall, the computer science class was a success, and the students showed a high level of engagement throughout the course.
ADDITIONAL SEXUAL VIOLENCE RELATED POLICIES

Student Code of Conduct Sections Pertaining to Sexual Harassment/ Sexual Violence

Section III

The following offenses listed are only examples of various offenses, which fall under the Code of Conduct. Neither WSSU, and is not intended to be exhaustive. Students are expected to exercise judgment and discretion in their actions, and are not to:

8. Communicating threats either verbally or written to any members of the university community.

9. Engage or subject another individual, whether intentional or unintentional, in activity likely to cause physical injury, mental distress, personal indignities of a highly offensive nature; engage in fighting.

11. Engage in dating violence. Dating is violence committed by a person (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors (a) the length of the relationship, (b) the type of relationship, and (c) the frequency of interaction between the persons involved in the relationship. (For more information, please refer to the Policy on Sexual Harassment and Sexual Violence, as it may be amended from time to time).

12. Engage in domestic violence. Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

SHRA Employee Grievance Policy

See next page.
I. Policy

II. Objectives

III. Definitions

IV. Grievable Issues and Who May Grieve
   A. Issues grieved at the University level only
   B. Issues which must first be grieved through the internal University process

V. Grievance Process for all Grievable Issues

VI. Unlawful Discrimination, Harassment or Retaliation Grievance Provisions
   A. Option 1 -- EEO Informal Inquiry Process for Unlawful Discrimination, Harassment or
      Retaliation
   B. Option 2 -- External Filing of a Discrimination Charge
   C. Option 3 -- Simultaneous Internal and External Filing of a Discrimination Charge

VII. Informal Discussion

VIII. Formal Grievance - Step 1 Mediation
   A. Purpose of Mediation
   B. Mediation Process
   C. Location and Time Allocation
   D. Office of State Human Resources-Approved Mediators
   E. Mediation Attendees
   F. Post Mediation
   G. Confidentiality of Documents Produced in Mediation
   H. Limitations on a Mediation Agreement
   I. Mediation Agreement Approval
   J. Mediation Responsibilities

IX. Formal Grievance - Step 2 – Hearing Panel/Hearing Officer
   A. Hearing Process
   B. Right to Challenge Appointed Hearing Officer or Panel Members
   C. Hearing Attendees
   D. Hearing Participant Responsibilities
   E. Grievance Presentation
   F. Proposed Recommendation
   G. Final University Decision
   H. Settlement Agreement

X. Appeal to the Office of Administrative Hearings
   A. University Requirements to Notify Grievant of Appeal Rights
   B. Grievant Access to the Office of Administrative Hearings

XI. Responsibilities for the SHRA Employee Grievance Policy
   A. University Human Resources, AA/EEO Office Responsibilities
   B. Office of State Human Resources Responsibilities
The University of North Carolina System

SHRA Employee Grievance Policy  Effective: February 1, 2016

I. POLICY

It is the policy of The University of North Carolina that the grievance process exists to allow for prompt, fair and orderly resolution of disputes arising out of employment. The University of North Carolina has therefore adopted this Grievance Policy to further these goals as approved by the State Human Resources Commission.

II. OBJECTIVES

In establishing this Grievance Policy, the University seeks to achieve the following objectives:

• Provide procedural consistency across The University of North Carolina;
• Ensure SHRA employees have access to an internal process to address grievable issues timely, fairly, cost effectively, and without fear of reprisal; and
• Resolve workplace issues efficiently and effectively.

III. DEFINITIONS

The following are definitions of terms used in this policy:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>A person (including a current State employee) who submits an application for an initial hire, promotion or reemployment for a SHRA position within the University.</td>
</tr>
<tr>
<td>Career State Employee</td>
<td>A State employee who is in a permanent position with a permanent appointment and has been continuously employed by the State of North Carolina or a local entity as provided in G.S. 126-5(a)(2) in a position subject to the North Carolina Human Resources Act for the immediate 12 preceding months. Employees who are hired by a State agency, department or university in a sworn law enforcement position and who are required to complete a formal training program prior to assuming law enforcement duties with the hiring agency, department or university shall become career State employees only after being employed by the agency, department or university for 24 continuous months.</td>
</tr>
<tr>
<td>Complainant (EEO only)</td>
<td>An applicant, probationary State employee, former probationary State employee, career State employee or former career State employee who initiates an informal complaint through the Equal Employment Opportunity (EEO) Informal Inquiry process.</td>
</tr>
<tr>
<td>Contested Case Issue</td>
<td>A grievable issue that may be appealed to the Office of Administrative Hearings (OAH).</td>
</tr>
<tr>
<td>EEO/AA Officer</td>
<td>The University Officer responsible for Equal Employment Opportunity / Affirmative Action.</td>
</tr>
<tr>
<td>Equal Employment Opportunity Informal Inquiry</td>
<td>An informal process for addressing unlawful discrimination, harassment, or retaliation allegations that may facilitate a resolution prior to the filing of a grievance.</td>
</tr>
<tr>
<td>Final University Decision</td>
<td>The final decision authorized by the Chancellor (or President for SHRA employees at General Administration) that concludes the internal grievance process.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Grievable Issue</td>
<td>A statutorily defined workplace event or action as defined by NC State statute that allows the alleged workplace event or action to be grieved through established grievance procedures for resolution</td>
</tr>
<tr>
<td>Grievant</td>
<td>An applicant, probationary State employee, former probationary State employee, career State employee or former career State employee who initiates a grievance.</td>
</tr>
<tr>
<td>Hearing Officer</td>
<td>An officer appointed by the Chancellor or designee to oversee the proceedings of a hearing and submit a proposed recommendation for a Final University Decision.</td>
</tr>
<tr>
<td>Hearing Panel</td>
<td>A University appointed panel of no less than 3 members selected to conduct a hearing. The designated panel chair has the responsibility to oversee the proceedings of the hearing and submit a proposed recommendation for a Final University Decision.</td>
</tr>
<tr>
<td>Impasse</td>
<td>An Impasse occurs when Mediation does not result in an agreement.</td>
</tr>
<tr>
<td>Informal Discussion</td>
<td>An informal process for addressing grievable issues that may facilitate a resolution prior to the filing of a grievance.</td>
</tr>
<tr>
<td>Internal Grievance Process</td>
<td>The process available to an applicant, probationary State employee, former probationary State employee, career State employee or former career State employee to file a formal grievance based on issues that are defined as grievable by NC State statute.</td>
</tr>
<tr>
<td>Internal Grievance Process Timeframe</td>
<td>The internal grievance process must be completed within 90 calendar days. Time spent in the Informal Discussion with supervisor and the EEO Informal Inquiry process is not included in the 90 calendar day timeframe.</td>
</tr>
<tr>
<td>Mediation</td>
<td>The process in which the Grievant and Respondent use an approved OSHR mediator to attempt to resolve a grievance in a mutually acceptable manner. Responsibility for resolving the grievance rests with the parties.</td>
</tr>
<tr>
<td>Mediation Agreement</td>
<td>The written agreement resulting from the successful resolution of a grievance reached in Mediation. The Mediation Agreement is legally binding on both parties.</td>
</tr>
<tr>
<td>Mediator</td>
<td>A neutral third party(s) approved by the Office of State Human Resources (OSHR) whose role is to guide the mediation process, facilitate communication, and assist the parties to generate and evaluate possible outcomes for a successful resolution. A Mediator does not act as a judge and does not render decisions.</td>
</tr>
<tr>
<td>Probationary State Employee</td>
<td>A State employee who is exempt from the provisions of the North Carolina Human Resources Act only because the employee has not been continuously employed by the State for the time period required to become a career State employee.</td>
</tr>
<tr>
<td>Respondent</td>
<td>A designated University representative who will have the authority to negotiate an agreement on behalf of the University to resolve a grievance.</td>
</tr>
<tr>
<td>University</td>
<td>A constituent institution or employer unit within the 17 campus University of North Carolina System.</td>
</tr>
</tbody>
</table>
IV. GRIEVABLE ISSUES AND WHO MAY GRIEVE

A. The following issues may be grieved at the University level only.

<table>
<thead>
<tr>
<th>Who May File</th>
<th>Grievable Issue</th>
</tr>
</thead>
</table>
| 1) Career State employee or former career State employee | a) Overall performance rating of less than “meets expectations” or equivalent as defined in the Performance Management Policy  
   b) Denial of request to remove inaccurate and misleading information from personnel or applicant file (excludes the contents of a performance appraisal and written disciplinary action)  
   c) Items covered in the University’s AA/EEO statement which promote inclusion and diversity, but not within the definition of unlawful discrimination, harassment, or retaliation as contained in NCGS 126-34.02 (b) (1) and (2) |
| 2) Probationary or former probationary state employee | a) Denial of request to remove inaccurate and misleading information from personnel or applicant file (excludes the contents of a performance appraisal and written disciplinary action)  
   b) Items covered in the University’s AA/EEO statement which promote inclusion and diversity, but not within the definition of unlawful discrimination, harassment, or retaliation as contained in NCGS 126-34.02 (b) (1) and (2) |
| 3) Applicant for University employment (initial hire, promotion, or reemployment) | a) Denial of request to remove inaccurate and misleading information from applicant file (excludes the contents of a performance appraisal and written disciplinary action)  
   b) Items covered in the University’s AA/EEO statement which promote inclusion and diversity, but not within the definition of unlawful discrimination, harassment, or retaliation as contained in NCGS 126-34.02 (b) (1) and (2) |

B. The following issues must first be grieved through the internal University process. If the Grievant is not satisfied with the Final University Decision, the Grievant may appeal to the Office of Administrative Hearings.

<table>
<thead>
<tr>
<th>Who May File</th>
<th>Grievable Issue</th>
</tr>
</thead>
</table>
| 1) Career State employee or former career State employee | a) Dismissal, demotion or suspension without pay for disciplinary reasons without just cause  
   b) Involuntary non-disciplinary separation due to unavailability  
   c) All issues listed below which are grievable by a probationary or former probationary employee  
   d) All issues listed below which are grievable by an applicant for University employment  
   e) Denial of reemployment or hiring due to denial of reduction-in-force priority as required by law (G.S. 126-7.1)  
   f) Denial of promotional opportunity due to failure to give priority consideration for promotion to a Career State employee as required by law (GS 126-7.1) |
### Who May File

2) **Probationary State employee or former probationary State employee**
   - a) Denial of hiring or promotional opportunity due to failure to post position (unless hiring opportunity is not required to be posted by law)
   - b) Denial of veteran’s preference as provided for by law
   - c) Any retaliatory personnel action for reporting improper government activities (“whistle blower”) as contained in GS 126
   - d) Unlawful discrimination or harassment based on race, religion, color, national origin, sex, age, disability, genetic information, or political affiliation if the employee believes that he or she has been discriminated against in the terms and conditions of employment
   - e) Retaliation against an employee for protesting (objecting to or supporting another person’s objection to) unlawful discrimination based on race, religion, color, national origin, sex, age, disability, genetic information, or political affiliation if the employee believes that he or she has been retaliated against in the terms and conditions of employment

3) **Applicant for University employment (initial hire, promotion, or reemployment)**
   - a) Denial of hiring or promotional opportunity due to failure to post position (unless hiring opportunity is not required to be posted by law)
   - b) Denial of veteran’s preference as provided for by law
   - c) Unlawful discrimination or harassment based on race, religion, color, national origin, sex, age, disability, genetic information, political affiliation, if the applicant believes that he or she has been discriminated against in his or her application for employment
   - d) Retaliation for protesting (objecting to or supporting another person’s objection to) unlawful discrimination based on race, religion, color, national origin, sex, age, disability, genetic information, or political affiliation if the employee believes that he or she has been retaliated against in his or her application for employment

### V. GRIEVANCE PROCESS FOR ALL GRIEVABLE ISSUES

A grievance or complaint must be filed within **15 calendar days** of the alleged event or action that is the basis of the grievance. Any grievance or complaint that alleges unlawful discrimination, harassment or retaliation shall be addressed and completed through the University Equal Employment Opportunity (EEO) Informal Inquiry process before being considered in the formal internal grievance process. Except as provided herein, all other grievable issues must first be discussed with the immediate or other appropriate supervisor in the employee’s chain of command or other appropriate personnel or agency or University that has jurisdiction regarding the alleged event or action that is the basis of the grievance prior to filing a formal grievance. Disciplinary action grievances as well as non-disciplinary separation due to unavailability shall proceed directly to the formal internal grievance process.
Disciplinary action grievances (i.e., dismissal, suspension without pay, demotion) that include both an allegation of unlawful discrimination, harassment, or retaliation and an allegation that the disciplinary action lacks just cause shall first be addressed through the University EEO Informal Inquiry process before proceeding to the formal internal grievance process. Likewise, a grievance that involves both a separation due to unavailability and an allegation of unlawful discrimination, harassment or retaliation shall first be addressed through the University EEO Informal Inquiry process before proceeding to the formal internal grievance process. After the EEO Informal Inquiry process is completed, all grievable issues remaining (including that an unresolved disciplinary action lacks just cause or that an unresolved separation due to unavailability was improper, and any unresolved allegations of unlawful discrimination, harassment, or retaliation) may be considered in the formal grievance process if pursued by the employee as per the procedures below.

VI. UNLAWFUL DISCRIMINATION, HARASSMENT OR RETALIATION GRIEVANCE PROVISIONS

A. Option 1 -- EEO Informal Inquiry Process for Unlawful Discrimination, Harassment or Retaliation

An applicant for State employment, probationary State employee, former probationary State employee, career State employee or former career State employee (hereafter referred to as Complainant) alleging unlawful discrimination, harassment or retaliation shall first file a complaint with the University Equal Employment Opportunity (EEO)/Affirmative Action (AA) Officer within 15 calendar days of the alleged discriminatory, harassment or retaliatory act that is the basis of the complaint. If the Complainant alleges facts that would constitute unlawful discrimination, harassment, or retaliation as prohibited by law, the complaint will be investigated as a part of the EEO Informal Inquiry process. The EEO/AA Officer will investigate the complaint and determine if the facts related to the allegations support a finding of reasonable cause or no reasonable cause to believe that unlawful discrimination, harassment or retaliation occurred.

The University has 45 calendar days from receipt of the complaint to investigate and respond to the Complainant, unless the Complainant and the employer mutually agree in writing to extend the time due to occurrences that are unavoidable or beyond the control of either party. Any extension shall not exceed 15 calendar days.

At the conclusion of the investigation, the University shall communicate the outcome of the investigation in writing to the Complainant.

If there is reasonable cause to believe that unlawful discrimination, harassment, or retaliation occurred, management shall take appropriate action to resolve the matter. If the complaint is successfully resolved, the Complainant will sign a letter of agreement with the University detailing the terms of the resolution.

The University shall ensure that the terms of the agreement under the control of the University are implemented. If the complaint is not successfully resolved, then the Complainant may continue the process by filing a formal grievance within 15 calendar days of the written response from the EEO Informal Inquiry process.

If the investigation results show no reasonable cause to believe that unlawful discrimination, harassment, or retaliation occurred, the EEO/AA Officer shall inform the Complainant in writing regarding the conclusions of the investigation. If the Complainant disagrees with the conclusions of the investigation, the Complainant may file a formal grievance within 15 calendar days of receiving the conclusions of the investigation which will commence with Step 1 mediation.

At any point in the grievance process, the Complainant/Grievant has the right to bypass discussions with or review by the alleged offender. Time spent in the Equal Employment Opportunity Informal Inquiry process is not a part of the formal internal grievance process.
### Option 2 -- External Filing of a Discrimination Charge

The Complainant alleging unlawful discrimination, harassment or retaliation has the right, at any time, to bypass or discontinue the EEO Informal Inquiry process or the formal internal grievance process and file a charge directly with the Equal Employment Opportunity Commission (EEOC). The Complainant may not, however, file a contested case with the Office of Administrative Hearings if the internal process has not been completed. Filing deadlines may vary.

Information about filing an EEOC charge and deadlines for filing the charge can be found at: http://www.eeoc.gov/employees/charge.cfm or by calling the EEOC regional offices located in Raleigh, Greensboro and Charlotte at 1-800-669-4000.

Information about filing through the Civil Rights Division of the Office of Administrative Hearings can be found at: http://www.ncoah.com/civil/ or by calling 919-431-3036.

### Option 3 – Simultaneous Internal and External Filing of a Discrimination Charge

An applicant for State employment, probationary State employee, former probationary State employee, career State employee or former career State employee may file simultaneously with the EEOC at any point in either the EEO Informal Inquiry process or the formal internal grievance process.

### VII. INFORMAL DISCUSSION

A request for an Informal Discussion must occur within **15 calendar days** of the alleged event or action that is the basis of the grievance. Prior to filing a grievance about any issue which does not involve an allegation of unlawful discrimination, harassment or retaliation, or a disciplinary action, or a non-disciplinary separation due to unavailability, the employee shall first discuss the grievable issue with the immediate supervisor, other appropriate supervisor in the employee’s chain of command, or other appropriate personnel or agency or University that has jurisdiction regarding the alleged event or action that is the basis of the grievance.

The employee must clearly declare to the supervisor or other appropriate personnel that the Informal Discussion request is regarding an alleged event or action that is the basis of a potential grievance. The supervisor or other appropriate personnel shall confirm the intention of the requested Informal Discussion with the employee before beginning the process.

The informal process should be completed within a **15 calendar day** timeframe. However, if progress is being made toward a successful resolution to the dispute or if unavoidable circumstances (e.g. illness, academic calendar) require an extension in the timeframe, both parties may agree to an extension. This extension must be agreed to in writing and approved by HR.

The supervisor or other appropriate personnel shall notify Human Resources when an employee requests an informal discussion. The supervisor is responsible for attempting to resolve the grievable issue with the employee.

The University HR Office will serve as a content and procedural resource advisor during these discussions, and work with both parties to strive for a timely resolution to the workplace dispute. The outcome of the informal discussions must be clearly communicated to the employee by the supervisor or other appropriate personnel in writing.

If the Informal Discussion is unsuccessful in resolving the grievable issue, the employee may choose to file a formal grievance. If no written response is provided by the supervisor within the **15 calendar day** timeframe, the employee may proceed by filing a formal grievance. Time spent in the Informal Discussion with Supervisor is not a part of the formal internal grievance process.

### VIII. FORMAL GRIEVANCE - STEP 1 MEDIATION

The formal internal grievance process begins when a Grievant files a formal grievance request in accordance with the SHRA Grievance Policy. The Grievant must begin the formal internal grievance process by filing a written grievance to the Human Resources Director or designee within the University in accordance with the SHRA Grievance Policy. The Grievant must complete the required informal processes before filing a formal grievance.
The University of North Carolina System

SHRA Employee Grievance Policy

The University, upon approval by OSHR, has the discretion to bypass Step 1 and proceed directly to Step 2 in situations involving discipline for jeopardizing campus safety, personal misconduct, or other similar egregious workplace issues. A decision to request bypassing mediation must be approved by the University Human Resource Office and authorized by the Chancellor. The decision to bypass Step 1 only occurs after careful consultation with parties involved in the workplace dispute.

A. Purpose of Mediation

Mediation provides the Grievant and the University Respondent an opportunity to openly discuss the grievance in a neutral environment with the goal of reaching a mutually acceptable resolution.

B. Mediation Process

University Human Resources shall submit the request for mediation within 3 business days of receipt of the grievance. The mediation process shall be concluded within 35 calendar days from the filing of the grievance unless the Grievant and the University mutually agree in writing to extend the time due to extenuating circumstances. Any extension of Step 1 will not extend the 90 calendar day timeline.

C. Location and Time Allocation

Mediation shall be conducted in a location identified by the University and approved by the OSHR Mediation Director or designee. The mediation shall be scheduled for an amount of time determined by the Mediator(s) to be sufficient. Mediation may be recessed by the Mediator(s) and reconvened at a later time.

D. Office of State Human Resources-Approved Mediators

Only OSHR-approved Mediators will mediate SHRA (employees subject to the State Human Resources Act) grievances for Universities. OSHR will maintain a pool of qualified Mediators to facilitate mediations. Mediators will not be selected from the University requesting the mediation.

E. Mediation Attendees

1) Grievant
2) Respondent
3) The OSHR-appointed Mediator(s).
4) The OSHR Mediation Director and designees may attend Mediations as observers.
5) Emergency substitution of a Mediator must be approved by the OSHR Mediation Director or designee.

Attorneys and other advisors may not attend the mediation. Either the Grievant or Respondent may ask for a recess at any time in order to consult with an attorney or other advisor.

Audiotape, videotape, recording devices, and transmission devices are not permitted during mediation.

F. Post Mediation

1) If an agreement is reached, the following shall occur:
   a) The Grievant and the Respondent will sign a Mediation Agreement that states the terms of agreement and is a legally binding document.
   b) The original signed Mediation Agreement is provided to the University Human Resources. A copy of the signed Mediation Agreement is provided to the Grievant, Respondent and the OSHR Mediation Director.
   c) Human Resources will review the provisions of the Mediation Agreement to assure that the terms comply with the State Human Resources Commission policies or rules, University policies or rules, and applicable State or federal law.
   d) Human Resources will ensure that terms of the Mediation Agreement that are under the control of the University are implemented.
   e) The Mediation Agreement shall be maintained on file for three years.
2) If an agreement is not reached (Impasse), the following shall occur:
   a) The Grievant and the Respondent will sign a Notice of Impasse stating that the mediation did not result in an agreement.
   b) The original signed Notice of Impasse is provided to the University Human Resources Office. A copy of the signed Notice of Impasse is provided to the Grievant, the respondent and the OSHR Mediation Director.
   c) At the end of the mediation session, the University must provide the Grievant information regarding Step 2 of the internal grievance process and inform the Grievant that the Step 2 filing must be received by the University within 5 calendar days of the date of mediation.
   d) The Notice of Impasse shall be maintained on file for three years or until any known litigation is completed.

G. Confidentiality of Documents Produced in Mediation
   All documents generated during the course of mediation and any communications shared in connection with mediation are confidential to the extent provided by law.

H. Limitations on a Mediation Agreement
   The Mediation Agreement shall serve as a written record and shall:
   1) Not contain any provision(s) contrary to State Human Resources Commission policies, administrative rules, University policies or rules, and applicable state and federal law;
   2) Not contain any provision(s) that exceeds the scope of the parties’ authority; and
   3) Not be transferable to another state agency or University.
   4) When Mediation resolves a grievance but it is determined upon review by University Human Resources or OSHR that one or more provisions of the Mediation Agreement do not comply with the State Human Resources Commission policies or rules, University policies or rules, or applicable State or federal laws, Mediation shall be reconvened to resolve the specific issue(s). This will not extend the 90 calendar day formal grievance period. If the parties are unable to resolve the noncompliance issue(s), the mediation will reach impasse and the Grievant may proceed to Step 2 of the internal grievance process.
   5) Should additional information or clarification be needed to implement the terms of the Mediation Agreement, communication with all parties may occur remotely. In the event the Mediator that facilitated the mediation is not available, the OSHR Mediation Director or designee will have the authority to stand in place of the Mediator in these communications.

I. Mediation Agreement Approval
   The approval of the Director of Office of State Human Resources or designee is required for mediation agreements that need a personnel transaction to be processed, except where the only personnel action is the substitution of resignation for dismissal. If a mediation agreement involves an exception to State Human Resources Commission policy, the approval of the Director of the Office State Human Resources or designee is required.

J. Mediation Responsibilities
   1) Grievant Responsibilities
      a) Attending the mediation as scheduled by the University;
      b) Preparing for the mediation by being able to communicate clear and concise information regarding the issues surrounding the grievance and the remedies sought;
      c) Notifying and receiving approval from University Human Resources, in advance of the scheduled mediation, if occurrences that are unavoidable or beyond the control of the Grievant prevent attendance at the mediation; and
      d) Making a good faith effort to resolve the grievance.
2) **Respondent Responsibilities**

a) Attending the mediation as scheduled by the University;
b) Preparing for the mediation by becoming knowledgeable regarding the issues surrounding the grievance and remedies sought;
c) Notifying and receiving approval from University Human Resources, in advance of the scheduled mediation, if occurrences that are unavoidable or beyond the control of the respondent prevent attendance at the mediation;
d) Consulting with management, Human Resources and/or legal counsel regarding possible areas of negotiation for grievance resolution; and
e) Making a good faith effort to resolve the grievance.

3) **University Human Resources Responsibilities**

a) Administering the mediation program within the University;
b) Appointing a University Mediation Coordinator, and other personnel as needed, to manage and schedule mediations;
c) Ensuring that the Grievant receives appropriate information about the mediation process;
d) Designating a qualified and informed University representative to serve as the Respondent for each mediation and who will have the authority to negotiate an agreement on behalf of the University that resolves the grievance;
e) Ensuring that the Respondent is adequately prepared for the mediation to understand possible areas of negotiation for grievance resolution;
f) Ensuring appropriate personnel (management, Human Resources or legal counsel) are available to respond to any issues that may arise during the course of the mediation;
g) Designating appropriate personnel to be available to review the terms of the draft agreement to ensure it is complete and contains the necessary information for implementation;
h) Reinforce the expectations for confidentiality of the Mediation;
i) Identifying suitable locations for Mediations;
j) Using only OSHR-approved Mediator(s) for each mediation session;
k) Reimbursing Mediators for travel at state-approved rates;
l) Providing nominees for consideration that meet the qualifications set forth by OSHR to be trained as OSHR mediators; and
m) Assuming financial responsibility for the initial and ongoing training of University nominated mediators.

4) **Office of State Human Resources Responsibilities**

a) Developing and maintaining mediation procedures and forms;
b) Establishing mediator eligibility and training requirements;
c) Maintaining a pool of qualified mediators;
d) Providing employment mediation training;
e) Maintaining a process for assigning mediators upon University request;
f) Ensuring that mediators adhere to the OSHR Mediator Code of Conduct; and
g) Conducting ongoing studies/analyses to evaluate program effectiveness.
IX. FORMAL GRIEVANCE - STEP 2 – HEARING PANEL/HEARING OFFICER

A. Hearing Process

If Mediation does not result in a resolution at Step 1, the Grievant has the ability to proceed to Step 2 of the internal grievance process. Human Resources will notify the Grievant of the opportunity to present the grievance orally to a Hearing Panel/Hearing Officer outside of the employee’s chain of command. The Step 2 filing must be received by the University HR Office within 5 calendar days of the date of the completion of mediation. The hearing process shall be concluded within 35 calendar days of filing Step 2 of the grievance process unless the Grievant and University mutually agree to extend the time. This will not extend the 90 calendar day timeframe.

B. Right to Challenge Appointed Hearing Officer or Hearing Panel Members

The Grievant has one opportunity to challenge the appointed Hearing Officer or up to 2 members of the Hearing Panel if the Grievant believes they cannot render an unbiased recommendation due to a real or perceived conflict of interest. The Grievant must submit the basis for the challenge in writing. Human Resources will review the challenge and replace the member(s) as appropriate. If the Grievant wishes to make a challenge, it must be done within 5 calendar days of receiving the notification of Hearing Officer/Hearing Panel.

C. Hearing Attendees

1) The Grievant who initiated the grievance;
2) Hearing Officer or Hearing Panel members;
3) Witnesses, as approved by the Hearing Officer or Hearing Panel Chair in accordance with the University process; and
4) Appropriate University and HR representatives. Attorneys and other advisors may not attend the hearing.

Audiotape, videotape, recording devices, and transmission devices are not permitted during the hearing unless approved by the Chancellor, or designee, of a constituent institution, or approved by the President, or designee, for UNC General Administration.

D. Hearing Participant Responsibilities

1) Grievant Responsibilities
   a) Attending the hearing as scheduled by the University;
   b) Notifying and receiving approval from Human Resources, in advance of the scheduled hearing, if occurrences that are unavoidable or beyond the control of the Grievant prevent attendance at the hearing;
   c) Preparing for the hearing by being able to present clear and concise information regarding the issues surrounding the grievance and remedies sought; and
   d) A Grievant who has an unexcused failure to attend a hearing as scheduled forfeits the right to proceed with the internal grievance process.

2) Hearing Officer/Hearing Panel Chair Responsibilities:
   a) Calling the hearing to order and establishing the process for the proceedings;
   b) Maintaining order and decorum;
   c) Ensuring that all parties are allotted adequate time to present evidence and question witnesses; and
   d) Submitting a proposed recommendation with documentation for a Final University Decision.
3) University Human Resources Responsibilities:
   a) Establishing the use of either a Hearing Panel/Hearing Officer;
   b) Administering the hearing process within the University;
   c) Providing that all parties receive appropriate information about the hearing process;
   d) Establishing a process for the Grievant to challenge the appointed Hearing Officer or Hearing Panel members; and
   e) Consulting with OSHR on the proposed Final University Decision Recommendation.

E. Grievance Presentation
   1) The Hearing Officer or Hearing Panel Chair will preside over the hearing to allow the parties to present information relevant to the nature of the grievance, facts upon which the grievance is based, and the remedies sought.
   2) Each party shall be given a fair opportunity to present evidence on the issues to be heard and to question witnesses.

F. Proposed Recommendation
   1) The Hearing Panel Chair or Hearing Officer will draft a proposed recommendation for a final University decision including justification to support the recommendation and submit to the Chancellor or designee.
   2) The Chancellor or appropriate designee will forward the proposed recommendation to the Director of the Office of State Human Resources. This must be completed within the 35 calendar day timeframe for the Step 2 hearing process.
   3) The Director of the Office of State Human Resources or designee shall review the proposed recommendation and will respond to the University within 10 calendar days.

G. Final University Decision
   1) The University shall consider any input received from the Director of the Office of State Human Resources and issue its Final University Decision to the Grievant within 5 calendar days.
   2) The proposed Final University Decision shall not be issued or become final until reviewed and approved by the Office of State Human Resources.
   3) The Final University Decision shall be issued in writing within 90 calendar days of the initial filing of the grievance. The Final University Decision will include information about any appeal rights.

H. Settlement Approval
   The approval of the Director of the Office of State Human Resources or designee is required for settlements that need a personnel transaction to be processed, except where the only personnel action is the substitution of a resignation for a dismissal. If a settlement involves an exception to the State Human Resources Commission policy, the approval of the Director of the Office of State Human Resources or designee is required.

X. APPEAL TO THE OFFICE OF ADMINISTRATIVE HEARINGS
   A. University Requirements to Notify Grievant of Appeal Rights
      The Final University Decision shall inform the Grievant in writing of any appeal rights through the Office of Administrative Hearings for contested case issues. The Grievant must be specifically informed of the following:
      1) The appeal is made by filing a “Petition for a Contested Case” hearing with the Office of Administrative Hearings;
      2) The appeal to the Office of Administrative Hearings must be filed within 30 calendar days after the Grievant receives the Final University Decision; and
      3) A fee is charged for filing a Petition for a Contested Case Hearing.
B. Grievant Access to the Office of Administrative Hearings

1) If the Grievant is not satisfied with the Final University Decision, the Grievant may file a Petition for Contested Case Hearing in the Office of Administrative Hearings in cases where the grievable issue may be appealed. An Administrative Law Judge will conduct a hearing and render a Final Decision.

2) A Petition for Contested Case Hearing must be filed within 30 calendar days after the Grievant receives the Final University Decision. The Grievant may file the appeal at:

   Office of Administrative Hearings  
   1711 New Hope Church Road (Physical Address) Raleigh, NC 27609  
   6714 Mail Service Center (Mailing Address) Raleigh, NC 27699-6700  
   (919) 431-3000

   Hearing procedure requirements and filing form (OAH Form H-06A) can be obtained from the Office of Administrative Hearings at: http://www.ncoah.com/hearings/ or by calling (919) 431-3000.

XI. RESPONSIBILITIES FOR THE SHRA EMPLOYEE GRIEVANCE POLICY

A. University Human Resources, AA/EEO Office Responsibilities

1) Adhere to the SHRA Grievance Policy;

2) Develop and communicate internal procedures as needed;

3) Provide current employees and new hires with access to the Employee Grievance Policy;

4) Notify employees of any change to the internal University grievance process no later than 30 calendar days prior to the effective date of the change;

5) Maintain grievance data in the Grievance Log provided by OSHR. Data must be entered as events occur; and

6) Provide employee grievance reports to OSHR as request.

B. Office of State Human Resources Responsibilities

The Office of State Human Resources shall:

1) Seek appropriate approval of the SHRA Grievance Policy any time modifications are made;

2) Provide consultation and technical assistance to Universities as needed; and

3) Conduct ongoing studies/analyses to evaluate policy effectiveness and communicate results to improve the program effectiveness.