Appendix DDD

Security and Fire Safety
Report

MONTANA STATE UNIVERSITY NORTHERN

YOUR NORTHERN
YOUR CAMPUS
YOUR EXPERIENCE
YOUR FUTURE

2015 SECURITY & FIRE SAFETY REPORT

MONTANA STATE UNIVERSITY
NORTHERN
Education that Works

Inside this Report

The information in this report was collected and compiled by the Dean of Student Engagement

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Introduction

Thank you for reviewing this year's edition of the Annual Security and Fire Safety Report (ASR). This publication represents the University's information and data in compliance with the ***Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Higher Education Opportunity Act of 2008, and the 2013 Reauthorization of the Violence Against Women Act.*** This report includes statistics of the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by MSU-Northern and on public property within, or immediately adjacent to and accessible from the campus. The report also includes fire safety policies and statistics, emergency notification procedures, and protocols for missing persons.

This report is also intended to be a resource guide, directing readers to campus safety and security services and providing crime prevention and personal safety guidance and strategies. It includes information and policy statements regarding: crime prevention and security awareness; fire safety; alcohol and substance abuse prevention, sexual misconduct, dating violence, domestic violence, and stalking prevention, policies, response and resources; procedures for reporting a crime; and emergency and evacuation policies and procedures; missing student policies; as well as other matters of importance to the campus community.

Each year, an email notification is sent to all enrolled students, faculty and staff which provide an exact web address for this on-line Annual Security and Fire Safety Report, a brief description of the report, and information about where to obtain paper copies of this report. Paper copies are available in the Dean of Student Engagement Office and in Human Resources.

MSUN is committed to providing a safe and secure educational and working environment. All members of our campus community (students, employees and visitors) are encouraged to read and understand the security, personal safety, and other useful information contained in this report. Personal safety is the responsibility of each individual. As such, MSUN encourages each student, employee and visitor to aware of how to most effectively protect them self and to report crimes and suspicious incidents.

I encourage all community members to take a few minutes and review this document. If you have any questions or suggestions concerning this publication, please feel free to contact me at (406)265-3561 or via email at kimberly.watson5@msun.edu.

Sincerely,
Kim

Kim Watson
Dean of Student Engagement

Quick Reference: Resources

Local Law Enforcement (Off-campus)

Emergency	9-1-1
Non-emergency:	
Havre Police	406-265-4361
Lewistown	406-535-1800
Great Falls	404-455-8512

Fire Department

Havre	406-265-6511
Lewistown	406-535-1780
Great Falls	406-727-0538

Campus Offices

Student Health Services Monday – Thursday 9am – 3pm Fall and Spring semesters only	406-265-3599
Student Support Services Cowan Hall 211	406-265-3783
Dean of Student Engagement (weekdays)	406-265-3561
Facilities 300 13th St W	406-265-3755
Housing Student Union Building	406-265-3561
Diversity Awareness & Multicultural Programs Cowan Hall 308	406-265-3589
Title IX Cowan Hall 208	406-265-4147

National and State Wide Hotlines

Alcoholics Anonymous – Montana	877-515-1255
Alcohol & Drug Help Line	206-722-3700
Benefis Addiction Center, Great Falls	406-455-2367
Center for Mental Health	888-718-2100
District IV HRDC Domestic Abuse Program (Havre)	406-265-222 or 406-265-6743
Ferguson County Attorney Victim Assistance Program (Lewistown)	406-538-8127
Hi-Line Recovery Inc., Conrad	406-278-5245
Hi-Line Recovery, Cut Bank	406-873-2155
Hi-Line Recovery Immediate Treatment Help	888-206-3273
Montana Addiction & Mental Health Disorders Division, Helena	406-444-3964
Montana Tobacco Quit Life or	800-QUIT-NOW 800-784-8669
Narcotics Anonymous 24 Help Line	800-990-6262
National Domestic Violence Hotline	800-799-7233
National Sexual Assault Hotline	800-656-4673
National Help Line for Problem Gambling	800-522-4700
Poison Control	800-222-1222
Road Emergency Assistance	800-472-2121
Substance Abuse & Mental Health Services Association	800-662-HELP
Victim Witness (Great Falls)	406-771-1180 Ext 218/318
Voices of Hope	406-453-4357
National Suicide Prevention Hotline	800-273-TALK (8255)
Suicide Hotline	800-SUICIDE (784-2433)

Timely Warnings and Emergency Notification

MSU-Northern has an Emergency Notification Policy. The policy provides that MSU-Northern will issue an emergency notification to the campus community in event of violent crimes or emergencies which represent a serious or continuing threat to the campus.

Consistent with the requirements of the Clery Act, MSUN will "immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, unless issuing a notification will compromise the efforts to contain the emergency".

The Chancellor or their designee will quickly decide whether to issue a timely warning and emergency notification after reviewing factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. The Chancellor or their designee will also determine the appropriate audiences in the campus community to receive the notice and whether the emergency information should be provided to the larger community.

Timely warning may be issued for such crimes as murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, arson, motor vehicle theft, and hate crimes.
Timely warnings will typically include information such as a brief statement of the incident, physical description of any suspect, appropriate safety tips, and other relevant, available information. The warnings will withhold the name of the victim as confidential.

Timely warnings and emergency notifications will be distributed by various means including text messaging through the MSUN Alert System, email, MSUN's home page, campus voice mail, MSUN switchboard message, campus social media.

Anyone with information about a situation that may require the issuance of a timely warning or emergency notification should report the circumstances to the MSUN Security Officer, by calling 406-265-3755 or in person at the Facilities Services Building, located at 300 W 11th Street.

The MSU-Northern Emergency Notification System shall only be initiated for emergency events such as: bomb threat, civil disturbance, fire, hazardous material release, major road closing, medical emergency, physical assault, suspicious package, utility failure, severe weather, missing person, other life threatening condition.

The Chancellor or their designee will issue the emergency notification. There are two ways the Emergency Notification System can be activated. The first is for emergencies that have been identified by the campus and are the result of an administrative decision and the second is for emergencies identified through a 911 call (the Police Department informing the University of an emergency).

The MSU-Northern Emergency Notification System (ENS) includes: text messaging **MSUN Alert System**, University e-mail, posting on MSUN home page, message on all campus computers, campus social media. Participation in the MSU-Northern's Emergency Notification System is required for all students, staff and faculty. All individuals with wireless communication devices paid for in whole or part by the University must participate in the Wireless Emergency Notification System (WENS) emergency text message system. The University will also pre-populate the MSU-Northern Emergency Notification System with the e-mails and cellphone numbers that exist on Northern's Banner system for all MSU-Northern students, faculty and staff. People wishing to receive an emergency text message must register on the WENS emergency text message system. International and toll based numbers are not allowed. Those individual without mobile phones can use an alternate phone number (home, spouse, parent, etc.) and a voice message will be sent to the designated phone in place of a text message.

Due to limited characters available in the text messaging, the MSUN Alert System would only be able used to provide limited safety information that is critical such as areas to avoid, shelter in place, all clear, etc. The larger community, including parents and other interested persons can obtain information about an emergency on campus via the university webpage (www.msun.edu).

It should be noted that unlike the timely warning requirement, an emergency notification isn't restricted just to Clery reportable crimes. Incidents such as a serious gas leak, haz-mat spill, tornado warning, etc., could warrant the use of this protocol.

Annual Notification & Testing

MSUN will test its emergency response and evacuation procedures on at least an annual basis through scheduled drills, exercises, and appropriate follow through activities designed to assess and evaluate the emergency plans and capabilities. Tests may be announced or unannounced. The tests will be documented, including the date and time and whether it is announced or unannounced.

Reporting Crimes on a Voluntary, Confidential Basis

If you are a victim of a crime and do not want to pursue action within the university system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the dean of student engagement can file a report on the details of the incident without revealing your identity, except in cases of sexual violence in which we are required to report that information to the Title IX coordinator. Please note that the dean of student engagement is also a Title IX deputy. The purpose of this confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself or others. With such information, the university can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular locations,

method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Campus Security and Crime

Preparation of the Annual Disclosure of Crime Statistics

The university prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act. The dean of student engagement compiles reported crimes to the campus security authorities that were reported to them the previous calendar year. By October 1st of each year, a notice is emailed to all faculty, staff, and students that provided a direct link to the MSUN website containing the Clery Act report. Hard copies of the report may be obtained from the dean of student engagement office.

Access/Maintenance Considerations for Campus Facilities and Residence Halls

It is the policy of MSU-Northern that other than during normal working hours, all buildings shall be locked in order to maintain the security of both the buildings and their contents.

Building coordinators have been appointed for each building and they have primary authority to approve issuance of keys to building occupants and approve transfer of keys between individuals. Our Facilities Services department is manages the campus key system. It is the responsibility of the building coordinator or their designee to inform Facilities Services if buildings need to be opened other than normal working hours.

Primary security in buildings is maintained through a master key system managed by Facilities Services. This key system provides access for authorized students, staff and faculty to academic buildings during closed hours. Key access is provided with appropriate written supervisory approvals. Campus buildings (non-residence) are normally open from 6:00am – 11:00pm (closing times may vary) Monday through Friday or for scheduled weekend classes and special events, but are locked at all other times.

In addition, the university has adopted the following additional security practices:

- Rules that require that exterior building doors are not propped open when the doors are locked
- The right to prohibit, limit or otherwise restrict access to or use of its buildings, facilities or other property as may be necessary to provide for the orderly conduct of the University's educational and service programs and the safety and security of the campus property, students, employees, guests and other visitors.
- Substantial outdoor lighting installations which helps deter criminal behavior and enhances security; lighting is routinely patrolled to identify outages and periodically assessed to assure effectiveness.
- The University has a Memorandum of Understanding with the City of Havre Police Department to drive through campus daily during the academic school year.

- A policy requiring background checks for new employees; potential employees with criminal backgrounds may be denied employment to protect the campus community

Security in Residence Halls

Students are responsible for their personal safety and the safety of their property. Students are encouraged to always keep their room door lock. Students are encouraged to report any suspicious behavior to the custodian, resident assistant, resident director or contact Havre Police Department. Resident Assistants conduct building rounds nightly between 10pm – 12midnight Sunday – Wednesday and 10-pm – 2am Thursday – Saturday during the academic year. The residence halls are locked during break periods. Any student who is staying over the break period will be issued an exterior door key.

Security in Building Maintenance

Anyone entering a locked room or area has the responsibility for locking the protected space when he/she leaves. Facilities Services provides a call-out program to provide maintenance services during after-hour, weekend, and holiday periods. If an employee is called in to assist with after-hour maintenance issues, the employee goes and picks up their assigned keys from the Facilities Services area. Special assignment of keys where required (such as contractors, etc.) may be authorized by the campus Facilities Services Director. Students must contact the building custodian or contact the student union building information desk to submit a work order. The student must inform the individual who they are reporting the problem to if they would like to be present when the work order is completed. The facilities department issues a 24 hour notice of entry prior to completing work in our student family housing area. In times of emergency, members of the facilities department have permission to enter living areas to make the necessary repairs. Off campus maintenance personnel are not allowed access to residential areas without permission from the direct of facilities (or designee).

Department of Authority

Although the university does not have any written “memorandum of understanding” (MOU) agreements with local or state law enforcement agencies for response to or investigation of crimes, they maintain a good working relationship with the Havre Police Department.

Reporting Crimes and Emergencies

To help provide a safe and secure environment, all members of the MSU-Northern community, including campus visitors are encouraged to report any criminal activity or emergency they observe.

- For emergencies call 911
- Non-Emergencies but need police assistance, call 406-265-4361 (Havre Police Department)
- MSU-Northern Facility Services 406-390-4308

MSU-Northern does not have a campus police force but works closely with the Havre Police Department to maintain campus safety. The University has a contract with the Havre Police Department to check the campus multiple times during the day and evening.

Suspicion of a crime does not require proof. If you suspect a crime has been committed or is being committed, call the Havre Police Department immediately. Preventing crime and reporting crime is everyone's responsibility. School personnel will assist the student in notifying the proper authorities if so requested.

Lewistown – If you need to report a crime or emergency at the Lewistown site, you can contact the Lewistown Police by dialing 911 in an emergency or 406-535-1800 in a non-emergency situation. Please report all crimes to the Lewistown Police Department.

Great Falls College MSU – If you need to report a crime or emergency at the Great Falls site, you can contact the Great Falls Police by dialing 911 in an emergency or 406-727-7688 in a non-emergency situation. Please report all crimes to the Great Falls Police Department.

If you are unsure what you have witnessed or experienced is a crime, please contact the local law enforcement agency in your area.

All criminal and policy violation reports are forwarded to the dean of student engagement office for review for potential conduct action.

By promptly reporting crimes, it will ensure inclusion in the annual crime statistics and will aid in providing timely warning notices to the community, when appropriate.

If you are a victim of a crime of violence

The university 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 such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Pastoral and Professional Counselors (Crime Reporting)

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for the inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem appropriate,

to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

Pastoral Counselor – An employee of the institution, who is associated with a religious order or denomination, recognized by the religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of the recognition as a pastoral counselor.

Professional Counselor – An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

Security Awareness and Crime Prevention Programs

During orientation in August and throughout the year, crime prevention programs and sexual assault prevention programs are offered on a continual basis. Programs offered included crime prevention awareness sessions on sexual assault, stalking, domestic and dating violence, alcohol abuse, date rape drugs, theft prevention, etc.

Also in August, all faculty and staff attend a training conducted by the University's legal counsel covering topics such as Title IX, sexual misconduct, domestic violence, dating violence and stalking prevention.

Crime Prevention and Safety Programs:

On-Campus Housing Fire Prevention Information

Beginning of the school year information sessions are conducted in the living units where students learn what to do if they see or smell a fire, policies regarding open flames, cooking within the residential areas and building evacuation procedures if the fire alarm goes off. **Two fire evacuation drills were administered in the residence halls during the 2014 calendar year (one each semester).**

Personal Safety

A member of the Havre Police Department presented a program to residential students regarding personal safety tips, city ordinances as well as provided information about the town as the majority of our residents are not familiar with the area.

Montana State University – Northern stresses that preventing crime is a shared responsibility. Every campus community member should play an active role in making the university environment safe and secure from criminal activity. The Havre Police Department has played an active role by providing presentations on

personal safety. As well as spending time be visible and visiting with students in the residential areas. Crime prevention materials and reminders are also distributed to the campus community.

Tips for Prevention of Campus/Personal Property Theft

Tips to secure your computer

- Use a security device such as a cable lock whenever possible or store your laptop in a secure area.
- Regularly update your virus protection software & download security updates and patches.
- Use a firewall program and use a secure browser.
- Delete all suspicious emails and their attachments.
- Don't share your password; make your password difficult to guess. If possible, do not let the computer remember passwords for you.

To reduce the opportunity of theft:

- Do not leave your wallet/purse or other valuables unattended in an unlocked desk or cabinet
- Lock your door or your desk when you leave, even if you are gone for a short time
- Be alert for suspicious activity and report it (Havre Police Department non-emergency number 406-265-4361)
- Maintain strict key control
- Keep updated inventory of all office, lab, and home equipment
- Have all equipment secured with approved lock-down device(s)
- Identify all University equipment
- Identify personal property by engraving your driver's license number. Do not use your social security number.

The Student Union Building has an engraver available that maybe checked out for a period of time. Available hours for checkout are M-F 8-12 and 1-5.

Vehicle Safety Tips

- Have your vehicle keys in hand when you approach your vehicle
- Prior to entering your vehicle, check the inside and look underneath
- Immediately lock all doors upon entering your vehicle or exiting vehicle
- Maintain car in good working order, with safe tires and sufficient gas
- Park in well-lit heavily populated areas
- Do not leave valuable items visible in your car
- Close all windows and lock all doors before leaving your vehicle

Prevention of ID Theft

- Buy a good shredder – use it to shred pre-approved credit applications, credit card receipts, bills and other information you don't want before discarding them
- Never leave receipts at bank machines, bank counters, or public trach receptacles
- Never give out personal information over the phone, such as your social security number, date of birth, mother's maiden name, credit card number, or bank PIN code, unless you initiated the phone call or know exactly who you are dealing with
- Save all credit card receipts and match them against your monthly bills. Be sure to shred before discarding
- Never loan your credit cards to anyone else
- Report all lost or stolen credit cards immediately
- Be aware of con artists who may use interactive service sites on the web or mail or telephone solicitations disguised as surveys or promotions offering instant prizes or awards to obtain your personal information or your credit card numbers

What to do if your wallet or purse has been stolen or lost?

- Cancel credit cards immediately
- Tip – have the toll free numbers and your credit card numbers handy so you know whom to call. **Do not keep this information in your wallet or purse.**
- Contact the bank if your checkbook or ATM card has been stolen
- File a police report immediately
- Call all of the following numbers immediately to place a fraud alert on your name and social security number. This alert means that they have to contact you by to authorize new credit:
    - Equifax (800) 525-6285
    - Experian (888) 397-3742
    - Trans Union (800) 680-7289
    - Social Security Administration Fraud Hotline (800) 269-0271

Apartment/Home Safety Tips

- Report suspicious characters and activities immediately.
- Do not hold building entry doors open for strangers.
- Do not enter an elevator if you are uncertain of any occupant.
- Try to stand near the elevator control panel. If accosted, press all the buttons.
- Have keys ready to enter your residence quickly.
- Insure your apartment and keys against losses.
- Secure doors and windows at all times especially if windows are easily accessible from the outside.
- Install and use a wide angle peephole in all exterior doors.
- Change locks or re-key immediately if door keys have been misplaced.

- Identify callers before opening doors, check IDs of all repair and sales personnel prior to permitting entry into your home.
- If you suspect a prowler in inside your home, avoid confrontation, get out immediately and call the police.
- Keep money and valuable in secure places, preferably in a safe.
- Keep your curtains and blinds closed at night.
- Do not allow newspaper or other mail to accumulate when away, have newspaper stopped and friend/neighbor pick up mail for you if necessary.

Personal Safety

- Travel with a friend or in a group
- Be alert and aware of your surroundings
- Be assertive
- Do not carry excess amounts of cash or more credit cards than you need
- Use well-lit and frequently traveled routes
- Dress in clothes and shoes which do not hamper movement

Crime Statistics Report

This reports includes statistics for the previous three years concerning reported crimes that occurred on-campus, non-campus property owned or controlled by MSUN and on public property within, or immediately adjacent to and accessible from, the campus.

The Jeanne Clery Disclosure of Campus and Security Policy and Campus Crime Statistics Act (20 U.S.C. 1092(f) is a federal law that requires colleges and universities to disclose information about crime on and around their campuses. The following pages provide crime rates and statistics for the 2014, 2013 and 2012 calendar years as required by law.

The Clery Act requires that the following “Clery crimes” be reported:

- ✓ Murder and Non-Negligent Manslaughter
- ✓ Negligent Manslaughter
- ✓ Sex Offenses, which include
    - Rape
    - Fondling
    - Incest
- ✓ Robbery
- ✓ Aggravated Assault
- ✓ Burglary
- ✓ Motor Vehicle Theft
- ✓ Arson

- ✓ Domestic Violence
- ✓ Dating Violence
- ✓ Stalking
- ✓ Hate Crimes
- ✓ Alcohol
- ✓ Drugs
- ✓ Weapons

Criminal Offenses are defined as outlined by the U.S. Department of Justice, FBI National Incident-Based Reporting System.

Under the Clery Act, Montana State University-Northern is required to report annual crime statistics showing reported occurrences of specific types of crime for the benefit of current/prospective students and employees.

Crimes reported under the Silent Witness Program are included in the annual disclosure of crime statistics.

Statistics pertaining to referrals for disciplinary action reflect those incidents of alcohol, drugs, and weapons violations that were referred to the Dean of Student Engagement/Director of Residence Life for student disciplinary action. Statistics for off-campus crime are not collected for Clery reportable offenses or arrests.

Definitions. *The following definitions apply to Clery Act statistics.*

On-campus is defined as "any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support, of, or in a manner related to, the institution's educational purposes, including student halls; and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor)."

> ***On-campus Subset: On-campus Student Housing** is defined as "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, and is within the reasonably contiguous geographic area that makes up campus."

Non-campus building or property is defined as "any building or property owned or controlled by a student organization recognized by the institution; and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution."

Public Property is defined as "all public property that is within the same reasonably contiguous geographic area of the institution such as a sidewalk, a street, other thoroughfare, or parking facility; and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support or, or in a manner related to the institution's educational purposes."

Crime Statistics Collection

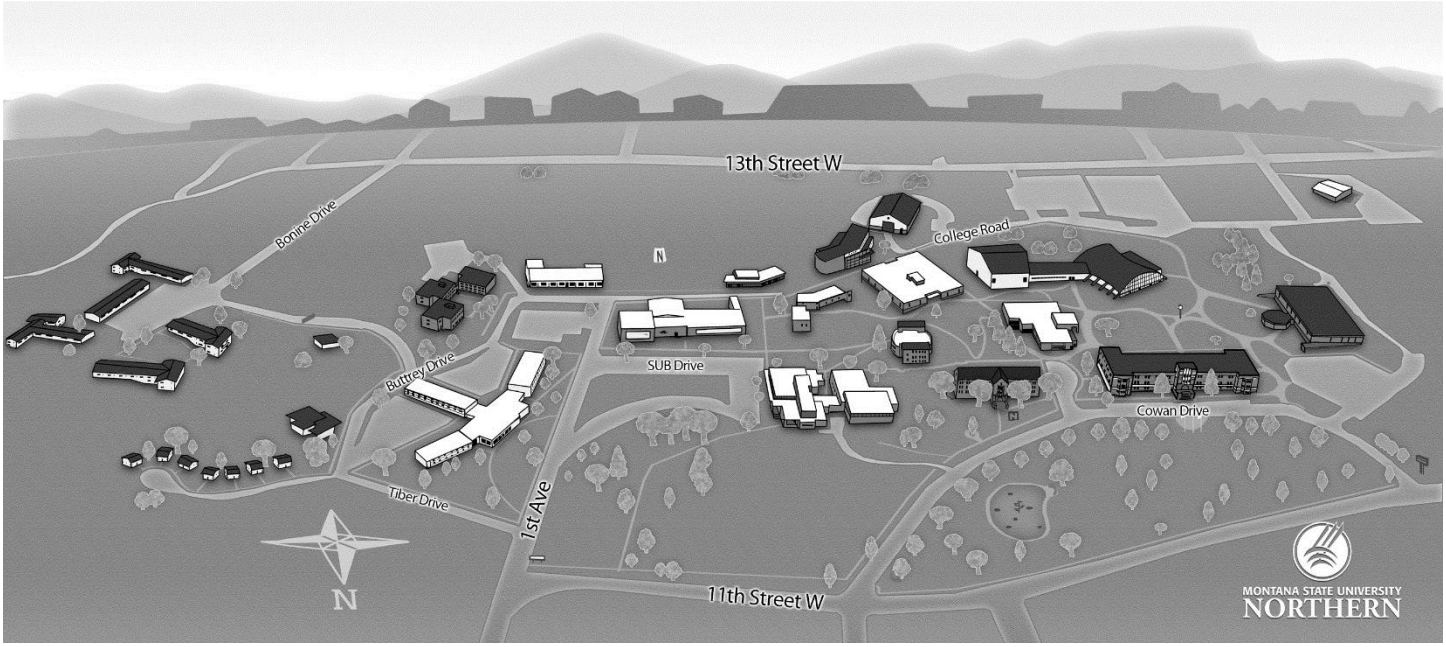
In accordance with the Jeanne Clery Disclosure of Public Safety Policy and Campus Crime Statistics Act (the Clery Act) of 1998 and the Higher Education Amendments of 1992 and 2008, MSUN collects and reports crimes on campus, non-campus sites owned or maintained by MSUN and/or recognized University organizations, and public property. MSUN prepares a three year statistical report of these incidents and provides this report to MSUN student and employees through publication on the MSUN website and specific notifications sent annually referring students and employees to the report.

The current reported crime statistics are found below and can also be assessed by going to the Department of Education's Security Statistics search site at http://www.ope.ed.gov/security and to the MSUN website.

Unfounded crimes

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is considered "unfounded" and is not included in our statistics. Only sworn or commissioned law enforcement personnel may "unfound" a crime. If a crime is report and is later "unfounded" in a subsequent year, our statistics will reflect this change by using a caveat to not that the change in a prior year's statistics reflects the "unfounding" of a crime.

MSU-Northern Clery Crime Reporting Map - Havre



If you are a victim or witness of a crime: Report the incident immediately to Havre Police Department. If you can, gather pertinent information about the suspect, such as sex, race, hair color, length and texture, body size, clothing description, scars and other noticeable characteristics, modes of travel, type of vehicle, color and license information.

Suspicious persons: If you see someone acting suspiciously, call 911. Do not approach the individual yourself. Report the type of suspicious behavior and the location. Relay pertinent information concerning the person including: age, sex, dress, vehicle and direction of travel.

Bomb threats: If you receive a bomb threat, it is important to obtain as much information as possible from the caller. Things to ask are: (1) location of bomb, (2) time of explosion, and (3) type of bomb – what will cause it to explode? Make mental notes about the caller's voice, and background noises which you may hear. Call 911 immediately. Do not panic. Follow instructions given from the 911 dispatcher. Do not hang up until the dispatcher hangs up.

What to Report: When calling Havre Police Department or other emergency personnel to report an incident, please provide the following information:

1. Your name
2. Location of incident
3. Type of incident
4. Description of suspect, vehicles or other pertinent information
5. Return telephone number

Confidential Reports: If you would like, confidential reporting is an option. MSUN offers **Silent Witness Form** to anyone who has witnessed, or knows about, a crime committed on campus. After providing the information described in the above paragraphs, you are encouraged to provide information you feel may aid in keeping your campus safe and secure, then submit the form by clicking the Submit tab on the page.

Campus Security Authorities

Under the Clery Act MSU-Northern must designate certain individuals and organizations as "Campus Security Authorities." Crimes reported to any Campus Security Authority will be included in the annual crime statistics found in Appendix I.

As explained above, students, employees, and visitors are encouraged to report crimes to the Havre Police Department. However, students may contact any Campus Safety Authority for appropriate assistance in reporting crimes. Confidentiality of crime reports made to CSAs cannot be promised. Clery requires statistical reporting, but CSAs are also reporters under the requirements of Title IX and as such may not be able to maintain confidentiality. There may be instances where the University must act regardless of the wishes of the complainant or reporter. Nevertheless, in such cases MSUN will take care to protect identities to the extent allowed by the circumstances and law.

A Campus Security Authority who has been informed of an alleged crime must follow MSU-Northern procedures for making reports for the annual crime statistics report. In addition, the Campus Security Authority must report to other university officials, as appropriate, such as the Title IX Coordinator, Title IX Deputies, Dean of Student Engagement, to initiate any applicable investigative or other procedure.

MSU-Northern has designated the following positions as "Campus Security Authorities" and crimes reported to any persons in the stated positions will be included in the annual disclosure of crime statistics.

Chancellor and All Vice Chancellors
Dean of Student Engagement
Director of Student Activities
Director of Student Health & Wellness
Athletic Director
Head Coaches
Assistant Coaches – (fully time only)
Athletic Trainers
Title IX Coordinator & Deputies
Advisors to Registered Student Organizations

University Response to Crime Reports

Silent Witness: This program is designed so that students, faculty and staff can report suspicious activity and crimes via the internet while remaining anonymous. Individuals can complete an on-line form or if wish to give a tip by phone or it is the weekend they can call a specific number. Please keep in mind this program is not intended for crimes in progress or for emergencies, dial 911 in those instances.

Campus Security Information and Education

Educational programs concerning personal safety, crime prevention, including prevention of sexual assault, date/acquaintance rape and personal safety techniques are offered by a variety of groups and individuals each year, including Havre Police Department, Director of Student Health and Wellness and others. Presentations include:

- Alcohol awareness
- Drug awareness
- Crime Prevention covering crimes such as sexual assault, sexual intercourse without consent, relationship violence, privacy in communications, and stalking
- Active shooter protocol
- Workplace violence protocols
- New Employee Orientation
- All Faculty & Staff beginning of year meeting
- Property security

- Personal safety
- Legal issues
- Student Health 101 – online magazine
- AlcoholEdu
- Haven
- World Aids Day
- Others upon request

Residence Hall students receive information regarding safety & security and University rules and regulations through building wide meetings at the beginning of each semester as well as floor meetings throughout the year.

**Beginning with the 2014 Annual Security and Fire Safety Report, the following crimes will also be reported: domestic violence, dating violence, and stalking. Sex offenses are no longer classified as "forcible" and "non-forcible". Sex offenses, for Clery counting purposes, are Rape, Forcible Fondling, Statutory Rape and Incest. ("Rape" is now inclusive of sexual assault, sexual assault with an object, and forcible sodomy and can be perpetrated against both women and men.)*

Hate Crime is defined as a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a performed negative opinion or attitude toward a group of persons based on their race, gender, religion, national origin, sexual orientation, gender identity, ethnicity or disability. For Clery Act reporting purposes, hate crimes include any offense in the following list that is motivated by bias:

- Murder and Non-negligent manslaughter
- Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Destruction/Damage/Vandalism to Property
- Intimidation
- Larceny/Theft
- Simple Assault

Information Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking Prevention

The Montana State University System provides an on-line Equity Training for all faculty and staff. This training module is to increase our knowledge of issues discrimination and harassment with the University community and make the University a welcoming educational and work environment for everyone.
"*As President of Montana State University I support a working and academic environment that embraces inclusiveness, promotes shared respect and values the expression of diverse ideas. This training program is a measure of my commitment to an environment free of discrimination and harassment so that all our students, faculty and staff can thrive in a positive and proactive learning, working and living environment.*"
-President Waded Cruzado

The University does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sexual based discrimination and are also prohibited whether sexually bases or not and include sexual assault, dating violence domestic violence, and stalking, as defined by the Clery Act.

As a result the University has a comprehensive plan addressing sexual misconduct , including the timeframes for resolution, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a university official. Montana State University Northern prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community.

The university prohibits anyone from retaliating, intimidating, threatening, coercing or otherwise discriminating against any persons exercising their rights or responsibilities under the university's policies and procedures for addressing offenses of domestic violence, dating violence, sexual assault or stalking or as otherwise may be provided or required under the Clery Act.

Definitions

There are numerous terms used by the university in our policy and procedures. Conduct may be both punishable under the criminal statues and university policy. These processes are separate and distinct from one another, however, but can run concurrently.

Criminal Offenses are defined as outline by the U.S. Department of Justice, FBI National Incident-Based

Murder & Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another. Any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime is classified as murder and non-negligent manslaughter.

Negligent Manslaughter: Is defined as the killing of another person through gross negligence. Deaths of persons due to their own negligence, accidental deaths not resulting from gross negligence, and traffic fatalities, are not included in the category Negligent Manslaughter.

Sex Offenses (definitions from the Uniform Crime Reporting (UCR) Handbook

Sex Offense: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

A. **Rape –** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ or another person, without the consent of the victim.
   1) **Sodomy** – Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because his/her temporary or permanent mental or physical incapacity
   2) **Sexual Assault With An Object –** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because his/her temporary or permanent mental or physical incapacity. (an "object" or "instrument" is anything used by the offender other than the offender's genitalia, e.g. a finger, bottle, handgun, stick).
B. **Fondling –** 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 his/her temporary or permanent mental or physical incapacity. (Because there is no penetration in fondling, this offense will not convert to the SRS as Rape)
C. **Incest –** Nonforcible sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.
D. **Statutory Rape –** Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Robbery: The taking, or attempted taking, of anything of value from one person by another, in which the offender uses force or the threat of violence.

Aggravated Assault: An attack by one person upon another, in which the offender uses or displays a weapon in a threatening manner or the victim suffers severe injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Burglary: The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Motor-Vehicle Theft: The theft of a motor vehicle, including automobiles, trucks, motorcycles, and mopeds.

Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, or aircraft, personal property of another, etc.

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, 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 by any other person against an adult or youth victim who is protected from that persons acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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; and, where the existence of such a relationship shall be determined by the victim with consideration of the following factors: (1) The length of the relationship, (2) The type of relationship, (3) The frequency of the interaction between the persons involved in the relationship.

Stalking: a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress. Stalking includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death.

Retaliation is action taken by an accused individual or an action taken by a third party against any person because that person has opposed any practices forbidden under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment, or sexual misconduct. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.

Liquor-Law Violations: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal

transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned offenses. Drunkenness and driving under the influence are not included in this definition.

Drug-Law Violations: Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Weapons-Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned offenses.

Montana Code Annotated Partner or Family Member Assault

Montana Code 45-5-206. Partner or family member assault -- penalty. (1) A person commits the offense of partner or family member assault if the person:

(a) purposely or knowingly causes bodily injury to a partner or family member;

(b) negligently causes bodily injury to a partner or family member with a weapon; or

(c) purposely or knowingly causes reasonable apprehension of bodily injury in a partner or family member.

(2) For the purposes of Title 40, chapter 15, 45-5-231 through 45-5-234, 46-6-311, and this section, the following definitions apply:

(a) "Family member" means mothers, fathers, children, brothers, sisters, and other past or present family members of a household. These relationships include relationships created by adoption and remarriage, including stepchildren, stepparents, in-laws, and adoptive children and parents. These relationships continue regardless of the ages of the parties and whether the parties reside in the same household.

(b) "Partners" means spouses, former spouses, persons who have a child in common, and persons who have been or are currently in a dating or ongoing intimate relationship.

(3) (a) (i) An offender convicted of partner or family member assault shall be fined an amount not less than $100 or more than $1,000 and be imprisoned in the county jail for a term not to exceed 1 year or not less than 24 hours for a first offense.

(ii) An offender convicted of a second offense under this section shall be fined not less than $300 or more than $1,000 and be imprisoned in the county jail not less than 72 hours or more than 1 year.

(iii) Upon a first or second conviction, the offender may be ordered into misdemeanor probation as provided in 46-23-1005.

(iv) On a third or subsequent conviction for partner or family member assault, the offender shall be fined not less than $500 and not more than $50,000 and be imprisoned for a term not less than 30 days and not more than 5 years. If the term of imprisonment does not exceed 1 year, the person shall be imprisoned in the county jail. If the term of imprisonment exceeds 1 year, the person shall be imprisoned in the state prison.

(v) If the offense was committed within the vision or hearing of a minor, the judge shall consider the minor's presence as a factor at the time of sentencing.

(b) For the purpose of determining the number of convictions under this section, a conviction means:

(i) a conviction, as defined in 45-2-101, under this section;

(ii) a conviction for domestic abuse under this section;

(iii) a conviction for a violation of a statute similar to this section in another state;

(iv) if the offender was a partner or family member of the victim, a conviction for aggravated assault under 45-5-202 or assault with a weapon under 45-5-213;

(v) a conviction in another state for an offense related to domestic violence between partners or family members, as those terms are defined in this section, regardless of what the offense is named or whether it is misdemeanor or felony, if the offense involves conduct similar to conduct that is prohibited under 45-5-202, 45-5-213, or this section; or

(vi) a forfeiture of bail or collateral deposited to secure the defendant's appearance in court in this state or in another state for a violation of a statute similar to this section, which forfeiture has not been vacated.

(4) (a) An offender convicted of partner or family member assault is required to pay for and complete a counseling assessment with a focus on violence, controlling behavior, dangerousness, and chemical dependency. An investigative criminal justice report, as defined in 45-5-231, must be copied and sent to the offender intervention program, as defined in 45-5-231, to assist the counseling provider in properly assessing the offender's need for counseling and treatment. Counseling providers shall take all required precautions to ensure the confidentiality of the report. If the report contains confidential information relating to the victim's location or not related to the charged offense, that information must be deleted from the report prior to being sent to the offender intervention program.

(b) The offender shall complete all recommendations for counseling, referrals, attendance at psychoeducational groups, or treatment, including any indicated chemical dependency treatment, made by the counseling provider. The counseling provider must be approved by the court. The counseling must include a preliminary assessment for counseling, as defined in 45-5-231. The offender shall complete a minimum of 40 hours of counseling. The counseling may include attendance at psychoeducational groups, as defined in 45-5-231, in addition to the assessment. The preliminary assessment and counseling that holds the offender accountable for the offender's violent or controlling behavior must be:

(i) with a person licensed under Title 37, chapter 17, 22, or 23;

(ii) with a professional person as defined in 53-21-102; or

(iii) in a specialized domestic violence intervention program.

(c) The minimum counseling and attendance at psychoeducational groups provided in subsection (4)(b) must be directed to the violent or controlling conduct of the offender. Other issues indicated by the assessment may be addressed in additional counseling beyond the minimum 40 hours. Subsection (4)(b) does not prohibit the placement of the offender in other appropriate treatment if the court determines that there is no available treatment program directed to the violent or controlling conduct of the offender.

(5) In addition to any sentence imposed under subsections (3) and (4), after determining the financial

resources and future ability of the offender to pay restitution as provided for in 46-18-242, the court shall require the offender, if able, to pay the victim's reasonable actual medical, housing, wage loss, and counseling costs.

(6) In addition to the requirements of subsection (5), if financially able, the offender must be ordered to pay for the costs of the offender's probation, if probation is ordered by the court.

(7) The court may prohibit an offender convicted under this section from possession or use of the firearm used in the assault. The court may enforce 45-8-323 if a firearm was used in the assault.

(8) The court shall provide an offender with a written copy of the offender's sentence at the time of sentencing or within 2 weeks of sentencing if the copy is sent electronically or by mail.

Montana Code Annotated 2014 – Without consent

45-5-501. Definitions. (1) (a) As used in 45-5-503, the term "without consent" means:

(i) the victim is compelled to submit by force against the victim or another; or

(ii) subject to subsections (1)(b) and (1)(c), the victim is incapable of consent because the victim is:

(A) mentally defective or incapacitated;

(B) physically helpless;

(C) overcome by deception, coercion, or surprise;

(D) less than 16 years old;

(E) incarcerated in an adult or juvenile correctional, detention, or treatment facility or is on probation or parole and the perpetrator is an employee, contractor, or volunteer of the supervising authority and has supervisory or disciplinary authority over the victim, unless the act is part of a lawful search;

(F) receiving services from a youth care facility, as defined in 52-2-602, and the perpetrator:

(I) has supervisory or disciplinary authority over the victim or is providing treatment to the victim; and

(II) is an employee, contractor, or volunteer of the youth care facility; or

(G) admitted to a mental health facility, as defined in 53-21-102, is admitted to a community-based facility or a residential facility, as those terms are defined in 53-20-102, or is receiving community-based services, as defined in 53-20-102, and the perpetrator:

(I) has supervisory or disciplinary authority over the victim or is providing treatment to the victim; and

(II) is an employee, contractor, or volunteer of the facility or community-based service.

(b) Subsection (1)(a)(ii)(E) does not apply if the individuals are married to each other and one of the individuals involved is on probation or parole and the other individual is a probation or parole officer of a supervising authority.

(c) Subsections (1)(a)(ii)(F) and (1)(a)(ii)(G) do not apply if the individuals are married to each other and one of the individuals involved is a patient in or resident of a facility, is a recipient of community-based services, or is receiving services from a youth care facility and the other individual is an employee, contractor, or volunteer of the facility or community-based service.

(2) As used in subsection (1), the term "force" means:

(a) the infliction, attempted infliction, or threatened infliction of bodily injury or the commission of a

forcible felony by the offender; or

(b) the threat of substantial retaliatory action that causes the victim to reasonably believe that the offender has the ability to execute the threat.

(3) As used in 45-5-502 and this section, the following definitions apply:

(a) "Parole":

(i) in the case of an adult offender, has the meaning provided in 46-1-202; and

(ii) in the case of a juvenile offender, means supervision of a youth released from a state youth correctional facility, as defined in 41-5-103, to the supervision of the department of corrections.

(b) "Probation" means:

(i) in the case of an adult offender, release without imprisonment of a defendant found guilty of a crime and subject to the supervision of a supervising authority; and

(ii) in the case of a juvenile offender, supervision of the juvenile by a youth court pursuant to Title 41, chapter 5.

(c) "Supervising authority" includes a court, including a youth court, a county, or the department of corrections.

Consent as defined in campus policy

Sexual Assault means an actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to:

- Involvement in any sexual contact when the victim is unable to consent.
- Intentional and unwelcome contact with the breasts, buttock, groin or genitals or touching another with any of these body parts or coercing or forcing or attempting to coerce or force another to touch the perpetrator or themselves with or on any of these body parts.
- Any other intentional bodily contact in a sexual manner, including contact by a penis, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact).
- Sexual intercourse without consent, including acts commonly referred to as "rape."

Consent is an understandable exchange of affirmative words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. If coercion, intimidation, threats, or physical force are used there is no consent.

There is no consent if a person is mentally or physically incapacitated so that such person cannot understand the fact of, or make a reasonable judgment as to the nature or harmfulness of the conduct, or extent of the sexual situation. This includes incapacitation due to mental disability, alcohol or drug consumption, or being asleep or unconscious. A person who knows or reasonably should have known that another person is incapacitated may not engage in sexual activity with that person.

There is no consent when there is force, expressed or implied, or use of duress or deception upon the victim. In the absence of mutually understandable words or actions, it is the responsibility of the initiator, or the person who wants to engage in the specific sexual activity to make sure that he/she has the consent from his/her partner(s).Silence does not necessarily constitute consent. Past consent to sexual activities does not imply ongoing future consent. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent. Effective consent may not be given by minors less than 16 years old.

Inducing incapacitation for sexual purposes includes using drugs, alcohol, or other means with the intent to affect or having an actual effect on the ability of an individual to consent or refuse to consent (as "consent" is defined in this policy) to sexual contact.

Sexual Exploitation/coercion occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of sexual exploitation include:

- Prostituting another person;
- Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
- Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in non-consensual voyeurism;
- Knowingly transmitting a sexually transmitted disease, such as HIV to another;
- Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; and
- Possessing, distributing, viewing or forcing others to view illegal pornography.

Students, staff, and faculty at Montana State University Northern have the right to live, learn, and work in an environment that is free from all forms of sexual misconduct (including sexual assault), domestic violence, dating violence, and stalking. MSUN's Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking Policy and Student Code of Conduct prohibit such conduct.

Reporting

This part of the Report describes:

- how and where to report incidents of sexual misconduct (including sexual assault), dating violence, domestic violence, and stalking;
- how the University will respond to such reports;
- the University educational and prevention programs;

- procedures for considering reports of violations of the Discrimination Policy; and
- support services for victims of such conduct.

For the purposes of this Report, the terms sexual misconduct (including sexual assault), dating violence, domestic violence, and stalking mean the same as the definitions in the MSUN's **Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking Policy**. Sexual misconduct is defined Section 125.00 of the Policy to include sexual assault (including rape and other nonconsensual sexual contact), inducing incapacitation for sexual purposes, and sexual exploitation.

Victims or witnesses of sexual misconduct, domestic violence, dating violence, or stalking may come forward to various offices on campus described in Section 110.00.

MSUN encourages the reporting of sexual misconduct, domestic violence, dating violence, and stalking. Reporting is the only way the University can provide remedial assistance, institute protection procedures for the reporter and others, and take whatever actions are necessary to respond to the report.

Students have several options for reporting and are encouraged to use support services regardless of whether they choose to report. The following options are available to students:

- Report and pursue criminal charges through the Havre Police Department
- Report to the Title IX Coordinator. In cases where there is a violation of university policies, the perpetrator may be subject to disciplinary sanctions through the Office of the Dean of Student Engagement if the perpetrator is a student or Human Resources if the perpetrator is an employee.
- Report and pursue both criminal charges and initiate proceedings under the Title IX grievance procedures.
- Report but choose not to pursue criminal charges through Havre Police Department.
- Report and/or seek support at the MSUN Student Health Services and Employee Wellness Center.
- Report and/or seek support at District 4 Human Resources Development Council (HRDC) (406)265-6743 or (406)265-2222
- Report anonymously through the Silent Witness Program
    - www.msun.edu/stuaffairs/campussafety/silentwitness.aspx
- Do none of the above (the victim is till encouraged to seek support).

Although it is important for the victim to make the decisions about the kind of service he/she wants, timing is an important factor in many of these decisions. It may be important to take action to preserve any evidence for use in a criminal case. Medical forensic evidence may be collected if a sexual assault occurred within 120 hours of the evidence collection.

Other evidence of a crime should also be preserved in case criminal charges are pursued. Evidence might include pictures on injuries, forensic examination, written and electronic communications, text messages, emails, photos, or and other evidence that may show a course of conduct.

The Havre Police Department can discuss all of these options with the survivor.

University employees (except counselors) are required to report incidents of sexual misconduct. Employees who receive information concerning such conduct against a student are required to report this information promptly to the Title IX Coordinator as provided in the Discrimination Policy**.**

University employees who are dealing with domestic/dating violence and stalking in their personal lives may seek assistance from the Title IX Coordinator.

Havre Police Department – Certain offenses such as sexual intercourse without consent, sexual assault, domestic and dating violence, and stalking are considered criminal violations of the law and Havre law enforcement officials are available 24 hours a day to help respond to reports of these offenses. MSU encourages reporting to the police as soon as possible but if a student chooses not to report immediately, a report can be made later. At the Havre Police Department, a student can meet a detective or officer to learn more about his/her options, the process, the people involved and make an informed decision on pursuing criminal charges. If requested, University officials are available to assist students in reporting to the Havre Police Department or other law enforcement agencies.

Services in the area within the Havre community include the HRDC Crisis Line at 406-265-2222 or the Havre Police Department at 406-265-4361. If requested, University officials are available to assist students in reporting to the Havre Police Department.

If, for any reason, a person wishes to report anonymously, the Silent Witness Program is available to anyone who has witnessed or knows about a crime committed on campus. All campus members are welcome to send an email to www.msun.edu/stuaffairs/campussafety/silentwitness.aspx to report a crime.

Office of the Dean of Student Engagement – If the accused violator is a student at MSU-Northern, the incident may be reported to the Dean of Student Engagement. Although reports of discrimination, harassment, sexual misconduct, domestic violence, and stalking are referred to the Title IX Coordinator for investigation in accordance with MSUN's **Discrimination Grievance Procedures**. The Dean of Student Engagement will work with students as necessary to take immediate steps to protect the student's health and well-being, including providing informal consultation, issuing a no-contact order to the alleged perpetrator, adjusting classes to avoid contact with the perpetrator, providing other corrective and remedial assistance as outlined in the

Discrimination Grievance Procedure. Students can contact the Dean of Student Engagement by call 406-265-4113 or visiting the office is SUB 207.

Students can contact the **Director of Student Health Services and Employee Wellness** by calling 406-265-3799 or visiting the office in SUB 228B to discuss local care options.

Usually, the decision to take action against the accused rests with the aggrieved student. However, there are certain circumstances in which the university must act if it received a report that requires the university to protect the student and members of the university from repetition of the offense or to eliminate risk of future harm.

A victim wishing to maintain complete confidentiality may report to a licensed mental health professional. Under Montana law, the counselor is authorized to maintain counselor-client confidentiality.

Title IX Coordinator – Title IX, a federal statue, requires that the educational services of a university be provided without discrimination of the basis of sex. Sexual misconduct, dating violence, domestic violence, or stalking is prohibited by MSUN's **Discrimination Policy** and may also violate Title IX. Montana State University-Northern has designated the Director of Human Resources as the Title IX Coordinator for MSUN. The Title IX Coordinator is responsible for assuring compliance with Title IX and will initiate investigation of reports of discrimination, harassment, sexual misconduct, dating violence, domestic violence and stalking. Students or employees who have been the victim of such conduct may file a complaint under the University's Discrimination Policy and Grievance Procedures with the Title IX Coordinator.

University Response

Expert Assistance **-** No matter where on campus a student, faculty or staff member comes forward to report sexual misconduct, dating violence, domestic violence or stalking, it is vital for the office or department receiving the report to consult with the Director of Student Health Services and Employee Wellness to make a referral for services.

Remedial Action – The university through the Title IX Coordinator in consultation with the Dean of Student Engagement or other university officials may also take remedial action to prevent serious and immediate harm to the complainant and others; prevent retaliation against the complainant, the alleged perpetrator and/or witnesses; end discriminatory or harassing behavior and prevent its recurrence; and provide appropriate training in issues related to discrimination, sexual misconduct, domestic violence or stalking.

The Discrimination Grievance Procedure provides that remedial action shall include but not be limited to:

- Altering the Complainant's or Respondent's work or academic environment;
- Providing training on discrimination or harassment;

- Meeting with Respondent and his/her supervisor to discuss changes of behavior;
- Reassignment or transfer;
- Changes in residence hall assignments;
- Changing advisors, mentors, supervisors or evaluators;
- Providing academic support services such as tutoring;
- Obtaining counseling or medical services;
- Providing escort service for a party's safety in moving about campus;
- Arranging for re-taking or course withdrawal without penalty; and
- Suspending an employee pending investigation.

The aggrieved student may request a remedial action by contacting the Dean of Student Engagement or the Title IX Coordinator. Employees may contact the Title IX Coordinator.

Victims may also seek orders of protection (e.g. no contact orders) through the local district court. The Havre Police Department can provide more information; call 406-265-4361.

Discrimination Grievance Procedures

Procedures – All reports and complaints of violation of MSUN's Discrimination, Harassment, Sexual Misconduct, Domestic Violence, and Stalking Policy are considered in accordance with MSUN's Discrimination Grievance Procedure. These procedures include the following:

- A prompt, fair, and impartial investigation and resolution of such reports and complaints;
- A process conducted by officials who receive annual training on the issues related to sexual misconduct, domestic violence, and stalking, including how to conduct investigations and hearings which protect the safety of victims and promotes accountability;
- A process in which the accusing party and the accused have the same opportunities to participate in the process, including the right to be accompanied by an adviser and the right to any appeal;
- Policy violations are established when the evidence shows that it is more likely than not the proscribed conduct occurred (referred to as a "preponderance of the evidence standard");
- The outcome of the process, including the determination of whether a policy violation occurred and the sanction imposed, will be disclosed to both the accusing party and the accused; and,
- A written statement will be provided to any student or employee victim of sexual misconduct, dating violence, domestic violence, or stalking providing an explanation of their rights under the Discrimination Grievance Procedure.

Sanctions – If a student is found to have violated the Discrimination Policy and, thus, the Student Conduct Code, the university may impose sanctions against the student. These sanctions may include counseling, education, or other sanctions up to and including suspension or expulsion from the university. Please review the MSUN Student Code of Conduct for further information regarding sanctions. If an employee is found to

have violated the Discrimination Policy, sanctions may be imposed in accordance with the applicable university personnel policy and Collective Bargaining Agreements.

Disclosure of Student Disciplinary Proceedings – The Discrimination Grievance Procedure provides that Montana State University-Northern will disclose the outcome of any student disciplinary action related to violation of the Discrimination Policy to both the charging student and the charged student. The outcome of a proceeding means the institution's final determination regarding whether there was a violation of the Discrimination Policy and the sanction imposed.

Retaliation Prohibited – The Discrimination Policy prohibits retaliation against any person for reporting concerns, or filing, testifying, assisting or participating in any manner in investigations or proceedings involving allegations of violation of the Discrimination Policy. Retaliation is subject to the same discrimination grievance procedure and the same potential sanctions.

Educational Programs

MSUN's discrimination policy requires primary prevention, risk reduction and awareness training programs for all incoming students and new employees concerning sexual misconduct, domestic violence, and stalking. It further requires that the University maintain an ongoing training program for employees and students. MSUN accomplishes this training through the programs described below.

Incoming first-year students receive information during new student orientation. The Dean of Student Engagement offers annual support and training on primary prevention and risk reductions of sexual violence to student leaders. The Title IX Coordinator offers annual training on Title IX compliance to faculty/staff/students who serve as campus safety authorities. The Title IX Coordinator and Dean of Student Engagement also provide additional training upon request.

All faculty and staff received training at the beginning of the year with the University System's legal counsel.

Educational programs:

- Stay Safe at Northern
- Sober October
- Sex Olympics
- Bystander Training
- AlcoholEdu
- Haven
- Student Health 101
- Ally training
- Orientation Speaker – Maria Falzone – Sex Rules!
- University legal counsel

MSUN received a three year grant from the Montana Department of Public Health and Human Services to assist with Rape Prevention Education. This first year was to identify campus stakeholders as well and survey the campus and create an education campaign for year two.

How to Prevent Domestic Violence

If you are in a relationship with someone who is threatening to harm you or is physically, emotionally or verbally abusing you, you may be experiencing domestic violence.

Whether you are concerned about yourself or someone else in the MSUN community educational resources and support services are available to anyone who is in an abusive relationship, has experienced relationship or intimate partner violence in the past, or wants to learn more about how domestic violence affects our community.

You can call the National Domestic Violence Hotline at (800) 799-SAFE 799-7233 to be referred directly to help in your community. **Remember – there is never an excuse for domestic violence.**

How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources for support in health, counseling, or with legal assistance.

(*Bystander intervention strategies adapted from Stanford University)*

Support Programs and Services
Residence Life works with faculty, staff and outside community agencies, including the Havre Police Department, to offer preventative programs as well as information where students can find services within the local community.

MSUN Student Health Services & Employee Wellness Office – Regardless of the length of time since an assault, health care providers recommend a clinical visit to assess pregnancy risk, sexually transmitted infections (including HIV) and physical injuries. Contact Student Health Services & Employee Wellness Office at 406-265-3599 for information and schedule an appointment.

While most victims of domestic and dating violence, sexual assault/offenses and stalking are women, these offenses also impact men and transgender student. It is important for men and transgender students to know that they are accorded the same services as women. Services are also available for friends and family members concerned about a victim.

Sexual Assault Support Programs and Services – Off Campus
District IV Human Resources Development Council (HRDC) Abuse Program – A 24-hour crisis line, emergency shelter and support groups. (406) 265-2222.

Havre Domestic Violence Shelter 406-265-6743

Risk Reduction Tips
With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment.

- **Be aware** of your surroundings. Know where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to **avoid isolated areas.** It is more difficult to get help if no one is around.
- **Walk with a purpose**. Even if you don't know you are going, act like you do.
- **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- **Make sure your cell phone is with you** and charged and that you have cab money.
- **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.

- **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately, dial 911.
- **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, get a new one.
- **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- **If you suspect you or a friend has been drugged, contact law enforcement immediately by calling 911.** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

If you need to get out of an uncomfortable or scary situation here are some things that you can try:

- **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
- **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there a phone nearby?
- **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Alcohol and Substance Abuse

Introduction

MSUN has a Campus Alcohol and Drug Polices that promote a healthy campus environment. The policies conform to the requirements of the Drug Free Schools and Communities Act, [20. U.S.C. 1145g, (34 CFR Part 86)] and the Montana Board of Regents Policy 503.1, Alcoholic Beverages.

Standards of Conduct

MSUN's policy prohibits unlawful possession, consumption, use, distribution or sale of illicit drugs and alcohol by students and employees on campus property.

Alcoholic Beverages

Montana Board of Regents policy 503.1 provides that consumption of alcoholic beverages is permitted on property belonging to the Montana University System only as follows:

a. "Within student living quarters, consumption of alcohol is allowed only by persons of legal age. Legal consumption by students in student living quarters shall not interfere with the rights of other residents and their guests or cause the normal operation of residence halls/student housing to be disrupted.
b. Within approved areas on campus property that are used or rented as approved by the President."

Approval Process

MSUN has established procedures for obtaining approval for events where alcohol will be available. See Section 1003.1, Alcoholic Beverages in our University policies.

All events involving alcohol on campus must receive approval from the Chancellor or their designee. The requirements for events with service of alcoholic beverages are found in the Alcoholic Beverages and University Property and Facilities Rental policies.

Residence Halls and Student Family Housing

MSUN's policy allows the possession and consumption of alcohol in the privacy of a student's room or individual student family housing unit, in accordance with applicable State law. (legal drinking age in Montana is 21). However, it does not allow alcoholic beverages to be consumed in public areas such as hallways and lounges.

ASMSUN, Departmental and Other Registered Student Organizations

MSUN's Alcohol Policy also regulates the use of alcohol at gatherings or events of ASMSUN, registered student organizations, and other organized student groups. Such groups must follow MSUN's policies and procedures governing the use of alcohol at events and must receive prior approval in accordance with Section 1003.1, Campus Policy of the Administrative Policy and Procedures Manual. No organizational or ASMSUN funds are allowed to be used to buy alcohol.

Drug-Free Work Place

MSUN's Drug Free Work Place Policy prohibits the illegal manufacture, distribution and sale, possession or use of a controlled substance by students, faculty and staff in the workplace or while conducting university business. Students in violation of the policy may be required by the University to receive treatment, change housing assignments, or to be suspended or expelled. Faculty and staff in violation of this policy may be required by the University to receive treatment. The University may exercise disciplinary actions against faculty and staff in violation of the policy up to and including termination. Upon request the Office of Human Resources shall provide confidential referrals to drug counseling or rehabilitative programs and shall counsel employees on available assistance under the group insurance plan. Members of the campus community may also seek referral information for our Director of Student Health Services & Employee Wellness.

Health Risks of Alcohol and Drug Abuse

Abusive use of alcohol and/or the use of illicit drugs or misuse of prescription drugs can be detrimental to the physical and mental health of students and members of the surrounding community. The various risks are classified and described in this section of the Report.

Social, Academic, and Personal Risks of High-Risk Substance Use

Social, academic and personal risks are associated with students who drink alcohol, use illicit drugs or abuse prescription drugs. High-risk and illegal use of alcohol and illicit drugs are the most prominent health and safety risks to the MSU Northern student population, which can result in significant legal and academic problems. Prevalence of this type of alcohol use (also known as "binge drinking" or heavy episodic drinking) and/or use of drugs can directly or indirectly lead to:

a. Social problems: driving under the influence, fighting, unwanted sexual contact, vandalism, trouble with authorities, unsafe sexual behavior, among others.
b. Academic problems: poor grades, missed classes, memory loss, falling behind in class work or projects.
c. Personal problems: depression, illness and injury, experiencing unwanted attempted or completed sexual intercourse, suicide, being the victim of violence or racial harassment, being unable to control drinking or drug use.

Second-Hand Effects

"Second hand" effects result from other peoples' drinking or drug use, often experienced by students who choose not to use drugs or alcohol in a high-risk manner. These problems are typically most prominent among students living in close quarters (e.g., residence halls). Effects include: disruptions of sleep or studying, having one's property damaged, feeling unsafe, having one's membership in an organized group adversely affected, and decreased enjoyment of campus activities. Non-students, i.e., community members, are also at risk of experiencing problems as a result of student drinking or drug use (e.g., intoxicated driving, vandalism, violence, sexual assault).

Risks Associated with Dependency or Addiction

For some students, substance use escalates to dependency. Adverse effects of dependency can include illnesses such as liver disease, peripheral neuropathy, and cerebella degeneration. Additional health risks to students with chemical or psychological dependency include the personal problems listed above in addition to blackouts, alcoholic hallucinations, and delirium tremens. Prescribed medications and illicit drugs can be abused with or without dependency, leading to potential dependency, acute intoxication (can include depression or euphoria, altered time perception, impairment of immediate memory, overdose, stupor, shock, coma or death), acute withdrawal, psychosis, or aggravation of existing mental illness.

Symptoms of dependency include the following:

a. psychological craving: intense feeling of need for the drug which may be accompanied with antisocial behavior involved in the procurement of the substance;
b. physiological dependence: withdrawal symptoms are displayed when use of the substance is discontinued; and
c. tolerance: need to increase the dose of the substance to obtain the desired effects.

MSUN's Residence Life Office sponsors educational programs regarding alcohol and drug use. All campus community members are welcome to attend. Services in the area for alcoholism information and treatment include: Alcoholics Anonymous 888-607-2000, White Sky Hope Center Rocky Boy Chemical Dependency Program (406) 395-4837.

An employee assistance program (EAP) is also to provide information or confidential referral to drug and/or alcohol counseling or rehabilitation programs. An employee wishing to access the services may go to: http://wellness.mus.edu/ click the TLC button and access the TLC website (company code: MUS) or call toll free 1-866-248-4532. Employees needing help in dealing with drug/alcohol problems or information on insurance coverage for treatment and rehabilitation programs may also contact Human Resources.

Biennial Review

MSUN's Dean of Student Engagement Office reviews the University's drug and alcohol abuse prevention programs for students and employees biennially to determine the program's effectiveness and to implement changes if needed. The review will include the collection of information about a) the number of drug and alcohol-related violations and fatalities that occur on campus or as part of the institution's activities which are reported to campus officials; and by the number and types of sanctions imposed by the institution as a result of those drug and alcohol-related violations and fatalities.

Missing Students

In accordance with the Higher Education Opportunity Act of 2008, Montana State University – Northern has adopted policies regarding missing residential students and emergency contact notification. As outlined in the act, each residential student now has the option to designate a confidential contact, separate from his or her standard emergency contact, which will be notified no "later than 24-hours after the time the student is determined missing in accordance with the official notification procedures". If the missing student is under 18 and is not an emancipated individual, the University will notify the student's parent or legal guardian immediately after it has been determined that the student has been missing more than 24 hours. Please review the Emergency Notification Policy. This information is confidential, accessible by authorized campus officials and law enforcement only, and will not be disclosed outside of a missing person investigation.

When students are unaccounted for after 24 hours, they are presumed missing and the missing student procedures are invoked.

Reports of missing students should be made to the Havre Police Department or the Dean of Student Engagement. Reports of missing students who reside in campus housing can also be made to University housing officials.

When a student is reported missing by any source, the University will determine whether the report is valid and, if so, will institute action to find the student. It will also notify other appropriate law enforcement agencies and specified University officials. If the student has designated an emergency contact as provided in the policy, it will notify that contact.

For a person under the age of 18 (who is not emancipated), and for purposes of missing student notification, the person(s) to be contacted must be a custodial parent or guardian.

Sex Offender Registration

The Campus Sex Crimes Prevention Act (CSPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSPA is an amendment to the Jacob Wetterling Crimes against Children and Sexually Violent Offender Act. Under the Campus Sex Crime Prevention Act, persons required to register under a state at which the offender works or is a student. In 1989 the Montana Department of Justice created the Sexual and Violent Offender Registry as a valuable resource for Montanans to protect their families against sexual or violent offenders. Under 46-23-508 of the Montana Code Annotated, at minimum, the public is entitled to the following information about all sexual and violent offenders: the name and address of any registered offender in Montana; any offender registration information relevant to the public regarding an offender who a law enforcement agency has determined is a risk to a community's safety; and the date of an offender's sentence.

The federal *Campus Sex Crimes Prevention Act* requires sex offenders, who must register under state law, to provide notice of enrollment or employment at any institution of higher education in the state where the

offender resides, as well as notice of each change of enrollment or employment status at the institution of higher education.

Some limitations and restrictions may apply to that employment and/or enrollment.

For more information on sexual and violent offenders in Montana, visit the Montana Department of Justice Sexual or Violent Offender Registration.

Convicted sex offenders must register with the local law enforcement agency in the jurisdiction where the offender resides. Each time the offender moves or changes jobs, the offender must notify the local law enforcement agency.

A link to the Montana DOJ Sexual and Violent Offender Registry can be found on the Security & Campus Safety page of the University website.

Montana State University-Northern 2014 Crime Statistics - Havre

MSU-N Havre	ON-CAMPUS			*ON-CAMPUS STUDENT HOUSING			NON-CAMPUS			PUBLIC PROPERTY		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	1	0	0	0	0	0	0	0	0	0	0
Forcible Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Burglary	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	1	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible												
Forcible Rape	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sodomy	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault w/Object	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible												
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
New Requirements in 2014												
Domestic Violence**	*	0	0	*	0	0	*	0	0	*	0	0
Dating Violence**	*	0	0	*	0	0	*	0	0	*	0	0
Stalking**	*	0	0	*	0	0	*	0	0	*	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0
ALCOHOL, DRUGS, WEAPONS ARRESTS (Reported by Hierarchy)												
Liquor Law Violation	6	1	1	6	1	1	0	0	0	4	0	0
Drug Law Violation	1	2	0	1	2	0	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	7	3	1	7	3	1	0	0		4	0	0
ALCOHOL, DRUGS, WEAPONS DISCIPLINARY ACTIONS/REFERRALS (Reported by Hierarchy)												
Liquor Law Violation	40	32	37	40	31	37	0	0	0	1	0	0
Drug Law Violation	0	1	9	0	1	8	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	40	33	46	40	32	45	0	0	0	1	0	0

Hate Crime Reporting: No hate crimes were reported in 2012, 2013 and 2014.

This chart includes offenses that were reported to the Dean of Student Engagement Office and Havre Police Department. These offenses are compiled by using the UCR reporting procedures in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act.

On-Campus Residence Crimes are included in the On-Campus numbers.

Beginning with the 2014 Annual Security and Fire Safety Report, the following crimes with also be reported: domestic violence, dating violence, and stalking. Sex offenses for the 2013 reporting year will still be classified as “forcible” and “non-forcible”. Sex offenses, for Clery counting purposes, are Rape, Forcible Fondling, Statutory Rape and Incest. (“Rape” is now inclusive of sexual assault, sexual assault with an object, and forcible sodomy and can be perpetrated against both women and men.)

For the 2014 calendar year, MSUN began to report Clery statistics for the three separate campuses: Havre, Lewistown and Great Falls. All previous year’s show one core campus for MSUN.

Montana State University-Northern 2014 Crime Statistics – Lewistown Extended Campus

MSU-N Lewistown 773 Airport Rd P.O. Box 1144 Lewistown, MT 59457	ON-CAMPUS			*ON-CAMPUS STUDENT HOUSING			NON-CAMPUS			PUBLIC PROPERTY		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	201
Murder/Non-negligent Manslaughter	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
Robbery	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
Aggravated Assault	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
Arson	0	1	0	n/a	n/a	n/a	0	0	0	0	0	0
Forcible Burglary	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
Non-Forcible Burglary	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
TOTAL	0	1	0	n/a	n/a	n/a	0	0	0	0	0	0
Forcible Rape	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
Forcible Sodomy	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
Sexual Assault w/Object	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
Forcible Fondling	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
Sex Offenses, Non-Forcible												
Incest	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
Statutory Rape	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
New Requirements in 2014												
Domestic Violence**	*	0	0	n/a	n/a	n/a	*	0	0	*	0	0
Dating Violence**	*	0	0	n/a	n/a	n/a	*	0	0	*	0	0
Stalking**	*	0	0	n/a	n/a	n/a	*	0	0	*	0	0
TOTAL	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
ALCOHOL, DRUGS, WEAPONS ARRESTS (Reported by Hierarchy)												
Liquor Law Violation	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
Drug Law Violation	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
TOTAL	0	0	0	n/a	n/a	n/a	0	0		0	0	0
ALCOHOL, DRUGS, WEAPONS DISCIPLINARY ACTIONS/REFERRALS (Reported by Hierarchy)												
Liquor Law Violation	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
Drug Law Violation	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
TOTAL	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0

Hate Crime Reporting: No hate crimes were reported in 2012, 2013 and 2014.

This chart includes offenses that were reported to the Dean of Student Engagement Office at MSUN and Lewistown Police Department. These offenses are compiled by using the UCR reporting procedures in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act.

Beginning with the 2014 Annual Security and Fire Safety Report, the following crimes with also be reported: domestic violence, dating violence, and stalking. Sex offenses for the 2013 reporting year will still be classified as "forcible" and "non-forcible". Sex offenses, for Clery counting purposes, are Rape, Forcible Fondling, Statutory Rape and Incest. ("Rape" is now inclusive of sexual assault, sexual assault with an object, and forcible sodomy and can be perpetrated against both women and men.)

There are no residential facilities on this campus.

For the 2014 calendar year, MSUN began to report Clery statistics for three separate campuses: Havre, Lewistown and Great Falls. All previous year's show one core campus for MSUN.

Montana State University-Northern 2014 Crime Statistics – Great Falls College Montana State University Extended Campus

MSU-N on Great Falls College Montana State University's campus 2100 16th Avenue South Great Falls, MT 59405	ON-CAMPUS			*ON-CAMPUS STUDENT HOUSING			NON-CAMPUS			PUBLIC PROPERTY		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	201
Murder/Non-negligent Manslaughter	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
Robbery	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
Aggravated Assault	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
Arson	0	1	0	n/a	n/a	n/a	0	0	0	0	0	0
Forcible Burglary	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
Non-Forcible Burglary	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
TOTAL	0	1	0	n/a	n/a	n/a	0	0	0	0	0	0
Sex Offenses, Forcible												
Forcible Rape	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
Forcible Sodomy	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
Sexual Assault w/Object	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
Forcible Fondling	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
Sex Offenses, Non-Forcible												
Incest	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
Statutory Rape	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
New Requirements in 2014												
Domestic Violence**	*	0	0	*	n/a	n/a	*	0	0	*	0	0
Dating Violence**	*	0	0	*	n/a	n/a	*	0	0	*	0	0
Stalking**	*	0	0	*	n/a	n/a	*	0	0	*	0	0
TOTAL	*	0	0	*	n/a	n/a	*	0	0	*	0	0
ALCOHOL, DRUGS, WEAPONS ARRESTS (Reported by Hierarchy)												
Liquor Law Violation	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
Drug Law Violation	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
TOTAL	0	0	0	n/a	n/a	n/a	0	0		0	0	0
ALCOHOL, DRUGS, WEAPONS DISCIPLINARY ACTIONS/REFERRALS (Reported by Hierarchy)												
Liquor Law Violation	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
Drug Law Violation	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0
TOTAL	0	0	0	n/a	n/a	n/a	0	0	0	0	0	0

Hate Crime Reporting: No hate crimes were reported in 2012, 2013 and 2014.

This chart includes offenses that were reported to the Dean of Student Engagement Office at MSUN, Great Falls College Montana State University and Great Falls Police Department. These offenses are compiled by using the UCR reporting procedures in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act.

Beginning with the 2014 Annual Security and Fire Safety Report, the following crimes with also be reported: domestic violence, dating violence, and stalking. Sex offenses for the 2013 reporting year will still be classified as "forcible" and "non-forcible". Sex offenses, for Clery counting purposes, are Rape, Forcible Fondling, Statutory Rape and Incest. ("Rape" is now inclusive of sexual assault, sexual assault with an object, and forcible sodomy and can be perpetrated against both women and men.)

There are no residential facilities on this campus.

2015 Annual Campus Fire Safety Report for Reporting Year 2014

Fire Safety Report

Fire safety is essential in protecting a campus community from injuries, deaths, business interruption, and property damage resulting from fires.

In an effort to standardize the information an institution publishes on fire safety, the U.S. Department of Education requires all universities that maintain on-campus student housing facilities and receive U.S. Department of Education funding to publish an annual fire safety report, maintain a fire log, and report fire statistics to the Secretary of Education.

Fire Safety Policies

Use of Electrical Appliances - Within the residence halls, hot plates, George Foreman Grills and toaster ovens are not permitted. Other appliances are allowed provided there are no exposed heating elements. Within Student Family Housing, standard household electrical appliances are allowed.

Smoking - Within the residence halls smoking is prohibited in all public areas and student rooms. Smokers are required to move at least 25 feet from building entrances. Smoking is not permitted in Student Family Housing. Tenants and their guests are required to move at least 25 feet from apartment entrances and windows.

Open Flames – Any type of open flame within the residence halls is prohibited. Open flames are allowed in Student Family Housing when operated under safe conditions.

Policies Applicable to Residence Halls

Candles - Burning of candles and incense is prohibited (Residence Hall Handbook).

Cooking in Rooms - Only minimal cooking is allowed in student rooms. Permitted appliances are popcorn poppers, coffee pots, hot pots, toasters and small microwave ovens. (Residence Hall Handbook)

Halogen lamps are not allowed in the residence halls due to significant fire hazards.

Student Family Housing – Gasoline, kerosene, burning fluid, or other combustible or explosive materials are prohibited. Any condition that creates a fire hazard is prohibited and must be eliminated upon request of University Staff.

Prohibited Acts - The following acts are prohibited in any University Housing and will result in disciplinary action and possible criminal charges:

- Misuse of any fire equipment, including extinguishers, pipes, pull stations, smoke/heat detectors, hoses, exit signs, emergency lights, horns, alarms, bells, and doors**;**
- starting fires;
- setting off false alarms;

- failing to evacuate and/or hindering in the evacuation of others

University Response to Arson

*A*rson is the act of maliciously, voluntarily, and willfully setting fire to the building, or other property within the building. Arson is a criminal offense and will be treated as such. Any acts or attempted acts of arson will result in disciplinary sanctions, up to and including suspension or expulsion from the university as well as criminal charges. (Residence Hall Handbook)

Fire Drills

Fire drills are conducted in each residence hall during each semester school is in session. Fire drills are unannounced and assist in the educational process for students and staff. Fire drills are mandatory and failure to participate (leave the building) in a fire drill is subject to disciplinary action.

Resident Assistants explain the evacuation procedures to residents at the first floor meeting of each academic semester, including discussion of evacuation plans posted at each floor exit door. Residents are directed to exit through the nearest safe exit route/stairwell, and are informed of the exterior hall meeting location for students.

Students are required to evacuate any residence hall immediately upon the sound of an alarm and may not re-enter until authorized by University personnel.

Assuming there is no visible smoke or flames during an evacuation, Resident Assistants will conduct a facilities sweep of the floor, keying into each resident room and checking all common areas, to insure the resident evacuation is complete.

The Director of Facilities will activate the alarm while a Residence Life staff member will documents the time and evacuation progress. Residents are not permitted to re-enter until Residence Life staff, fire department personnel, and/or Director of Facilities give authorization.

Reporting Fires

FIRE EMERGENCY: Report a fire emergency by calling 911.

NON-EMERGENCY: MSU-Northern is required to annually disclose statistical data on all fires that occur in on-campus housing facilities. To report a non-emergency fire which has already been extinguished in on-campus housing call the Dean of Student Engagement at (406)265-3561.

Residence Life will continue its current practices and will periodically reassess the success of its current policies in promoting fire safety.

Reported Fires

There have been zero (0) fires reported in residential facilities 2012, 2013, 2014.

Fire Safety and Prevention

- Know every regular and emergency exit from the building you are in. Know how to activate the alarm system and what it sounds like. Know the location of fire extinguishers and how to operate them.
- Arrange room contents with fire safety in mind. Maintain a clean and unobstructed access to your room door, from both the outside and the inside, at all times.
- Do not overload electrical outlets.
- Do not use broken, frayed, or cracked electrical cords. Do not suspend lamps or lights by their own cords.
- Do not allow excess clutter or flammable materials to accumulate.

Fire Evacuation Procedures

Students in On-Campus Housing

1. All persons inside a residence hall are required to leave the building immediately.
2. University staff may assist with the evacuation of the building as availability and safety permit.
3. It is the responsibility of all students to familiarize themselves with proper fire and emergency evacuation procedures.
4. Failure to respond to a fire alarm or to staff requests during an evacuation may result in University disciplinary action in addition to being liable for damages and subject to applicable criminal and civil penalties.
5. When an alarm sounds, follow these guidelines:
    a. Close room doors and windows.
    b. Wear shoes and carry or wear a coat.
    c. Leave via the nearest, safest exit, path, or route.
    d. Don't panic – move quickly outside the building to at least 50 feet away from the structure and to the designated assembly point.
6. Use the closest stairwells.
7. Do not re-enter the building unit the alarm is silenced and the "all clear" announcement is given by emergency personnel.
8. If you are on an upper floor, are hearing impaired, have mobility issues, or are unable to escape from your room:
    a. Close your door and seal it off with a towel or blanket. Duct tape often works well to seal cracks.
    b. Dial 911 and relay all information pertaining to the fire (i.e. location, floor, room, building, etc.) to the dispatcher. Don't hang up until directed to do so.
    c. Hang a bright colored sheet or towel from your window to alert emergency crews to your location.
    d. Open your window for fresh air if necessary. If smoke enters the room from the outside, CLOSE your window immediately.

e. Wait for rescue. Don't panic, open the door, or prematurely jump from your window.

Campus Employees

It is important for employees to familiarize themselves with the procedures of fire reporting.

1. Safety of the People. Evacuate people as readily as possible. Close doors to isolate the fire. A person with an ambulatory disability should move to the opposite end of the building near a stairway and away from the fire, and wait for firefighters to arrive. Exit strategies should be discussed with supervisors.
2. Send the Alarm. Call the Fire Department, 911, and relay all information pertaining to the fire (i.e. location, floor, room, building, etc.). If the building is equipped with the fire pull boxes, break the glass, and pull the bar.
3. Notify Others in the Area. Use any alarm provided for this purpose. Move out to a safe area to give firefighters a clear field.
4. Assist Firefighters. Inform them what is burning (i.e. special chemicals, radiation hazards, etc.) or any other pertinent information.

Fire Safety Definitions

On-campus student housing facility is 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, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

Cause of fire is the factor or factors that give rise to a fire. The casual factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

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

Fire drill is a supervised practice of a mandatory evacuation of a building for a fire.

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

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

Fire safety system is a mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

Value of property damage is the estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

Post-Fire Contact Information

Contact the Havre Fire Department to report fires that have been successfully extinguished in on-campus housing (406) 265-6511. The HFD will investigate and generate a report as appropriate.

There are no plans for future improvements in fire safety at this time.

Fire Safety Systems in On-Campus Housing

Building	Building Fire Alarm	Room Detection	Pull Stations	Hardwired into system	Fire Evacuation Maps	Sprinkler	Fire Extinguisher(s)	Fire-Rated Doors
Morgan Hall	Yes	Yes	Yes	Yes	Yes	No	yes	Yes
MacKenzie Hall	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes
1210 Bonine (Student Family Housing)	No	Yes	No	Yes, hardwired smoke detection only	No	No	Yes	Yes
1215 Bonine (Student Family Housing)	No	Yes	No	Yes, hardwired smoke detection only	No	No	Yes	Yes
1220 Bonine (Student Family Housing)	No	Yes	No	Yes, hardwired smoke detection only	No	No	Yes	Yes
1225 Bonnie (Student Family Housing)	No	Yes	No	Yes, hardwired smoke detection only	No	No	Yes	Yes
1230 Bonine (Student Family Housing)	No	Yes	No	Yes, hardwired smoke detection only	No	No	Yes	Yes

Statistics Regarding Fires in Residential Facilities: 2014

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries Requiring Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Morgan Hall	0	0	n/a	n/a	n/a	n/a
MacKenzie Hall	0	0	n/a	n/a	n/a	n/a
1210 Bonine (Student Family Housing)	0	0	n/a	n/a	n/a	n/a
1215 Bonine (Student Family Housing)	0	0	n/a	n/a	n/a	n/a
1220 Bonine (Student Family Housing)	0	0	n/a	n/a	n/a	n/a
1225 Bonnie (Student Family Housing)	0	0	n/a	n/a	n/a	n/a
1230 Bonine (Student Family Housing)	0	0	n/a	n/a	n/a	n/a

Statistics Regarding Fires in Residential Facilities: 2013

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries Requiring Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Morgan Hall	0	0	n/a	n/a	n/a	n/a
MacKenzie Hall	0	0	n/a	n/a	n/a	n/a
1210 Bonine (Student Family Housing)	0	0	n/a	n/a	n/a	n/a
1215 Bonine (Student Family Housing)	0	0	n/a	n/a	n/a	n/a
1220 Bonine (Student Family Housing)	0	0	n/a	n/a	n/a	n/a
1225 Bonnie (Student Family Housing)	0	0	n/a	n/a	n/a	n/a
1230 Bonine (Student Family Housing)	0	0	n/a	n/a	n/a	n/a

Statistics Regarding Fires in Residential Facilities: 2012

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries Requiring Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Morgan Hall	0	0	n/a	n/a	n/a	n/a
MacKenzie Hall	0	0	n/a	n/a	n/a	n/a
1210 Bonine (Student Family Housing)	0	0	n/a	n/a	n/a	n/a
1215 Bonine (Student Family Housing)	0	0	n/a	n/a	n/a	n/a
1220 Bonine (Student Family Housing)	0	0	n/a	n/a	n/a	n/a
1225 Bonnie (Student Family Housing)	0	0	n/a	n/a	n/a	n/a
1230 Bonine (Student Family Housing)	0	0	n/a	n/a	n/a	n/a