

University of Mary Billings Center Security Report for Calendar Year 2013

(Includes the following sites in Montana and Wyoming: Casper, Crow Agency, Gillette, Sheridan and Ft. Peck)

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PROCEDURES REGARDING THE ANNUAL DISCLOSURE OF SECURITY POLICIES AND CRIME STATISTICS

Annual Security Reports are published for Each University of Mary Campus

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the University of Mary publishes an annual security report for its main campus and one for each of its satellite campuses. The Clery Act is a federal law that requires institutions of higher education in the United States to disclose campus security information including crime statistics for the campus and surrounding areas.

In 1986 Jeanne Clery, a college freshman, was murdered and sexually assaulted in her campus residence hall room by another student she didn't know. Her school hadn't informed students about the high volume of violent crimes on campus in the three years preceding her murder.

How Crime Statistics are compiled

Billings Center

The crime statistics in this report are crimes reported to have occurred at the University of Mary Billings Center and on public property adjacent to the center that have been reported to University officials or to the Billings Police Department.

Casper Site

**** The University of Mary did not hold classes in Casper during 2011, 2012, 2013 calendar years.**

The crime statistics in this report are crimes reported to have occurred at the University of Mary Casper site and on public property adjacent to the site that have been reported to University officials or to the Casper Police Department.

Crow Agency Site

The crime statistics in this report are crimes reported to have occurred at the University of Mary Crow Agency site and on public property adjacent to the site that have been reported to University officials or to the Crow Agency Police Department or Bureau of Indian Affairs.

Gillette Site

The crime statistics in this report are crimes reported to have occurred at the University of Mary Gillette site and on public property adjacent to the site that have been reported to University officials or to the Gillette Police Department.

Sheridan Site

**** The University of Mary did not hold classes in Sheridan during 2011, 2013, 2013 calendar years.**

The crime statistics in this report are crimes reported to have occurred at the University of Mary Sheridan site and on public property adjacent to the site that have been reported to University officials or to the Sheridan Police Department.

Ft. Peck Site

The crime statistics in this report are crimes reported to have occurred at the University of Mary Ft. Peck Community College site and on public property adjacent to the site that have been reported to University officials, the U.S. Law Enforcement Agency or the Roosevelt County Sheriff's Department.

How the Report is disseminated

The 2013 Security Reports for the University of Mary centers and sites can be located in their entirety on the web at <http://www.umary.edu/UM/StudentServices/CampSecurity/securityreports.htm>. No later than October 1st of each year, an email notification providing the URL address for this report is sent to all enrolled students, facilitators and staff. Printed copies of the reports are also available upon request at the main office at the University of Mary Billings Center. New students are notified of the availability of the report during orientation and in prospective student packets of information. Employees are provided information about how to access the report with their application materials.

Security Policies & Procedures for the University of Mary Billings Center

Billings Center

The University of Mary Billings Center is a non-residential classroom building located at 3320 Second Avenue North, Billings, MT 59101. There is no security office or campus police department at the University of Mary Billings Center. The Center is located within the jurisdiction of the Billings Police Department and the University reserves the right to report security concerns to the police.

Casper Site

The University of Mary Casper site offers classes in Casper, Wyoming on the campus of Casper College located at 125 College Drive, Casper, WY 82601. Classes are offered in various buildings on the campus as space is available.

Crow Agency Site

The University of Mary Crow Agency site offers classes in Crow Agency, Montana on the campus of Little Big Horn College located at 1 Forestry Lane, Crow Agency, MT 59022. Classes are offered in various buildings on the campus as space is available.

Gillette Site

The University of Mary Gillette site offers classes in Gillette, Wyoming on the campus of Gillette Campus located at 300 West Sinclair, Gillette, WY 82718.

Sheridan Site

The University of Mary Sheridan site offers classes in Sheridan, Wyoming on the campus of Sheridan Memorial Hospital located at 1401 West 5th Street, Sheridan, WY 82801.

Ft. Peck Site

The University of Mary Ft. Peck site offers classes at Ft. Peck Community College in Poplar, MT located at 605 Indian Avenue, Poplar, MT 59255. Classes are offered in the Robert Sullivan Building.

There is a Western Sites Coordinator for the University of Mary Billings Center (406-256-1738) and this person is authorized by the University to receive reports of crimes and security concerns occurring at all University of Mary centers and sites in Montana and Wyoming. There is also a local site coordinator at the Ft. Peck site who is authorized to receive reports of crimes and security concerns who is located onsite and can be reached at 406-768-6363. The Facility Manager for the Fargo Center is also authorized to receive these reports (701-232-7088).

How to Report an Emergency

Emergency police, fire and medical services for all of locations are dispatched from local 911 Communication Centers. If an emergency arises, immediately call 911 using the nearest phone or your cell phone. An emergency is any situation where there is risk to life and/or personal safety, or when a crime is in progress.

Reporting a Non-Emergency**Billings Center**

To report a crime that is not an emergency call the Billings Police Department at (406) 657-8200. If you have information relating to a crime you may call the Billings Crime Stoppers at (406) 245-6660.

Casper Site

To report a crime that is not an emergency or information relating to a crime call the Casper Police Department at (307) 235-8278.

Crow Agency Site

To report a crime that is not an emergency or information relating to a crime call the BIA (Crow Agency) Police Department at (406) 638-2631.

Gillette Site

To report a crime that is not an emergency or information relating to a crime call the Gillette Police Department at (307) 682-5155.

Sheridan Site

To report a crime that is not an emergency or information relating to a crime call the Sheridan Police Department at (307) 672-2413.

Ft. Peck Site

To report a crime that is not an emergency or information relating to a crime call the Roosevelt County Sheriff's Department at (406) 653-6240 or the U.S. Law Enforcement Agency at (406) 768-3204

All Locations

The hotlines below may also be helpful for specific emergency situations:

- Abuse Hotline: 1-800-799-SAFE (7233) or TTY: 1-800-787-3224
- Suicide Prevention Hotline: 1-800-273-TALK (8255) or TTY: 1-800-799-4889
- Poison Control: 1-800-222-1222

Access to the University of Mary

Billings Center

The University of Mary Billings Center opens each day at 8:00am and closes 6:30pm. During operating hours, the front door is unlocked. From 5:00pm to 6:30pm on nights that classes are taking place the back door is open as well. At 6:30pm both the front and back doors are locked. Students and Facilitators are able to leave the building but entry is locked into the building. Prior to locking the doors at 6:30pm the building is checked to ensure it is secure.

Casper Site

University of Mary classes are offered at Casper College from 6:00pm to 10:00pm on weeknights. Casper College officials control access to the campus and to the buildings and are responsible for campus security at the site.

Crow Agency Site

University of Mary classes are offered at Little Big Horn College from 6:00pm to 10:00pm on weeknights. Little Big Horn College officials control access to the building and are responsible for campus security at the site.

Gillette Site

University of Mary classes are offered at Gillette College from 6:00pm to 10:00pm on weeknights. Gillette Campus officials control access to the building and are responsible for campus security at the site.

Sheridan Site

University of Mary classes are offered at Sheridan Memorial Hospital from 6:00pm to 10:00pm on weeknights. Sheridan Memorial Hospital officials control access to the building and are responsible for security at the site.

Ft. Peck Site

University of Mary classes are offered at the Ft. Peck Community College from 6:00pm to 10:00pm usually on Tuesday nights. Ft. Peck Community College officials control access to the building and are responsible for security at the site.

Timely Security Advisories

When University officials have information to indicate there is an ongoing or continuing threat to the safety or security of students and employees at the University of Mary Billings Center or a University of Mary site in Montana or Wyoming, a security advisory will be issued. The advisory will be printed on University letterhead and bear the signature of the Western Sites Coordinator for the University of Mary. The advisory will be disseminated to students and facilitators via email and distributed by faculty in classes. Examples of situations that might prompt issuance of a timely security advisory include but are not limited to: a) a situation where there has been an assault or series of assaults at or near the center and there is reason to believe the assaults could continue; and b) a situation where there has been a string of thefts at the Center and there is reason to believe the thefts may continue.

The Importance of Reporting Criminal Activity

Because the University of Mary Billings Center and sites in Montana and Wyoming do not have security offices, students, faculty, staff and guests are strongly encouraged to promptly report all criminal or suspicious activity to both the local law enforcement and to University officials. Prompt reporting of criminal activity enables the University and local law enforcement officials to protect the safety of others. No matter how insignificant an incident might seem, the information you provide may be an important clue that will help the University and/or local law enforcement officials solve other related incidents and maintain accurate records of crime occurring at a University of Mary location.

How to Report a Crime to Local Law Enforcement Agencies

When you make a report of criminal activity, to local law enforcement, an officer will take your report and assign investigative staff to the case. At the end of each calendar year, the Police Department provides the University of Mary with statistical information about crimes reported to them that occurred at or adjacent to property where University of Mary classes are held. The information is included in the University's annual disclosure of crime statistics. The following is a listing of the local law enforcement in the areas where the University of Mary holds classes.

Billings Center

The University of Mary Billings Center is located within the jurisdiction of the Billings, Montana Police Department. Contact information for the police department is:

Billings Police Department
220 North 27th Street, Billings, MT 59101
Emergency Service: 911
Non Emergency Phone: (406) 657-8200
Web page: <http://www.billingspolice.com/>

Casper Site

The University of Mary Casper site is located within the jurisdiction of the Casper, Wyoming Police Department. Contact information for the police department is:

Casper Police Department
200 North David Street, Casper, WY 82601
Emergency Service: 911
Non Emergency Phone: (307) 235-8278
Web page: <http://www.casperwy.gov/content/departments/Police/police.asp>

Crow Agency Site

The University of Mary Crow Agency site is located within the jurisdiction of the Crow Agency, Montana Police Department. Contact information for the police department is:

BIA (Crow Agency) Police Department
PO Box 59, Crow Agency, MT 59022
Emergency Service: 911
Non Emergency Phone: (406) 638-2631

Gillette Site

The University of Mary Gillette site is located within the jurisdiction of the Gillette, Wyoming Police Department. Contact information for the police department is:

Gillette Police Department

201 E 5th Street, Gillette, WY 82717

Emergency Service: 911

Non Emergency Phone: (307) 682-5155

Web page: <http://www.ci.gillette.wy.us/le/PD.html>

Sheridan Site

The University of Mary Sheridan site is located within the jurisdiction of the Sheridan, Wyoming Police Department. Contact information for the police department is:

Sheridan Police Department

45 West 12th Street, Sheridan, WY 82801

Emergency Service: 911

Non Emergency Phone: (307) 672-2413

Web page: <http://www.city-sheridan-wy.com/info/pd/index.php>

Ft. Peck Site

The University of Mary site is located within the following jurisdiction in Poplar, Montana. Contact information is listed below:

Roosevelt County Sheriff's Department

416 1/2 2nd Ave S - Wolf Point, MT 59201

Emergency Service: 911

Non-Emergency Phone: (406) 653-6240

U.S. Law Enforcement Agency

807 N. Court Avenue – Poplar, MT

Emergency Service: 911

Non-emergency Phone: (406) 768-3204 or (406) 768-3204

How to Report a Crime to the University

All crimes occurring at the University of Mary Billings Center or any University of Mary site located in Montana or Wyoming as well as those occurring on public property (sidewalks and streets) adjacent to the property should be reported to the Western Sites Coordinator. This office is located at the Billings Center and the telephone number is (406) 256-1738. There is also a local site coordinator at the Ft. Peck site who is authorized to receive reports of crimes and

security concerns who is located onsite and can be reached at 406-768-6363. The Facility Manager – Fargo Center is also authorized to receive these reports and can be reached at 701-232-7088. Students are encouraged to report any criminal behavior or misconduct perpetrated by University of Mary Billings Center students, faculty or employees whether the incident happens at the Center or at an off-site location.

The University's Response to a Crime

Please note, there are special procedures for responding to a report of a sexual assault. These procedures are presented in a later section of this document. For all other crime reports, the University will respond in the following manner:

1. The first concern of the University is your safety and the safety of the entire University community. If the University perceives there to be an on-going risk to you or others, the University will make an immediate report of the incident to law enforcement officials on its own behalf. Depending on the circumstances, the University will rely on law enforcement officers to determine if it is safe before allowing access to the crime scene. The University will also assist you in accessing medical attention or professional support to cope with the emotional consequences of experiencing a crime if the circumstances require them.
2. If there is no perceived risk related to your report, the University will encourage you to report the incident to law enforcement officials if you have not already done so. You will also be offered assistance in contacting the appropriate officials.
3. Sometimes members of the community are hesitant to make a report of crime because of the fear of retaliation. The University is committed to doing everything possible to protect those who report a crime from any form of retaliation. If those alleged to have perpetrated the crime are students or employees of the University, this can include an order from the University to avoid all contact with you. In some instances, the University will agree to keep your identity confidential. The University will also assist you in obtaining a legal restraining order if the circumstances warrant it.
4. When you make your report to University officials, you will be asked to provide a written statement of what you know about the incident. You may also be asked to answer questions to clarify information you have provided.
5. All reports of crime received by the University will be investigated. The University reserves the right to enlist the assistance of local law enforcement officials in any investigation involving criminal behavior.
6. When the alleged perpetrators of a reported crime are identified as students, the case will be adjudicated internally in accordance with the University of Mary School of Accelerated and Distance Education Student Handbook/Program Information and the investigation will be the responsibility of the Director of the School of Accelerated and

Distance Education (and/or those appointed by him or her). Students determined to have involvement in criminal activity are subject to disciplinary action whether the incident occurred on- or off-campus. As required by the Clery Act, and as permitted by the Family Education and Privacy Act (FERPA) the University will inform a victim of an alleged crime of violence of the outcome of the student disciplinary proceeding against the accused when the accused has been found to be responsible and exhausted allowable appeals. Such notification will be limited to the following information: the student judiciary final determination with respect to the alleged crime of violence and any sanction that is imposed against the accused. Reporting the outcome of proceeding of non-violent crimes is not permitted under FERPA and will remain confidential.

7. When the alleged perpetrators are employees of the University, internal disciplinary action may be pursued as outlined in employee handbooks. In this case the investigation will be the responsibility of the Director of Human Resources and appropriate supervisors and administrators.
8. Internal judicial or disciplinary measures by the University are not intended to replace or interfere with action in the criminal justice system. Victims of crimes retain the legal right to pursue criminal charges in addition to any internal investigation or proceedings. Criminal investigation by local law enforcement officials, arrest and prosecution can occur independently before, during or after the campus judicial process or employee disciplinary actions. Likewise, the University may pursue its own internal disciplinary measures independent of whether or no criminal charges are filed and/or whether or not they are successfully prosecuted in the criminal justice system.
9. If the information you provide in your report indicates that there is a continuing risk to other members of the community, the University will issue timely security advisories to advise the community of the risk. These advisories will be issued in accordance with procedures outlined in an earlier section (see page 4).

Voluntary Confidential Reporting

If you are a victim of a crime and you do not want to pursue action within the University's disciplinary processes or the criminal justice system, you have the option of making a confidential report. When you make a confidential report, the University agrees to keep your identity private but is able to use the information to provide for future safety and security of the community. Reports filed in this manner are relayed to the Billings Police Department without any identifying information and are included as statistics in the annual security report.

If you are a victim of a crime and you do not want to pursue action within the University's disciplinary processes or the criminal justice system, you have the option of making a confidential report. When you make a confidential report, the University agrees to keep your identity private but is able to use the information to provide for future safety and security of the community. Reports filed in this manner are relayed to the Casper Police Department without any identifying information and are included as statistics in the annual security report.

If you are a victim of a crime and you do not want to pursue action within the University's disciplinary processes or the criminal justice system, you have the option of making a confidential report. When you make a confidential report, the University agrees to keep your identity private but is able to use the information to provide for future safety and security of the community. Reports filed in this manner are relayed to the Gillette Police Department without any identifying information and are included as statistics in the annual security report.

Crime Prevention and Safety Education

The University of Mary includes crime prevention and safety information in this annual security report. Students and staff are encouraged to review it. In addition, brochures with safety information are available at the Billings Center.

Policy on Alcohol

In Montana and Wyoming, it is illegal for anyone under the age of 21 to consume or be in possession of alcohol. It is also illegal for anyone to sell, furnish or provide alcohol to a person under the age of 21. Anyone in violation of these laws is subject to criminal prosecution. The policy regarding the possession, sale or the furnishing of alcohol at the University of Mary and at University of Mary sponsored events is determined by the Board of Trustees and is consistent with all applicable legal statutes. The Board has adopted the following policy regarding alcohol: All University of Mary students, to include those who have reached their 21st birthday, are prohibited from:

- Possessing and/or consuming alcohol on University property or at any University event sponsored for students.
- Being in the presence of alcohol on University property or at any University sponsored event for students.
- The exception to this policy would be those official University of Mary appreciation events where the Board has given its authorization for alcohol to be served to friends or benefactors of the University.
- Being intoxicated on University of Mary property, or at any University of Mary sponsored event.
- Students who violate this policy are subject to disciplinary actions as described in the School for Accelerated and Distance Education Student Handbook.

Policy on Illegal Drugs

The use or possession of illegal drugs will not be tolerated at the University of Mary or at any University of Mary sponsored event. The possession, sale, manufacture or distribution of any controlled substance is illegal in Montana and Wyoming. These laws are strictly enforced at the University of Mary. Violators will be reported to law enforcement authorities and subject to University disciplinary action, criminal prosecution, fine and imprisonment.

Alcohol and Substance Abuse Prevention Programs

In compliance with the requirements of the Federal Title IV Student Aid Program and the Drug Free Schools Act, the University of Mary provides alcohol and substance abuse prevention information for students and employees as a part of orientation.

Weapons and Hunting

The University of Mary is located in a region where hunting is a tradition in many families and where fishing and hunting opportunities are plentiful. However, no hunting of any kind is permitted on University property or at any facility used for instructional purposes. In addition, members of the community and visitors are prohibited from having weapons of any kind present or stored on University property or in a vehicle located on University property or off-sites campuses. Among those weapons included in this prohibition are all guns, knives and archery equipment used for hunting.

SEXUAL ASSAULT PREVENTION AND RESPONSE

University Policy Regarding Sexual Misconduct and Sexual Harassment

Any form of sexual coercion, harassment, abuse or violence is contrary to the values and policies of the University of Mary. The University's sexual harassment and sexual misconduct policies may be found in their entirety in the Student Handbook and in employee handbooks.

Prevention of Sexual Assault

The University of Mary Billings Center provides information about sexual assault prevention with its orientation materials for all new students and employees. In addition, brochures from the Billings Police Department obtained from various local resource agencies are available at the Billings Center.

What to Do if You Are Sexually Assaulted

If you are sexually assaulted, **your first priority should be to get to a place of safety.** Your next step should be to seek immediate medical attention at the nearest emergency room. Time is a critical factor in getting medical treatment because it can protect you from sexually transmitted diseases, it can preserve evidence should you decide to press charges against the assailant(s) and it will provide you access to counseling and emotional support important for your recovery. Do not bathe, shower or douche before going to the emergency room. Doing so could destroy evidence. Even if you do not plan to press charges against your assailant, it is important to preserve the evidence because you may change your mind in the future. At the emergency room you will be examined for injuries and you will receive medical treatment to help you heal and to help prevent infection and disease.

Billings Center - Billings Domestic Violence and Sexual Assault Resources

Billings Rape Task Force (406) 657-8210

Gateway House (406) 259-8100

Sexual Assault Services (406) 259-8100

Victim Advocate (406) 248-8487

Victims Services Program c/o Billings Area Family Violence Program (406) 254-6038

Yellowstone County Victim/Witness (406) 256-2870

YWCA Domestic Violence Program/Sexual Assault Services (406) 245-4472

Montana Statewide - Domestic and Sexual Violence Resources

Montana Coalition Against Domestic and Sexual Violence

Phone: (406) 443-7794 / Toll-free: (888) 404-7794 / www.mcadsv.com

MontanaLawHelp.org / www.lawhelp.org/MT

Provides general legal information and help in finding an attorney for low-income Montana residents.

Casper Site - Domestic Violence and Sexual Assault Resources

Self Help Center, Inc. (307) 235-2814 *24-hour crisis line*

Crow Agency Site - Domestic Violence and Sexual Assault Resources

Apsaalooke Victims Assistance Program (406) 638-2567

Crow Tribe Victim Assistance (406) 638-3924

Seven Sisters Native Coalition (for American Indian women) (406) 338-4881

Gillette Site - Domestic Violence and Sexual Assault Resources

Gillette Abuse Refuge Foundation (307) 686-8070 *24-hour crisis line*

Sheridan Site - Domestic Violence and Sexual Assault Resources

Women's Center / Advocacy & Resource Center (307) 672-7471

Hotline/Crisis: (307) 672-3222

Ft. Peck Site – Domestic Violence and Sexual Assault Resources

Family Violence Resource Center (406) 653-1494 (Wolf Point, MT)

National Domestic Violence Resource

National Domestic Violence Hotline for referrals and support

1-800-799-SAFE (7233) or TTY: 1-800-787-3224

National Sexual Assault Hotline (800) 656-HOPE

Reporting Sexual Assault

The University is committed to handling reports of sexual assault with great sensitivity and compassion. Our commitment includes the promise of doing everything possible to protect those who report sexual assault from any form of retaliation. If those alleged to have perpetrated the crime are students or employees of the University, the University can issue an order to them to avoid all contact with you. The University will also assist you in obtaining a legal restraining order if the circumstances warrant it. Call your local authorities immediately to report an assault.

The University's Response to a Report a Sexual Assault

When you report a sexual assault to University officials the University will respond in the following manner:

1. The first concern of the University in response to a report of sexual assault is your safety and well-being. If you have not already done so, you will be encouraged to seek medical attention and professional support for your recover. You will be provided with information about services to assist you that are available at the University and in the community and you will be offered assistance in contacting the agencies that provide them.
2. If you have not already done so, you will also be encouraged to report the assault to the appropriate law enforcement agency. You will be offered assistance in contacting the appropriate law enforcement personnel.
3. If you are fearful of retaliation from those whom you have implicated as being responsible for assaulting you, the University will help you with precautions. If the person(s) you have implicated are students or employees of the University, an order can be issued for them to avoid all contact with you. The University will also assist you in pursuing a legal restraining order if the circumstances warrant it.
4. If you are a student, you will be informed that the University will make any reasonable accommodations to your academic schedule so you can avoid ongoing contact with the person(s) you have implicate in the assault. Among the accommodations that can be made:

- If you are in the same class as the person you accuse of assaulting you, you may move to another section of the class. If there isn't another section, you may complete the class as an independent study course.
 - If you have a class that meets in close proximity to a class attended by the person you have accused of assaulting you the University will move your class to another location if a suitable location is available.
5. If the individual who assaulted you is a student, employee or otherwise officially affiliated with the University, you will be advised of your right to pursue disciplinary action against the assailant. You may pursue disciplinary act on whether or not you choose to file a criminal complaint. If you choose to pursue disciplinary action, the University will proceed with an investigation with as much sensitivity and privacy as possible.
- a.** If the alleged assailant is a student, the procedures outlined in the Student Handbook under "Special Disciplinary procedure for Violations of the University of Mary Sexual Misconduct Policy or the University of Mary Discrimination and Harassment Policy" will be followed to investigate and adjudicate your complaint. Under the procedure, the vice president for student development will convene a special, three - person committee to conduct a confidential investigation of the complaint. The committee will be made up of the director of student life, a member of the teaching faculty and one additional member of the University committee who will be of the same gender as the person reporting the assault. The committee will request written statements from both the person who filed the complaint and the student who was accused and each will be asked to appear before the committee to answer questions. Both the person who was assaulted and the student accused as the assailant will be permitted to bring an advisor with them to their appearance before the committee. Witnesses who have relevant information will be asked to appear before the committee and may be asked to provide written statements. The committee will utilize any information that might be available from a criminal investigation being conducted by law enforcement officials. When the committee has completed its investigation, it will make its recommendations to the vice president for student development who will make a determination in the matter. The decision of the vice president may be appealed to the president. If the alleged assailant is determined to be responsible for sexual assault, he/she is subject to disciplinary sanctions including but not limited to: being prohibited from enrollment in the same class, participating in the same extra-curricular activities, or requirement to avoid being in the same proximity as the person assaulted; a requirement to complete a mandatory treatment program; and/or suspension or expulsion the University. Pursuant to the Clery Act (2 U.S.C. 1092f) both the accuser and the accused will be informed of the vice president for student development's determination as well as any sanctions imposed. Likewise both the accuser and the accused will be informed of the outcome of any appeal made to the president.

- b.** If the alleged assailant is an employee (faculty, staff or administrator) of the University, the procedures outlined in the University of Mary Sexual Misconduct Policy will be followed to investigate or adjudicate your complaint. Under the policy, the president will convene a 3-person committee to conduct a confidential investigation of the complaint. The committee will be made up of the director of human resources, the vice president for student development and a third person selected by the president who will be the same gender as the person reporting the assault. The committee will request written statements from both the person filing the complaint and the accused and each will be asked to appear before the committee to answer questions. Both the person who was assaulted and the accused will be permitted to bring an advisor with them to their appearance before the committee. Witnesses who have relevant information will be asked to appear before the committee and may be asked to provide written statements. The committee will utilize any information that might be available from a criminal investigation being conducted by law enforcement officials. When the committee has completed its investigation, it will make its recommendations to the president who will make a determination in the matter. The decision of the president is final. If the alleged assailant is determined to be responsible for, sexual assault, he/she is subject to disciplinary sanctions that could include termination of employment. Pursuant to the Clery Act (20 U.S.C. 1092f) both the accuser and the accused will be informed of the president determination as well as any sanctions imposed.
6. If the information you provide in your report indicates that there is a continuing risk to other members of the community for sexual assault, the University will issue timely security advisories to advise the community of the risk. These advisories will be issued in accordance with procedures outlined in an earlier section.

Sex Offender Registration

Information about sex offenders in Montana may be found at the Montana Attorney General's Office Sex Offender Website at: <http://doj.mt.gov/svor/>

Information about sex offenders in Wyoming may be found at the Wyoming Attorney General's Office Sex Offender Website at: http://attorneygeneral.state.wy.us/dci/so/so_registration.html

This notice is provided to members of the University of Mary community in compliance with the Campus Sex Crimes Prevention Act of 2000 (CSCPA). The CSCPA amends:

- The Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act
- The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998
- The Family Educational Rights and Privacy Act of 1974

The CSCPA requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex

offenders may be obtained. It also requires sex offenders required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

Montana and Wyoming's [Sexual or Violent Offender Registration Acts](#) are designed to protect the public from sexual and violent offenders by requiring offenders to register with local law enforcement agencies in the jurisdiction where they reside. Information about these offenders is then made available to the public.

The Sexual and Violent Offender Registration Unit collects information about registered sexual offenders from the registering agency, which may be a court, a state or local correctional facility or a probation or parole agency, or directly from offenders. Although the unit attempts to include only accurate, complete information in the Registry, the unit does not independently verify registration information.

The unit updates this information regularly to try to assure that it is complete and accurate. However, this information can change frequently. Users are cautioned that the information provided on this website is information of record that is reported to the unit and may not reflect the most recent residence, status or other information regarding an offender. The unit makes no express or implied guarantee concerning the accuracy of this data.

The Registry contains identifying information and information about the offense for which the sexual or violent offender is registered. It does not reflect the entire criminal history of a listed sexual or violent offender.

The main purpose of providing this data on the Internet is to make the information more easily available and accessible, not to warn about any specific individual. Users are cautioned that positive identification of an individual cannot be conclusively established by comparing name, date of birth, social security number or other information with that provided in this Registry. Comparisons based on appearance may also be misleading, and cannot establish a positive identification without some possibility of error.

Anyone who uses this information to injure, harass or commit a criminal act against any person may be subject to criminal prosecution.

CRIME STATISTICS

Note: Crime statistics reported in this section are those reported to University of Mary officials and local law enforcement officials for the calendar years noted at each location. The list of crimes for which statistics are presented is mandated in the Clery Act.

Reportable Crimes and Definitions

According to the Clery Act, there are specific crimes for which university officials must report a three-year statistical history. These crimes are listed below along with definitions from the FBI Uniform Criminal Reporting System.

Aggravated Assault - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the

use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed).

Arson - Any 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.

Burglary - The unlawful entry of a structure to commit a felony theft. For reporting purposes this definition includes: unlawful entry with intent to commit larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

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 but are not limited to: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone), methamphetamine; and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Hate Crimes - Crimes that manifest evidence of prejudice based on race, religion, sexual orientation, disability and gender or ethnicity.

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

Manslaughter - Manslaughter is defined as “the reckless or grossly negligent killing of a human being, excluding traffic fatalities.”

Motor Vehicle Theft - The theft or attempted theft of a motor vehicle. Motor vehicle theft is classified as all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned – including joy riding.

Murder and Non-negligent Manslaughter – The willful (non- negligent) killing of one human being by another.

Robbery - The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Weapon 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.

Sex Offenses - Definitions for this category of offenses are from the National Incident-Based Reporting System edition of the Uniform Crime Reporting Program.

Forcible Sexual Offenses - Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

a. Forcible rape is the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

b. Forcible sodomy is oral or anal sexual intercourse with another person forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of her/his youth or because of his/her temporary or permanent mental or physical incapacity.

c. Sexual assault with an object is the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Non-Forcible Sex Offenses – Unlawful, nonforcible sexual intercourse.

a. Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

b. Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Location Definitions

The Clery Act stipulates that statistical information for offenses reported by the university are listed under specific geographical categories indicating where the crime was reported to have occurred. The Clery Act defines these locations as follows:

On Campus - Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous 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 the residence hall. Any 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 food or other retail vendors).

Non Campus - Any building or property owned by a student organization. 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.

Public Property - 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 in direct support of or in a manner related to the institution's purpose.

University of Mary Billings Center Criminal Offenses

The statistical data presented on the following pages is derived from crimes reported to university officials at the Billings Center and local law enforcement agencies in Montana and Wyoming where the University of Mary has the following locations.

STATISTICAL DATA FOR CALENDAR YEARS 2011, 2012, and 2013

Billings Center Statistics - **For 2011 and 2012, the data submitted included the general area that encompassed the university site – but there is no breakdown to location, date, or time by local law enforcement agency (Billings Police Department) therefore they could not provide a statistical breakdown appropriate for the geography required for Clery Act Reporting at this location.*

Criminal Offenses	2011 On Campus	2011 Public Property	2012 On Campus	2012 Public Property	2013 On Campus	2013 Public Property
a. Murder/non-negligent manslaughter	0	0	0	0	0	0
b. Forcible sex offenses (including forcible rape)	0	0	0	0	0	0
c. Non forcible sex offenses	0	0	0	0	0	0
d. Robbery	0	0	0	0	0	0
e. Aggravated assault	0	0	0	0	0	0
f. Burglary	0	0	0	0	0	0
g. Motor vehicle theft	0	0	0	0	0	0
h. Arson	0	0	0	0	0	0
I. Negligent manslaughter	0	0	0	0	0	0

Hate Offenses	2011 On Campus	2011 Public Property	2012 On Campus	2012 Public Property	2013 On Campus	2013 Public Property

a. Murder/non-negligent manslaughter	0	0	0	0	0	0
b. Aggravated assault	0	0	0	0	0	0
c. All forcible sex offenses (including forcible rape)	0	0	0	0	0	0
d. Arson	0	0	0	0	0	0
e. Negligent manslaughter	0	0	0	0	0	0
f. Simple assault	0	0	0	0	0	0

Alcohol, Drug and Illegal Weapons Violations	2011 On Campus	2011 Public Property	2012 On Campus	2012 Public Property	2013 On Campus	2013 Public Property
Liquor law violations (arrests)	0	0	0	0	0	0
Liquor law violations (student disciplinary referrals)	0	0	0	0	0	0
Drug law violations (arrests)	0	0	0	0	0	0
Drug law violations (student disciplinary referrals)	0	0	0	0	0	0
Illegal weapons violations (arrest)	0	0	0	0	0	0
Illegal weapons violations (student disciplinary referrals)	0	0	0	0	0	0

Casper Site Statistics - ** The University of Mary did not hold classes in Casper during 2011,2012 or 2013 calendar years.

Criminal Offenses	2011 On Campus ** NO CLASSES	2011 Public Property ** NO CLASSES	2012 On Campus ** NO CLASSES	2012 Public Property ** NO CLASSES	2013 On Campus ** NO CLASSES	2013 Public Property ** NO CLASSES
a. Murder/non-negligent manslaughter	0	0	0	0	0	0
b. Forcible sex offenses (including forcible rape)	0	0	0	0	0	0

c. Non forcible sex offenses	0	0	0	0	0	0
d. Robbery	0	0	0	0	0	0
e. Aggravated assault	0	0	0	0	0	0
f. Burglary	0	0	0	0	0	0
g. Motor vehicle theft	0	0	0	0	0	0
h. Arson	0	0	0	0	0	0
I. Negligent manslaughter	0	0	0	0	0	0

Hate Offenses	2011 On Campus** NO CLASSES	2011 Public Property** NO CLASSES	2012 On Campus** NO CLASSES	2012 Public Property** NO CLASSES	2013 On Campus ** NO CLASSES	2013 Public Property ** NO CLASSES
a. Murder/non-negligent manslaughter	0	0	0	0	0	0
b. Aggravated assault	0	0	0	0	0	0
c. All forcible sex offenses (including forcible rape)	0	0	0	0	0	0
d. Arson	0	0	0	0	0	0
e. Negligent manslaughter	0	0	0	0	0	0
f. Simple assault	0	0	0	0	0	0

Alcohol, Drug and Illegal Weapons Violations	2011 On Campus** NO CLASSES	2011 Public Property** NO CLASSES	2012 On Campus** NO CLASSES	2012 Public Property** NO CLASSES	2013 On Campus ** NO CLASSES	2013 Public Property ** NO CLASSES
Liquor law violations (arrests)	0	0	0	0	0	0
Liquor law violations (student disciplinary referrals)	0	0	0	0	0	0
Drug law violations (arrests)	0	0	0	0	0	0
Drug law violations (student	0	0	0	0	0	0

disciplinary referrals)						
Illegal weapons violations (arrest)	0	0	0	0	0	0
Illegal weapons violations (student disciplinary referrals)	0	0	0	0	0	0

Crow Agency Site Statistics ** For 2011, 2012 & 2013: NO statistical data is presented in this report as it pertains to the university's location at the Crow Agency site. Attempts were made to obtain the required crime statistics from the BIA (Crow Agency) Police Department, but those attempts resulted in no response from this agency.

Criminal Offenses	2011 On Campus No Data **	2011 Public Property No Data **	2012 On Campus No data **	2012 Public Property No Data **	2013 On Campus No data **	2013 Public Property No Data **
a. Murder/non-negligent manslaughter	0	0	0	0	0	0
b. Forcible sex offenses (including forcible rape)	0	0	0	0	0	0
c. Non forcible sex offenses	0	0	0	0	0	0
d. Robbery	0	0	0	0	0	0
e. Aggravated assault	0	0	0	0	0	0
f. Burglary	0	0	0	0	0	0
g. Motor vehicle theft	0	0	0	0	0	0
h. Arson	0	0	0	0	0	0
I. Negligent manslaughter	0	0	0	0	0	0

Hate Offenses	2011 On Campus No Data **	2011 Public Property No Data **	2012 On Campus No data **	2012 Public Property No Data **	2013 On Campus No data **	2013 Public Property No Data **
a. Murder/non-negligent manslaughter	0	0	0	0	0	0
b. Aggravated assault	0	0	0	0	0	0
c. All forcible sex offenses (including forcible rape)	0	0	0	0	0	0

d. Arson	0	0	0	0	0	0
e. Negligent manslaughter	0	0	0	0	0	0
f. Simple assault	0	0	0	0	0	0

Alcohol, Drug and Illegal Weapons Violations	2011 On Campus No Data **	2011 Public Property No Data **	2012 On Campus No data **	2012 Public Property No Data **	2013 On Campus No data **	2013 Public Property No Data **
Liquor law violations (arrests)	0	0	0	0	0	0
Liquor law violations (student disciplinary referrals)	0	0	0	0	0	0
Drug law violations (arrests)	0	0	0	0	0	0
Drug law violations (student disciplinary referrals)	0	0	0	0	0	0
Illegal weapons violations (arrest)	0	0	0	0	0	0
Illegal weapons violations (student disciplinary referrals)	0	0	0	0	0	0

Gillette Site Statistics: ** For 2011, 2012 & 2013: NO statistical data is presented in this report as it pertains to the university's location at the Gillette site for 2011 and 2012. Attempts were made to obtain the required crime statistics from the Gillette Police Department but those attempts resulted in no response from this agency. NO classes were held in 2013 at this location.

Criminal Offenses	2011 On Campus No data **	2011 Public Property No Data **	2012 On Campus No data **	2012 Public Property No Data **	2013 On Campus No data **	2013 Public Property No Data **

a. Murder/non-negligent manslaughter	0	0	0	0	0	0
b. Forcible sex offenses (including forcible rape)	0	0	0	0	0	0
c. Non forcible sex offenses	0	0	0	0	0	0
d. Robbery	0	0	0	0	0	0
e. Aggravated assault	0	0	0	0	0	0
f. Burglary	0	0	0	0	0	0
g. Motor vehicle theft	0	0	0	0	0	0
h. Arson	0	0	0	0	0	0
I. Negligent manslaughter	0	0	0	0	0	0

Hate Offenses	2011 On Campus No data **	2011 Public Property No Data **	2012 On Campus No data **	2012 Public Property No Data **	2013 On Campus No data **	2013 Public Property No Data **
a. Murder/non-negligent manslaughter	0	0	0	0	0	0
b. Aggravated assault	0	0	0	0	0	0
c. All forcible sex offenses (including forcible rape)	0	0	0	0	0	0
d. Arson	0	0	0	0	0	0
e. Negligent manslaughter	0	0	0	0	0	0
f. Simple assault	0	0	0	0	0	0

Alcohol, Drug and Illegal Weapons Violations	2011 On Campus No data **	2011 Public Property No Data **	2012 On Campus No data **	2012 Public Property No Data **	2013 On Campus No data **	2013 Public Property No Data **
Liquor law violations (arrests)	0	0	0	0	0	0
Liquor law violations (student disciplinary referrals)	0	0	0	0	0	0
Drug law violations (arrests)	0	0	0	0	0	0

Drug law violations (student disciplinary referrals)	0	0	0	0	0	0
Illegal weapons violations (arrest)	0	0	0	0	0	0
Illegal weapons violations (student disciplinary referrals)	0	0	0	0	0	0

Sheridan Site Statistics *****The University of Mary did not hold classes in Sheridan during the 2011, 2012 or 2013 calendar years.**

Criminal Offenses	2011 On Campus See Above*** NA	2011 Public Property See Above*** NA	2012 On Campus See Above*** NA	2012 Public Property See Above*** NA	2013 On Campus See Above*** NA	2013 Public Property See Above*** NA
a. Murder/non-negligent manslaughter	0	0	0	0	0	0
b. Forcible sex offenses (including forcible rape)	0	0	0	0	0	0
c. Non forcible sex offenses	0	0	0	0	0	0
d. Robbery	0	0	0	0	0	0
e. Aggravated assault	0	0	0	0	0	0
f. Burglary	0	0	0	0	0	0
g. Motor vehicle theft	0	0	0	0	0	0
h. Arson	0	0	0	0	0	0
I. Negligent manslaughter	0	0	0	0	0	0

Hate Offenses	2011 On Campus See Above*** NA	2011 Public Property See Above*** NA	2012 On Campus See Above*** NA	2012 Public Property See Above*** NA	2013 On Campus See Above*** NA	2013 Public Property See Above*** NA
a. Murder/non-negligent manslaughter	0	0	0	0	0	0
b. Aggravated assault	0	0	0	0	0	0
c. All forcible sex offenses (including forcible rape)	0	0	0	0	0	0
d. Arson	0	0	0	0	0	0
e. Negligent manslaughter	0	0	0	0	0	0

f. Simple assault	0	0	0	0	0	0

Alcohol, Drug and Illegal Weapons Violations	2011 On Campus See Above*** NA	2011 Public Property See Above *** NA	2012 On Campus See Above*** NA	2012 Public Property See Above*** NA	2013 On Campus See Above*** NA	2013 Public Property See Above*** NA
Liquor law violations (arrests)	0	0	0	0	0	0
Liquor law violations (student disciplinary referrals)	0	0	0	0	0	0
Drug law violations (arrests)	0	0	0	0	0	0
Drug law violations (student disciplinary referrals)	0	0	0	0	0	0
Illegal weapons violations (arrest)	0	0	0	0	0	0
Illegal weapons violations (student disciplinary referrals)	0	0	0	0	0	0

Ft. Peck Site Statistics

Criminal Offenses	2011 On Campus	2011 Public Property	2012 On Campus	2012 Public Property	2013 On Campus	2013 Public Property
a. Murder/non-negligent manslaughter	0	0	0	0	0	0
b. Forcible sex offenses (including forcible rape)	0	0	0	0	0	0
c. Non forcible sex offenses	0	0	0	0	0	0

d. Robbery	0	0	0	0	0	0
e. Aggravated assault	0	0	0	0	0	0
f. Burglary	0	0	0	0	0	0
g. Motor vehicle theft	0	0	0	0	0	0
h. Arson	0	0	0	0	0	0
I. Negligent manslaughter	0	0	0	0	0	0

Hate Offenses	2011 On Campus	2011 Public Property	2012 On Campus	2012 Public Property	2013 On Campus	2013 Public Property
a. Murder/non-negligent manslaughter	0	0	0	0	0	0
b. Aggravated assault	0	0	0	0	0	0
c. All forcible sex offenses (including forcible rape)	0	0	0	0	0	0
d. Arson	0	0	0	0	0	0
e. Negligent manslaughter	0	0	0	0	0	0
f. Simple assault	0	0	0	0	0	0

Alcohol, Drug and Illegal Weapons Violations	2011 On Campus	2011 Public Property	2012 On Campus	2012 Public Property	2013 On Campus	2013 Public Property
Liquor law violations (arrests)	0	0	0	0	0	0
Liquor law violations (student disciplinary referrals)	0	0	0	0	0	0
Drug law violations (arrests)	0	0	0	0	0	0
Drug law violations (student disciplinary referrals)	0	0	0	0	0	0
Illegal weapons violations (arrest)	0	0	0	0	0	0
Illegal weapons violations (student disciplinary referrals)	0	0	0	0	0	0

Hate Crimes

No hate crimes reported to University of Mary officials or local law enforcement agencies in calendar years 2011, 2012 or 2013 for any of the locations in this report.

A hate crime is one that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. The categories of bias include race, gender, religion, sexual orientation, ethnicity/national origin or disability. The Clery Act requires colleges and universities to disclose all instances of Clery Act crimes listed in the crime statistics table above plus any other crime involving bodily injury that manifests evidence that the crime is a hate crime. The disclosure of each hate crime must include information about the geographic location where it occurred and the category of bias that was involved. Any type of hate crime is contrary to the University of Mary's Benedictine value of respect which recognizes the God-given dignity of every human person and is therefore unacceptable at the university. Hate crimes at the University of Mary are considered a violation of the university's Discrimination and Harassment Policy which is published in the Student Handbook and in all employee handbooks. Anyone who is the target of a hate offense or any other type of harassment because of a personal characteristic is encouraged to report it to both law enforcement officials and also as indicated in the university's Discrimination and Harassment Policy. Any University of Mary student or a member of the faculty or staff who is found responsible for the commission of a hate crime or hate offense is subject to disciplinary action up to expulsion or dismissal.

EMERGENCY NOTIFICATION/TIMELY WARNING ADVISORY

A timely warning is provided to members of the university in compliance with the Jeanne Clery Act, 20 U.S.C. § 1092 (f). The timely warning is a means of heightening safety awareness and to provide students, faculty and staff with a timely notification of crimes that are considered a serious or continuing threat to the campus community.

The University of Mary Critical Response Team is responsible to keep the university community informed of any emergency situation. Members of the response team are: the director of CADE, the on-site director/coordinator for each location and the facility manager for CADE.

Depending on the nature of the situation, the Team will utilize any or all of the following methods to issue emergency notices and/or security advisories to keep the University of Mary informed of important safety and security information as it becomes available: The Response Team will confirm there is an emergency and determine which segments of the campus community must be warned. The Response Team determines the appropriate content of the warning and sends the notification. Notice will be sent without delay, unless sending such a message will, in the professional judgment of the responsible campus authorities, compromise the effort to deal with the emergency or rescue a victim. The Response Team will notify the larger community of the emergency notification through the media spokesperson, or designee.

- **E-mail:** All official notices and security advisories are a timely warning.
- **Local media:** (radio, television)
- **Web page updates**
- **Posted copies of notices and advisories**
- **University of Mary Text Message Notification System** (*only in sties where installed*): Individuals must register their cell phone number with the notification system. Instructions for registering your cell phone are issued through e-mail notification and on the university website.

RECOMMENDED SAFETY AND SECURITY PRACTICES FOR MEMBERS OF THE UNIVERSITY OF MARY COMMUNITY

Fire Safety

1. Fire Prevention

- a.** Do not burn candles or any device that has an open flame at the Billings Center, Crow Agency Site, Casper Site, Gillette Site or Sheridan site.
- b.** Maintain clear and unobstructed access to doors from both inside and out at all times. Arrange classrooms and offices with fire safety in mind.
- c.** Do not overload electrical outlets.
- d.** Do not use broken, frayed or cracked electrical cords. Do not suspend lamps or lights by their own cords.
- e.** Do not store any flammable materials in the building.
- f.** Know every exit from the building. Know the location of fire extinguishers and how to operate them.
- g.** Building evacuation is mandatory for all fire alarms, even if you do not believe there is a fire.
- h.** It is a felony to activate a fire alarm as a prank. The University of Mary will report false alarms to law enforcement authorities and cooperate with investigations of false alarm incidents.

2. Steps to follow if you are aware of a fire

- a.** Notify others in the building, exit the building as quickly as possible and call 911. Do not attempt to extinguish the fire yourself.
- b.** Calmly assist others to evacuate the building by following exit signs.
- c.** Make certain to determine if there are any disabled individuals in the building who may need assistance to evacuate the building.
- d.** Remain outside the building at a safe distance.
- e.** Meet police or fire officials upon their arrival and direct them to the location of the fire.

3. Steps to follow if you are caught in a fire

- a. Remain calm, DO NOT panic.
- b. Before opening a door, feel it with the back of your hand. If it is hot do not open the door. Instead follow another exit route. If you are trapped in a room, seal the cracks around the door with towels, linens or clothes (soaked in water if possible). Open your window for air and hang objects out the window to attract attention. Shout for help. If smoke is filling the area you are in, keep low to the floor. Take short breaths to avoid inhaling smoke. Place a wet towel over your nose and mouth. Keep your head six to eight inches off the floor.
- c. If the door is not hot, brace yourself and open it slowly. If hot air or fire rushes in, close the door and refer to part b.
- d. If you can leave, close all the doors behind you and proceed to the nearest safe exit. Leave the building and stand clear of the fire.

Personal Safety Practices

The safety of each individual member of the University of Mary is the paramount concern of the University. Each individual is advised to practice the following personal safety measures:

1. Personal safety recommendations regarding vehicles and parking lots

- When approaching your vehicle carry your keys so you can enter quickly. Always check around and under your vehicle as well as the rear seat for intruders when entering your automobile.
- Lock your doors and keep windows rolled up whenever possible.
- Drive on well-traveled and well-lit streets.
- Never hitchhike and never pick up hitchhikers.
- If someone tries to enter your stopped vehicle, sound the horn and drive away.
- If your vehicle breaks down, raise the hood and wait in your locked car for help.
- Be aware that an accident may be staged to provide the other driver with an opportunity to commit a criminal act.
- Leave enough room between your car and the one ahead so you can drive around if necessary.
- Avoid returning to campus alone after dark where you would be forced to walk alone from your vehicle to your place of residence. If you must, invest in a cell phone and make arrangements for friends to meet your vehicle and walk with you. Park in a well lighted location close to a building entrance. Do not get out of your vehicle if you see anything suspicious.

2. Personal safety while socializing

- Do not place yourself in a situation where you are alone with people you do not know well. Do not accept an invitation to go alone to the residence, apartment, or room of someone you do not know well. Instead arrange to meet in a public place where there are other people or arrange to be accompanied by friends.

- Do not accept a beverage from someone you do not know and trust. Beverages can be “spiked” with alcohol and alcoholic beverages can contain more alcohol than you are used to consuming. Alcoholic and nonalcoholic beverages can be laced with drugs that are tasteless and odorless (e.g. “the date rape drug”).
- Do not engage in binge drinking of alcoholic beverages. Binge drinking is defined as five or more drinks at a setting for adult males and four or more drinks at a setting for adult women. Binge drinking is associated with serious safety and health risks and statistics show that college populations are especially vulnerable to these risks. Individuals who engage in binge drinking are at risk for alcohol poisoning, a potentially fatal condition that can also cause brain and central nervous system damage. Statistics show that as many as one in four college women will be the victims of sexual assault before graduation and a large number of sexual assaults are associated with binge drinking. Persons who engage in binge drinking are also at substantially increased risk for injury or death from motor vehicle accidents, academic failure, depression, alcoholism and substance abuse, unwanted pregnancy, and sexually transmitted diseases.
- No one deserves to be abused. If you are in a relationship where your partner is emotionally or physically abusive you are in danger, get help. Contact one of the resources listed on page 7 of this report. If you have abused someone or fear you may be abusive (even if you have not been physically violent), help is available for you. Please get help before you abuse or hurt someone again.
- Be cautious about whom you date. Do not go out on a date alone with someone until you know him or her well. Do not continue to see someone who pressures you to do things you do not want to do. Do not continue to see someone who does not respect your wishes, your limits or who tries to control you. Do not continue to see someone who expresses anger inappropriately, is impulsive or disrespectful to you or other people. Take the time to get to know the character of those individuals you date. Check with mutual friends about the character of those who want to get to know you. You deserve friends of good character. Make it a point to insist upon it.

Help Us to Protect You and Your Property by Reporting Suspicious Activity

The University depends upon all members of the community to assist with safety efforts. If you see any suspicious activity or people on or near University facilities, Off-Site Campus's or at University sponsored events immediately report what you have seen. Call the Local Law Enforcement Agency. Do not assume that what you see is an innocent activity or that another individual has already called security. Do not worry about being overly cautious. Instead, choose to err on the side of safety by calling security or University officials.

1. Suspicious behavior to report. Suspicious behavior that you should report includes any of the following:

a) a person loitering at unusual hours and locations; b) a person running, especially if something of value is being carried; c) a person or persons carrying property or equipment that does not belong to them out of a building or residence; d) a person or persons going from room to room or apartment to apartment trying doorknobs; e) a person or persons entering or leaving a room or apartment without the occupant being home; f) persons not belonging to the University of Mary community. (Do not assume the person is a visitor or University staff member that you have not seen before); g) a person or persons exhibiting unusual behaviors that might suggest drug or alcohol use, or some other need for medical or psychiatric assistance.

2. Other suspicious circumstances to report. Other unusual circumstances to report include: a) broken or damaged doors or windows; b) doors or windows that are open or unlocked after hours; c) unusual noises – anything suggestive of foul play, danger or illegal activity; d) anyone who appears to be stalking another person, abusing another person or holding or controlling them against their will; d) people sitting in parked vehicles for an extended period of time; e) vehicles driving slowly in a parking lot at night.

What To Do If You Are The Victim of a Crime

A. Your first priority should always be your own survival and that of others who may be in danger. Survival may require that you scream for help, that you fight back or it may require that you cooperate with the perpetrator. Whatever you do, your first goal should be to survive and to get to a place of safety.

B. Make certain the perpetrator is gone before entering a crime scene. If you return to your room or apartment and notice that an intruder has been present get out immediately. Go to a safe place and call authorities to assist you.

C. Preserve the crime scene. Do not disturb or destroy evidence or allow others to do so until authorities have had an opportunity to investigate the scene.

D. If you have been physically attacked or sexually assaulted do not wash or bathe until you have been examined by a health care professional. Even if you do not wish to press charges at the time of the attack, DNA evidence can be taken and preserved so it is available in the event you wish to file charges at a later date.

E. If you are a victim of a crime, your immediate recall is often the best. Write down as much information as you can immediately after a crime. If you see the perpetrator of a crime try to notice as many details about him or her as you can including:

Gender	Approximate Age
Height	Weight/build
Dress/clothing	Facial hair
Glasses	Distinguishing marks, including scars

Distinguishing walk

Voice

Description of face including: eye color, hair color, hairstyle (short, curly, etc.),
jaw, nose

F. Make a report to proper authorities immediately or as soon as possible after a crime occurs.