

Campus Safety & Security Handbook

INTRODUCTION

The purpose of this publication is to provide information to you on crime prevention, procedures for reporting crime, resources for victims, and crime statistics to enhance the safety and security of everyone who visits, studies, or works on our campus.

This handbook contains the University's policies on sexual assault, drugs and alcohol, reporting crime, and those policies required by law. This publication complies with the Student Right-to-Know and Campus Security Act, Family Educational Rights and Privacy Act, and the amendments to these laws.

Information contained in this Handbook is also available online by accessing the Internet site www.montana.edu. Also available on the University web site, are the current crime statistics as required by public law to include definitions of those crimes that are reportable under law. Additional copies of this booklet, as well as printed crime statistics are available by either writing or calling the University Police Department at (406) 994-2121 or the Office of the Vice President for Student Affairs (406) 994-2828, Montana State University-Bozeman, Bozeman, Montana 59717.

Allen Yarnell

Vice President for Student Affairs

Craig Roloff

Acting Vice President for
Administration and Finance

Roger Rippy

Director
University Police

IMPORTANT TELEPHONE NUMBERS

University Police

Emergency 911

Non-emergency calls (24 hours) 994-2121

Bozeman Police

Emergency 911

Non-emergency 582-2000

Gallatin County Sheriff

Emergency 911

Non-emergency calls 582-2100

CRISIS HOTLINES AND VICTIM SERVICES:

STUDENT HEALTH COUNSELING SERVICES – 994-4531

VOICE CENTER (24 HR. Confidential Support & Advocacy for Victims) 994-7069

THE HELP CENTER (24 HR. Crisis Line & Advocacy) - 586-3333

GALLATIN COUNTY VICTIM ASSISTANT OFFICE - 582-2075

BATTERED WOMEN'S NETWORK (24 HR. Shelter & Crisis Line) - 586-4111

ASSOCIATED STUDENTS LEGAL AID - 994-2935

MSU STUDENT AFFAIRS OFFICE - 994-2828

DEAN OF STUDENTS OFFICE - 994-2826

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CAMPUS SECURITY AND PERSONAL SAFETY

I. Personal Safety

Montana State University-Bozeman strongly advocates and invites university community partnerships for the purpose empowering people to create and maintain a safe and secure campus environment. It is reasonable to expect that all persons on campus will accept responsibility for their personal health and safety and the security of their personal property. As a partner in campus safety, each person should endeavor to also be a vigilant ally to others by looking out for the safety, welfare, and security of all persons on campus.

II. Risk Reduction

At Montana State University-Bozeman, the staff is committed to the welfare and safety of students, faculty, staff, and visitors. Ultimately, a significant portion of any responsibility for individual safety and security rests with each individual person. In order to provide you with the most comprehensive support for self-reliance in this respect, a number preventative measures may be worth your consideration.

Precautionary safety practices will certainly reduce your personal exposure to harm. The same precautions that you practiced at home may have the same value while you are attending Montana State University (MSU). Crime does not simply happen. Like a triangle, crime must have three sides or elements present to be complete. Those three elements are; ability, opportunity and desire. Remove any one of these elements and the likelihood of a crime occurring is greatly reduced. You can help the University Police reduce crime on the MSU-Bozeman campus by reducing the "opportunity" for crime. By limiting the opportunity for crime, you remove one side of the crime triangle and limit the ability for the criminal to commit the crime. Keep these crime prevention tips in mind and you will greatly reduce opportunities for crimes on campus.

Call the police immediately if you see or hear something suspicious. Report any crime or suspicion of a crime at once. Dial 911 in an emergency or when a crime is in progress. Be wary of people that don't appear to belong in the area. If you doubt that they belong in the area, ask them questions. If their answers are vague or suspicious, call the police.

Keep your possessions in sight at all times. Don't leave books or backpacks unattended anywhere, it only takes a matter of seconds for things to disappear. If you leave your office or room, even for a few minutes, **LOCK THE DOOR!** It's much easier to invest the few seconds it takes than to spend the time later filing a police report and replacing the property. Never leave a wallet or purse on top of your desk; take it with you or lock it in a drawer. Avoid taking wallets, money and jewelry into athletic facilities and storing them in lockers, which are targets of thieves.

Mark your property; place marks inside your books. Use Operation ID to mark all valuable items. Use your driver's license number and the two-letter abbreviation for the

state. Engraving tools are available from the University Police 7 days a week 24 hours a day.

Be aware of your surroundings, other people around you and places where someone could be hiding. Be alert to potential danger. If it doesn't look or feel right, trust your instinct and leave. Walk with friends whenever possible. Avoid jogging or bicycling alone. If you must go alone, stay in well-lit and well-traveled areas.

Don't leave objects plainly visible in your car; secure them in the trunk whenever possible.

III. Student Right-to-Know & Campus Security Act

On November 8, 1990, President Bush signed the "Student Right to Know and Campus Security Act of 1990." The Act applies to every institution of higher education that receives federal financial aid. Title II of the Act was called the "Campus Crime Awareness and Campus Security Act of 1990." It requires institutions of higher education to distribute to all current students and employees, and applicants for enrollment or employment, two types of information: (1) Descriptions of policies related to campus security, and (2) Statistics concerning specific types of crimes. Amendments enacted in 1998 renamed Title II, and it is now known as the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act." The amendments require the disclosure of crimes that are reported to police and campus officials other than police, along with a breakdown of locations of criminal activity to be specified as on-campus, non-campus, residence hall or public property.

IV. University Police Department

The Montana State University Police Department is comprised of 13 full-time police officers, 4 part-time police officers, 2 community services officers, 4 parking enforcement specialists, 2 visitor information assistants, and an administrative /management and dispatcher section comprised of 9 staff members. The Department provides police and emergency services on a continual 24-hour basis throughout the year. The police department is located in the Roy Huffman Building and is open at all times to the public. The Department maintains the Police Blotter at the front desk, which is accessible to the public and provides the most recent reports of police activity. The Montana State University Police Department is a full-service police department whose emphasis is on "Community Policing" and partnerships within the university community. Montana Code Annotated guides the Department; the jurisdiction of the Department is the campus of MSU, all MSU property (such as research stations), and an area within one mile of the campus for university related matters. All university police officers are sworn officers with arrest powers and are trained in compliance with the Montana Board of Crime Control.

Members of the department are truly dedicated to the concept of providing both a timely and effective service to the university community and its visitors. The Department utilizes police cars, bicycles, and foot patrols to ensure accessibility to the community on a 24-hour basis. Department staff routinely offer a myriad of public safety services such

as providing jump starts and unlocking cars; serving as first-responder for medical assistance; acting as personal safety escorts and money escorts; motorists assistance; security checks in the family housing areas; and assistance with campus directions and information. Police officers also conduct traffic accident investigations; criminal investigations; traffic enforcement; law enforcement; security patrols of campus buildings and common areas; response to fire alarms; security at athletic and concert events; and crime prevention activities such as presentations to student organizations and free registration of student bicycles.

All University Police Officers receive training and state certification at the Montana Law Enforcement Academy. They complete additional training on an annual basis to ensure they maintain and expand their core competencies. The University Police Department prepares written crime report statistics, which are provided to the Montana Board of Crime Control in compliance with the Uniform Crime Report and National Incident Based Reporting Systems. The University Police Department maintains online communications with all law enforcement agencies across the nation via the National Crime Information Center network. The University Police routinely share information on arrest and serious crimes with the Bozeman Police Department and the Gallatin County Sheriff's Department.

V. Crime Prevention on Campus

The Montana State University-Bozeman Police Department has adopted a "Community Policing" model for proactive partnerships in solving problems and preventing crime on our campus. Emerging research suggests more effective ways in which police officers can deal with increasingly serious and complex social problems. First, MSU Police routinely work with campus groups to identify and prioritize problems to be addressed. Second, the campus population must have realistic expectations of exactly what the police can and cannot do, as well as what the community must do to achieve health and well being. The community policing approach reprioritizes police efforts to focus on customer service and satisfaction.

Throughout the academic year the University Police participate in an on-going crime prevention programs within the residence halls and in the work place. The University Police make presentations on safe driving, alcohol and substance abuse, protection of personal property, and personal safety as well as other topics. Brochures and safety related posters are placed throughout the campus and in key locations upon request. In offices around campus, the University Police conduct presentations on workplace violence, robbery protection, and other timely topics.

VI. University Police Escort Service

The University Police routinely provide an escort to persons who request such assistance between locations on campus and those areas contiguous to the University. In addition, Community Service Officers make their escort services available during the fall and spring semesters by stationing themselves at the Renne Library when that facility closes in the evening. Community Services Officers also make their presence known whenever the Procrastinator Theatre is operating for the purpose of providing escorts when the

theatre lets out. More information and assistance may be obtained by calling the University Police Department at extension 2121 from a campus telephone or 994-2121 from an off-campus location.

VII. New Student Orientation

The University Police participate in both the new student and parent orientations throughout the summer months. The purpose of this effort is to provide information regarding the safety of the campus, crime statistics, and crime prevention information to prospective and new students. Questions regarding the safety programs and policies at MSU are answered during these sessions.

VIII. Electronic Alarm Systems

The University Police responded to a significant number of electronic alarms such as intrusion alarms, fire alarms, environmental alarms, and panic alarms. Alarms provide the University Police with a first response capability to a wide variety of potential safety challenges. University Police are trained as first responders and receive first aid training at the Montana Law Enforcement Academy; police cars are equipped with emergency medical kits. Police Officers have radio contact capability with other emergency service providers such as fire and ambulance as well as other law enforcement agencies.

IX. Facility Security Surveys

The University Police in conjunction with the Facility Services Department periodically review the landscape and lighting resources on campus to ensure that they meet the security needs of the institution. University buildings and maintenance efforts are reviewed in order to meet security and safety concerns.

X. Bicycle Safety and Security

Bozeman and the surrounding area are recognized as a premier cycling location. With all of its scenic bicycle paths and trails, it's no wonder! Everyday we see more and more people out enjoying themselves on bicycles; families, friends riding together and bicycle clubs. This means we must share the road with more and more cyclists everyday. Safety then should be a concern for cyclist and motorist alike.

A. What Can You Do to be Safe & Prevent Injury to Yourself and Others?

1. FIRST AND FOREMOST, OBEY THE TRAFFIC LAWS.

A majority of all crashes are the result of either the motorist or the cyclist breaking a traffic law. Bicyclists are required to obey the same laws as a motorist.

2. SECOND, WEAR A HELMET

40% of bicyclists admitted to hospitals and 70-80% of fatally injured cyclist have head injuries. Helmets don't make cycling safer, they make crashes safer and reduce the potential for head injury.

3. FINALLY, BE AWARE OF YOUR SURROUNDINGS

Pay attention to what is going on around you; don't become so wrapped up in the scenic beauty that you don't see the road hazards. If you do these three things, you can have a safe and enjoyable bicycling experience

- B. Because of the high number of bicycles at MSU and in the city, there is an opportunity for thieves to have a huge selection of bicycles, many of which are easy, or "soft" targets. The person that has the most impact on how difficult a bicycle is to steal is the owner or rider.

1. REDUCING RISKS:

Use a Bicycle Thieves Do Not Like:

Statistics show that most of the bikes stolen are worth \$200 or more. Within that range, mountain bikes in the \$350 and up range are likely targets. Try to have the least valuable bike that will meet your needs. If you are a serious recreational road or mountain-biker, you may want to use a higher quality bike. If you primarily ride around town and to classes, a less expensive ten-speed or "clunker" may fit your needs and it definitely will be less attractive to potential thieves. Whatever type of bike you have, you need to take several precautions to protect it, including a good locking system.

Where to Store Your Bicycle: Keep your bike inside if possible. The MSU Residence Life Department allows bike storage in rooms, if both roommates agree. Check with your off-campus housing to learn if you can bring your bike into your apartment. Even in your apartment or room, it's a good idea to lock it as well. Storing your bike inside will help keep it out of sight of thieves and will protect it from the elements.

If You Store Your Bike Outside - Temporarily or Long Term: Use a quality locking system; your neighborhood bike shop can help you with that. Lock the bike through the frame and front tire to the bike rack. Many people use the popular "U" type locks and some augment that with a cable extending to the rear tire. Lock the bike to a rack located in a well lit and populated area whenever possible. Avoid locking your bike in the same place each day. By moving your bike around, it will help make it more difficult for a thief to locate your bike. Don't leave your bike locked in one place during periods of nonuse. A bike that hasn't been moved for days or weeks may be a good target. This will also make it easier to determine the time frame when your bike was taken. Be observant around bike racks, even if it isn't where your bike is locked. Watch for someone that might be "checking out" bikes. Most people will walk directly to their bike. A

person going from bike to bike might be looking for an easy target. If you see someone acting suspiciously around the rack, please call the MSU Police, when on campus.

2. **TO INCREASE THE ODDS OF RECOVERY IF YOUR BIKE IS STOLEN:**

Register your bike with the MSU Police Department. Registration is free and it is required by University policy. Keep a record of the make, model, color, pertinent identifying features, and most importantly, the serial number. Some people engrave their driver's license number on the frame of the bike. If you do engrave your bike, add a two-letter abbreviation for the state of issue, after the driver's license number.

XI. Bicycle Registration

Students, faculty, and staff are required to register their bicycles in order to deter theft and assist police in the recovery and return of lost and stolen property. Bicycle owners will receive a numbered sticker that licenses the bike for parking and use on campus. In addition to the registration decals, bike owners receive a copy of the current University regulations regarding the parking and riding of bikes on campus. Bike may be registered at the University Police customer service counter in the Roy Huffman building 24 hours a day. If you do not know where the serial numbers are located, simply bring your bike to the University Police and they will assist you with the registration.

XII. Access to Campus Buildings

The academic and administrative buildings on campus are opened each morning, Monday through Friday by either a custodian or a member of the University Police Department. Academic and administrative buildings are locked by Custodial Services each workday evening after the completion of their routine functions. Arrangements for after-hours access are made by contacting the registrar's office or the University Police. The University Police will require prior approval from the Building Supervisor for that particular building before assisting with after-hours access.

The University Police have the responsibility to issue keys to students and staff for buildings and office spaces across campus. The requestor must present a written request that has been endorsed by the Building Supervisor for the building or space requested.

XIII. On-Campus Student Housing

There are fifteen residence halls on campus; residence halls are administered by the Director of Residence Life and each hall is further administered by Resident Directors, Assistant Resident Directors, and Resident Assistants. Entrances to the residence halls are locked at 10:00 p.m. and are monitored by desk attendants and resident assistants. After 10 p.m. entry may be achieved by an electronic security entry system to all residence halls with the exception of the Quads (A, B, C, D, and E). Each residence hall desk is staffed 23 hours a day during the weekdays and 20 hours a day on weekends. Residence hall staff make a continual effort to ensure that all residence halls are free of uninvited

guests; the residents themselves are asked to take an active role in reporting strangers to the staff and keeping doors closed. Residents are held accountable for their guest's actions.

XIV. Off-Campus Student Housing

There are fourteen residential sorority and fraternity houses located off-campus. In addition, many students reside in privately owned residences within the Bozeman area. The Bozeman Police and the University Police work together to provide services to the sorority and fraternity houses, while the Bozeman police are responsible for all other off-campus student residences within the city.

XV. Family and Graduate Housing

The University has eight apartment complexes on-campus for families and graduate students. Family and Graduate housing employs twelve Community Assistants who provide community-based support programs. The University Police routinely patrol this housing area and assist the community with a neighborhood watch program.

XVI. Other Campus Facilities Controlled by MSU-Bozeman

MSU-Bozeman controls a number of experimental stations, which support the College of Agriculture. Although these areas are under the jurisdiction of Montana State University, as a practical matter, emergency services are provided by the Sheriff of the county in which they are located. Locations owned by the University include:

Several homes adjacent or near the campus are owned and operated by the University as offices and residences. Both the University Police and the Bozeman Police patrol these areas. Investigation of crimes occurring at these locations is the responsibility of the University Police.

Central Ag Research Center is located in Moccasin, Montana. The Eastern Ag Research Center is located in Sidney, Montana. Northern Ag Research Center is located near Havre, Montana. The Northwestern Ag Research Center is located on Montana highway 35 near Kalispell, Montana. The Southern Ag Research Center is located on Railroad Highway in Huntley, Montana. The Western Ag Research Center is on Quast Lane in Corvallis, Montana. The Western Triangle Ag Research Center is in Conrad, Montana.

XVII. Crime Reporting

As the primary enforcement authority at Montana State University, University Police will upon request, respond to and investigate all crimes that occur on university property. It is the policy of University Police to encourage accurate and prompt reporting of all crimes to the Department or the appropriate local police authority. Crimes, suspicious behavior, and emergencies may be called into the 911 emergency response system, the non-emergency departmental dispatcher at 994-2121 (voice or TTY) or callers may report information anonymously to the Silent Witness program by accessing that Web site on any campus computer (<http://www.montana.edu/wwwmsupd/silent.htm>).

Please note that the offices listed below allow student victims and student witnesses to report crime on a voluntary, confidential basis. Information regarding these crimes may be shared with University Police for crime prevention and/or statistical purposes but no formal investigation will be initiated. Counselors (religious, medical or psychological) who learn about the commission of a crime from a student(s) they are counseling may inform those student(s) that crimes may be reported to the Dean of Students Office on a voluntary, confidential basis for inclusion in the universities crime statistics only. Dean of Students Office: 994-2828; MSU Residence Life Staff: 994-2661; V.O.I.C.E. Center 994-7069.

XVIII. Enforcement Authority

Montana Code Annotated (MCA) and University Policies govern general access to and use of the facilities at MSU-Bozeman. In accordance with MCA 20-25-323 and MCA 7-32-303, MSU Police is staffed by peace officers who meet the standards of the Montana Peace Officers Standards and Testing statutes and have the power to arrest and bring before the proper courts persons violating the law on University property. The University's peace officers cooperate with local police authorities, other state authorities and federal authorities in the exercise of their responsibilities.

IX. Timely Notice Warning

The University Police will, upon receipt of information involving a potential threat to members of the university community, work cooperatively to ensure that the community receives that information which is necessary for them to make informed decisions regarding their personal safety and security.

XX. Daily Log

University Police maintain a daily log of on-campus crimes and incidents that are accessible to the public upon request. This information includes date, time, general location, and a summary disposition of the event. This daily log is available at Police Headquarters, Roy Huffman Building, South 7th Avenue & Kagy, 24 hours a day. Log entries for the previous day are updated each weekday morning by 8AM. In order to protect an ongoing criminal investigation or the identity of a victim, the Chief of Police or his designee may classify information as "confidential" and prohibit its release.

XXI. Crime Statistics

MSU-Bozeman Police annually reports their crime statistics to the Montana Board of Crime Control. In addition the University publishes the past three year crime statistics for the following offenses: murder, manslaughter, aggravated assault, arson, burglary, forcible sex offenses, non-forcible sex offenses, motor vehicle theft, robbery, and hate crimes. In addition, the University collects and publishes statistics for liquor law violations, drug law violations, and weapons law violations. Amendments to the Campus Security Policy and Campus Crime Statistics Act, effective Oct 1, 1998, require additional reporting requirements. Crime statistics are now also reported by location. Statistics are also expanded to include crimes that occurred in buildings or on property owned or controlled by the university or university-recognized student organizations and

in public areas adjacent to the campus, such as sidewalks, streets, and parking areas. These statistics are provided as an enclosure to this handbook.

SEXUAL OFFENSES

I. Sexual Assault Prevention

The University has an active program of sexual assault prevention for the campus community. In addition to the Safety Handbook, the sexual assault policies and reporting protocols are listed in some detail on the campus web site:

www.montana.edu/wwwfachb/report/security.html#SEXUAL

The Student Health Center provides a variety of informational and victim assistance programs. The MSU VOICE Center (Victim Options in the Campus Environment) provides a 24-hour crisis line during the academic year at 994-7069. The VOICE Center is a program of the Student Health Services that provides free and confidential support to members of the campus community.

II. Introduction

Montana State University recognizes the need for a safe and secure environment, an informed student population, and specialized services and assistance to support student wellness, personal growth, and academic success.

The University's sexual assault policy, meets both the spirit and intent of its philosophy toward student victims, and complies with the federal CRIME AWARENESS AND CAMPUS SECURITY ACT of 1990.

The CAMPUS SEX CRIMES PREVENTION ACT (Public Law 106-386) is a federal law enacted on October 28, 2000 that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher learning. When this act takes effect on October 28, 2002, the University will provide that information required by the law on its campus web site at www.montana.edu.

Under this Higher Education Act (HEA), the University's policy includes: education; a range of sanctioning; procedures for the victim and the institution to follow in the event of an incident; procedures for on campus disciplinary action; the student's option to notify law enforcement; existing campus and community assistance and services; and options for the victim relevant to academic course and living modifications.

III. REPORTING:

Victims are encouraged to report the assault and allow for evidence collection. They may decide later not to press charges; however, an initial investigation, including police interviews with the victim and the accused will occur if the victim requests that evidence

be collected. A physical examination and evidence collection should be done no later than 72 hours after the assault.

The victim must report sex offenses to the University Police or local law enforcement authorities if the victim wishes to press criminal charges. A victim wishing to pursue University disciplinary procedures must file a complaint with the Dean of Students Office. A victim may file both criminal and University conduct complaints. Victims of a sexual offense on campus are strongly encouraged to notify University Police to report the offense. The student may contact the police directly at 911 for an emergency or 994-2121 for calls after the incident. If the sex offense took place off campus, students may report the offense as follows:

Emergency (immediately after the incident) - 911

Calls later after the incident

City Police - 582-2000

County Police - 582-2100

University personnel will assist victims in notifying the proper law enforcement authorities if the victim requests such assistance.

IV. Date Rape/Acquaintance Rape

Date rape is a crime, probably the most frequent type of rape that occurs on college campuses, and it often goes unreported.

A. Remember, this crime is not your fault. Do not feel guilty. Victims of date rape frequently treat themselves as if they were responsible. They are not. It is a rape and they are the victims

B. Realize that it has happened to others. Speak to a close friend or rape crisis Volunteer (994-7069).

C. Remember to always exercise caution when dating. Double dating can reduce the chance of rape and is a reasonable precaution when getting to know someone.

V. Medical Considerations

A person who is raped needs medical attention. The best judge of possible injuries is a doctor. Even the least violent attack can leave the victim exposed to venereal disease or pregnancy.

A. Even if you don't intend to report the rape, it is still important to be examined, in case you change your mind.

B. If you are going to have a medical/legal evaluation, you should do it as soon as possible. Do not wait.

C. Call the V.O.I.C.E. Center if you want an advocate to accompany you. 994-7069

VI. Counseling and Medical Assistance

Victims are encouraged to call the MSU Student Health Service or the Bozeman Deaconess Hospital Emergency Room following an assault:

MSU Student Health Service - 994-2311
8:00 a.m. - 7:00 p.m. Monday - Friday
8:00 a.m. - 11:30 a.m. Saturday - Sunday

Immediate exams are available during all hours of operation. A victim may request a woman examiner (an exception to this may be during the evening hours).

Bozeman Deaconess Hospital Emergency Room - 585-1000
Open 24 hours a day. Victim will see an emergency room physician who may or may not be a woman.

For crisis counseling the victim may call:

MSU Counseling & Psychological Services - 994-4531
8:00 a.m. - 5:00 p.m. Monday - Friday

Bozeman Help Center - 586-3333 After regular office hours and weekends

V.O.I.C.E. Center – 994-7069 (24-hour crisis line during the academic year)

The Montana Hotline for Sexual Assault 1-800-655-7867 (24-hour crisis line)

VII. Disciplinary Action, Sanctions, & Disciplinary Proceedings

A. Procedures for on campus disciplinary action in cases of alleged sexual assault shall include advising the victim of the right to an explanation of the options of to redress available to the accuser; to press criminal or civil charges; and to decide whether a campus administrative hearing will be held; and in the event of a hearing, the victim has the right:

- to know ahead of time the names of witnesses;
- to have someone accompany her/him through the hearing in addition advisor;
- to have a closed hearing unless all parties agree otherwise;
- to see all evidence, to question the accused and witnesses;
- to be seated out of sight of the accused or participate by telephone;
- to be informed in a timely manner the decision of the hearing board;
- to appeal the decision of the hearing board based on campus conduct guidelines;
- to confidentiality; and
- to request a campus restraining order to prohibit harassment of the accuser by the accused or supporters of the accused.

B. Sanctions may be imposed following final determination of an on campus disciplinary procedure regarding rape, acquaintance rape, and other sex offenses forcible or non-forcible. Sanctions and actions vary from mediation, education,

counseling, suspension, expulsion, and/or combinations of the above. All sanctions contained in the Student Conduct Code may be imposed in such cases.

C. Disclosure of Disciplinary Proceedings: Montana State University will disclose the results of any disciplinary proceeding` resulting from a charge of a sexual offense conducted by this institution to alleged victims and those accused.

VIII. ACADEMIC/LIVING MODIFICATIONS: The MSU Dean of Students Office (994-2826) will assist in adjusting a victim's academic schedule and on campus living accommodations after an alleged sex offense if the victim requests those changes.

IX. EDUCATION/AWARENESS: Descriptions of educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses include:

- Summer and fall orientation presentation and follow-up group discussions.
- Brochures on rape prevention are made available
- A victim's guide for immediate responses and assistance made available to all new students each term.
- An instructional component included in a fall Freshman Experience Seminar course offered to 600 new freshmen.
- Rape Info On-Line accessed through MSU Student Health Service home page.
- Theme weeks and awareness presentations including Take Back the Night, Rape Happens Here, and poster campaigns.
- Students Against Sexual Assault (SASA): an education/awareness group sponsored by the Women's Center, which responds to program requests.
- Continued campus safety issues addressed through University Facilities Planning & Utilization Board relevant to lighting, parking, and landscaping.

ALCOHOL, TOBACCO & ILLICIT DRUGS

I. PHILOSOPHY

Montana State University is an environment where inappropriate use of alcohol, tobacco and other drugs are prohibited. This belief shall be reflected in this University Policy and in an institutionally supported commitment to provide requisite resources for assessment and education with respect to alcohol, tobacco, and other drugs and enforcement of related policies.

The standards set forth herein will be upheld with described sanctions imposed where appropriate. This policy will be reviewed every two years. New policy, change in policy, or in the application of the policy must be reviewed by the MSU Alcohol, Tobacco, and Other Drugs Committee

II. STANDARDS OF CONDUCT

Montana State University has standards of conduct that clearly prohibit the unlawful possession, use, distribution, or sale of alcohol and other drugs on institutional property.

III. Alcohol Policy

A. General Guidelines

Consumption of alcoholic beverages on University property is prohibited by Board of Regents policy except for individual residence hall rooms, individual family housing units, or locations authorized by the President of the University or designee. Authorization must conform to the following conditions:

1. the event must be monitored to prevent consumption by a person not of legal age;
2. consumption and/or sale must be in connection with a substantive event at which alcohol is not the primary focus and is subject to authorization; and
3. food and non-alcoholic beverages must be available.

B. Approval Process

The approval process for all campus-based events involving alcohol must originate with the Conference Services Office. Conference Services will provide information about policies, laws, and procedures to initiate the University's approval process. Montana State statutes recognize the legal age of 21 for possession and consumption of alcoholic beverages. Alcohol is defined as beer, wine, liquor, or other intoxicating beverages. Individual policies of a particular group should also be consulted. Such policies can be obtained by contacting the appropriate office or through Conference Services.

Special groups addressed within this policy include: all Residence Halls; Family and Graduate Housing; Greek organizations; ASMSU; student organizations; stadium and fieldhouse; faculty/staff; and outside groups.

C. Residence Halls and Family and Graduate Housing:

In accordance with applicable State law, the use or possession of alcohol is permitted in the privacy of a student's room (provided they are 21 years of age or older) or individual family and graduate housing unit. Alcoholic beverages may not be consumed in hallways, lounges, utility rooms, and other public areas unless authorized by the President.

Parties or activities involving large amounts of alcohol, as determined by residence hall policy, are prohibited in student's rooms. Residence hall social funds may not be used for the purchase of alcoholic beverages. Approved residence halls and family and graduate housing sponsored functions involving

alcohol shall also adhere to the guidelines on marketing and risk management listed elsewhere in this policy.

Any off-campus event organized and/or sponsored by the Residence Halls and Family and Graduate Housing which is open to the public and at which alcohol will be served shall be subject to the requirements of this policy. The host shall be expected to obtain the guidelines on marketing and risk management from Conference Services and to comply with these guidelines. Events held off-campus are additionally subject to state and local laws. Incident reports involving Montana State University students will be forwarded to the Dean of Students Office and the Residence Life Office. Disciplinary action will be considered and imposed as appropriate.

Any event held on University property that involves the service of alcohol must be scheduled with the Conference Services Office and approved by the President or designee.

D. Greek Organizations

The possession, use, and/or consumption of alcoholic beverages at Greek houses and functions must conform with policies established by the Board of Regents, Montana State University, IFC/Panhellenic policies, and with national chapter policies, local ordinances, and State law. When sponsoring an approved event, each chapter and the Greek system shall adhere to the marketing guidelines and risk management practices listed at the end of this policy.

Open parties, meaning those with unrestricted access, which involve the consumption of alcohol are prohibited. Access must be controlled for invited guests. No Greek organization will serve or permit the use, possession, or consumption of alcohol at rush functions. Chapter funds cannot be used for the purchase of alcohol. Planned social functions at the house where alcohol is served must be registered with the Dean of Students Office with copies to MSU Police and Bozeman City Police not less than 5 academic days. Any off-campus event organized and/or sponsored by the Greek organizations which is open to the public and at which alcohol will be served shall be subject to the requirements of this policy. The host shall be expected to obtain the guidelines on marketing and risk management from Conference Services and to comply with these guidelines. Events held on and off-campus are additionally subject to state and local laws. Incident reports involving Montana State University students will be forwarded to the Dean of Students Office. MSU disciplinary action will be considered for individuals as well as respective fraternities or sororities, and may be imposed by the Dean of Students Office in accordance with the MSU Student Conduct Code and IFC/Pan Hellenic policy.

E. ASMSU, Departmental and Other Registered Student Organizations.

Registered student organizations include any campus group registered with the Office of Student Activities. (For purposes of this policy, standards also apply to

ASMSU or any organized student group assembled independently or on behalf of Montana State University or ASMSU, whether or not they are registered.) When sponsoring an approved event, ASMSU and all organizations shall adhere to the marketing guidelines and risk management practices listed at the end of this policy.

Any event held on University property that involves the service of alcohol must be scheduled with the Conference Services Office and approved by the President or designee. The sale of alcohol or any direct means of collecting money to pay for alcoholic beverages served is prohibited unless a licensed vendor provides the alcohol. Organizational or ASMSU funds shall not be used to purchase alcohol. Events held on and off campus are subject to state and local laws. Incident reports involving Montana State University students will be forwarded to the Dean of Students Office. MSU disciplinary action will be considered and imposed as appropriate.

Any off-campus events organized and/or sponsored by a student organization or ASMSU which is open to the public and at which alcohol will be served shall be subject to the requirements of this policy. The host shall be expected to obtain the guidelines on marketing and risk management from Conference Services and to comply with these guidelines.

F. University Events - Stadium and Sports Facilities

No alcohol will be allowed in the Fieldhouse Arena or Stadium except by the President or designee's authorization. All requests for hosted functions in Sports Facilities will conform to all MSU policies and guidelines. This policy will apply to all entities that rent Sports facilities, whether an MSU entity or an outside organization.

Concession/Entertainment Booth (Football): The concession/entertainment booth is a booth offering full food and beverage concessions, including the sale of beer, through a contract with MSU. This service will conform to all hosting guidelines and will be provided by a licensed vendor. The hours of service will comply with the MSU tailgating guidelines. No personal alcohol will be permitted on the premises.

Tailgate areas (Football) will be established in both the "Booster" and "student" lots. A current parking sticker is required for the Booster lot. Patrons may bring their own food and beverage; however, no "kegs" of alcohol are permitted and as in other lots, no open fires are permitted. The speed limit in these tailgate lots is 5 miles per hour. Tailgating will comply with all MSU tailgate guidelines.

In the remaining areas, no alcohol will be permitted, no open fires, and the speed limit is 5 miles per hour. There are no sanctioned tailgate areas preceding basketball or other athletic events.

Incident reports involving Montana State University students will be forwarded to the Dean of Students Office. MSU disciplinary action will be considered and imposed as appropriate. Events shall adhere to the university marketing guidelines and risk management practices.

G. University Employees

When sponsoring an approved event, organizations shall adhere to the university marketing guidelines and risk management practices. Alcohol use guidelines for this population group is the same as for all others on-campus.

H. Outside Groups Using University Facilities

Private parties wanting to serve alcohol at a function whose circumstances meet the conditions listed under Section A may request approval through the standard process. Outside groups sponsoring an approved event must adhere to the guidelines and risk management practices listed at the end of this policy.

Any event held on University property that involves the service of alcohol must be scheduled with the Conference Services Office and approved by the President or designee. The sale of alcohol or any direct means of collecting money to pay for alcoholic beverages served is prohibited unless a licensed vendor provides the alcohol.

I. Alcohol Marketing Guidelines & Risk Management Practices

Assuming the event where alcohol is being served has been approved, the following are responsibilities of the host and must be followed consistently. The guidelines are intended to help safeguard the University community against potential harm and exposure to legal liability as well as consistency with this policy. Reference to alcohol in on-campus advertising should be accompanied by such non-use messages as: "Know When to Say When." - "It's Okay to Say 'No!'" - "Drinking and Driving Don't Mix" and not dominate in space or analysis the event advertised.

- Consumption of alcohol by those under the age of 21 is prohibited. A system must be implemented to insure that alcohol is not available to persons under age or who appear to be intoxicated.
- Consumption and possession must be permitted only within designated and monitored areas for the event.
- Reasonable amounts of food and non-alcoholic beverages must be served for the duration of the event.
- Service and consumption of alcohol must not exceed the duration of the event.
- Access to the event must be controlled.

- Security arrangements must be approved.
- Events should be promoted which are alcohol-free.
- Consumption and/or sale of alcohol must be in connection with an event whose purpose is not solely the use of alcohol.
- Competitive alcohol consumption games are prohibited.
- Car-pooling, home free, and designated driver options should be strongly encouraged by the party host.

IV. TOBACCO PRODUCTS.

The Montana Indoor Air Act, Title 50, Chapter 40, Montana Codes Annotated, as amended by the 53rd Legislature, specifically exempts the Montana University System from the requirement to designate smoking areas in any building.

Smoking is therefore prohibited in all buildings and sports facilities on campus with the exception of Family and Graduate Housing. Smoking is also prohibited in all areas within twenty-five feet of any exterior surface of any building. Enforcement of this provision is the responsibility of individual Building Supervisors. All no smoking areas will be conspicuously signed, declaring this designation. The complete Montana State University Smoking in Facilities Policy can be found under MSU Campus Policies. Tobacco products will not be sold or distributed on the campus of Montana State University.

V. OTHER DRUGS.

Use, possession, manufacture, sale, or distribution of any illegal or controlled substance on University property or at University sponsored activities is prohibited and may be grounds for immediate suspension or dismissal of students, faculty members, administrators and other University employees. This is in compliance with Federal and State statutes and the Drug-Free Workplace Act of 1988.

The fundamental purpose of the University is to maintain an environment that supports and encourages the pursuit and dissemination of knowledge. That environment is damaged by illegal drug use. Therefore, all members of the academic community, students, faculty members, administrators, and other University employees, share the responsibility for protecting the environment by exemplifying high standards of professional and personal conduct.

Montana State University policies and programs are intended to emphasize: the incompatibility of the use or sale of illegal drugs with the goals of the University; the legal consequences of involvement with illegal drugs; the medical implications of the use of illegal drugs; and the ways in which illegal drugs jeopardize an individual's present accomplishments and future opportunities.

VI. Education

Montana State University has established and will maintain a program of education designed to help all members of the university community avoid involvement with illegal drugs. The University drug and assistance center programs are as follows:

- Promote and support alternative drug free programs and activities;
- Offer referral assistance to students and their friends;
- Provide information, support and referral for those students affected by behavioral compulsions and for students who are/were affected by chemical abuse within a family;
- Offer workshops, seminars and training;
- Give support to friends and family who are affected by someone else's substance use/abuse;
- Support other Montana State University offices, faculty and staff in issues relating to alcohol, drug, and behavioral compulsion;
Provide factual information and dispel myths about alcohol and drugs; and
House comprehensive resource library on alcohol, drugs and other addictive substances.

VII. Counseling and Rehabilitation

In compliance with the Drug Free Workplace Act of 1988, the University will provide information about drug counseling and rehabilitation services to members of the university community. Persons who voluntarily avail themselves of university services shall be assured that applicable professional standards of confidentiality will be observed. Counseling and rehabilitation services include:

- Provisions of training for professional staff and student staff on drug abuse information, intervention and referral;
- Conducting education programs for students who have demonstrated abusive behavior with drugs;
- Conducting individual and group counseling for members of the university community with drug problems;
- Conducting drug abuse assessments;
- Organizing campus self-help groups;
- Providing consultation, information and referral for students, staff and faculty with drug problems;
- Designing and developing referral opportunities for members of the university community who desire to seek professional assistance beyond the campus
- This will be done in cooperation with the employee assistance coordination in the Employee Relations Office; and

- Providing, with peer involvement, a system of intervention and referral services for students, faculty and staff.

In providing the above prevention strategies, it is recognized that some campus constituents may prefer professional assistance external to the campus. The campus community substance abuse education and prevention program coordinator will collaborate with the employee assistance coordinator in the development of appropriate referral mechanisms for these individuals. A listing of all campus resources for assistance and referral will be made available for those who choose that option. In the development of this program, it is desired that faculty, students, administrators, and other employees be comfortable in the manner in which they are served and have a choice in the selection of appropriate assistance. Individuals served in the counseling program on campus can be assured that confidentiality will be maintained and that they will be served by professionals.

VIII. HEALTH RISKS

The abusive use of alcohol and the use of illicit drugs can be detrimental to the physical and mental health of students and have significant long-term negative affects. These can be broadly classified as: 1. social, academic, and personal problems (not specific to chemical dependency); 2. "second-hand" effects (negative effects caused by other students' use of substances); 3. physiological or psychological dependence.

A. Social, academic, and personal risks of substance abuse:

Social, academic, and personal risks are factors associated with the largest number of students who drink alcohol or use illicit drugs. High-risk or binge drinking of alcohol is poses the greatest risk to students. The prevalence of this behavior (also known as "binge drinking" or heavy episodic drinking) and/or use of drugs can directly or indirectly lead to serious problems which have shown to impact in a very negative way on a student's ability to achieve academic success.

B. Social risks:

Fighting, arguments, driving under the influence, making unwanted sexual advances, damaging property, getting into trouble with authority, experiencing or instigating peer pressure to drink or use drugs. Academic problems: poor grades, missed classes, memory loss, falling behind in class work or projects. Personal problems: depression, injuries, experiencing unwanted attempted or completed sexual intercourse, thinking about suicide, being the victim of violence, being unable to control drinking or drug use.

C. Second-hand effects:

Another significant body of problems associated with campus alcohol and/or drug use are recognized as "second-hand" effects. These are the result of 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 more prominent among students living in close quarters. Effects include: disruptions of sleep or studying, having one's property damaged, feeling unsafe, having 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).

D. Risks associated with dependency (also known as addiction):

For a smaller percentage of students, substance use has either escalated to the level of dependency or they have entered the university with a preexisting dependency. Adverse effects of dependency can include illnesses such as liver disease, peripheral neuropathy, and cerebella degeneration. Additional health risks to students with chemical dependency include the personal problems listed above in addition to blackouts, alcoholic hallucinosis, 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, over dosage, stupor, shock, coma or death), acute withdrawal, psychosis, or aggravation of existing mental illness. Symptoms of dependency include the following: psychological craving: may be accompanied with antisocial behavior involved in the procurement of the drug; physiological dependence: withdrawal symptoms are displayed when use of the drug is discontinued; tolerance: where there is a need to increase the dose of the substance to obtain the desired effects.

IX. Treatment for Students and Staff

MSU offers both substance abuse prevention and counseling services.

Prevention services are coordinated through the Health Promotion program (994-7337) in the Swingle Health Center; included are education, outreach, and research.

Counseling services are provided through Counseling & Psychological Services (994-4531) in the Swingle Health Center; included are assessments, treatment groups, and individual counseling for students whose lives have been affected by their own or someone else's substance abuse.

The INSIGHT Program (994-5937) is housed in the Dean of Students Office, 120 Strand Union and provides early intervention and referral services as well as diagnostic services.

Clients requiring long-term addiction therapy are referred to Alcohol & Drug Services of Gallatin County, the only outpatient facility available to the community. A listing of community-based services is attached.

X. Enforcement and Sanctions

Following due process and/or appeal options, and sanctions may be imposed as follow:

- A. Individuals who violate the University policy, city or state laws are subject to disciplinary action as a student under the code of conduct; and as an employee under personnel policies. Individuals may also be criminally prosecuted.

- B. Student sanctions may include required counseling, reprimand, probation, suspension, expulsion and/or restitution as well as required attendance at educational and/or treatment programs.
- C. Employee sanctions may include "disciplinary measures up to and including termination. MSU may require the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who violates ... policy." (from Personnel Procedures Guide)
- D. Groups displaying unreasonable and irresponsible conduct or violation of this University Alcohol/Tobacco/Other Drugs policy will jeopardize continuance of the University-recognized or supported event and access to University service and facilities.

XI. University Efforts to Address Alcohol Issues

The Dean of Students Office, Residence Life, University Police, Greeks, and University Health Service are among the groups in the university community which have joined together in an effort to combat the negative effects of alcohol abuse and unsafe drinking. MSU strives to provide alternatives to drinking with sponsored activities. Dances, homecoming activities such as Midnight Madness, active participation in the Gallatin County DUI Task Force, CAT CAB, and alcohol-free athletic events are but a few of the ways that the University promotes either alcohol-free events and/or responsible conduct.

XII. Explanations of MIP Laws and Penalties

Underage Consumption or Possession (MIP): It is illegal for anyone under the age of 21 to possess or consume any alcoholic beverage.

Penalties for Persons 18-20 years of age:

1st Offense: Maximum fine of \$50; perform community service.

2nd Offense: Maximum fine of \$100; perform community service; driver's license suspension for not more than 60 days if the person was driving or in actual physical control when the offense occurred

3rd Offense: Maximum fine of \$200; perform community service; driver's license suspension for not more than 120 days if the person was driving or in actual physical control when the offense occurred; complete alcohol information course at an alcohol treatment program approved by the State; serve a maximum of six (6) months in jail

A person under the age of 21 commits the offense of attempt to purchase an intoxicating substance if the person knowingly attempts to purchase an alcoholic beverage. Persons convicted of attempt to purchase an intoxicating substance shall be fined as follows:

Under 18 years – maximum fine of \$100

Over 18 years – maximum fine of \$50

A person under the age of 21 commits the offense of possession of an intoxicating substance if the person knowingly **consumes or has in the person's possession** an intoxicating substance. The person need not be consuming or in possession of the intoxicating substance at the time of arrest to be in violation.

XIII. Explanation of DUI Laws and Penalties

Montana law imposes differing penalties for persons driving under the influence depending on their age at the time of the violation. The law also imposes differing levels of proof for DUI offenses. “Under the influence” means that as a result of taking into the body alcohol, drugs, or any combination of alcohol and drugs, a person’s ability to safely operate a motor vehicle has been diminished. Conviction of any DUI offense to include refusal to submit to a test or preliminary test of a person’s blood alcohol content may result in a revocation of the person’s drivers license.

A. Persons over the age of 21:

If at the time of arrest the accused has a blood alcohol concentration in excess of .04 but less than .10, this fact may be considered with other competent evidence in determining the guilt or innocence of the person. If at the time of arrest, the accused has a blood alcohol concentration in excess of .10, it may be inferred that the person was under the influence of alcohol. **Penalty for driving with .10 or above blood alcohol concentration – first through third offense:** A person convicted of violation of MCA 61-8-406 shall be punished by imprisonment for not more than 10 days and shall be punished by a fine of not less than \$100 or more than \$500. On a second conviction of MCA 61-8-406, the person shall be punished by imprisonment for not less than 48 consecutive hours, to be served in the county jail and not on home arrest, or more than 30 days and by a fine of not less than \$300 or more than \$500. On a third conviction of a violation of MCA 61-8-406, the person shall be punished by imprisonment for not less than 48 consecutive hours, to be served in the county jail and not on home arrest, or more than 6 months and by a fine of not less than \$500 or more than \$1000. On the third and subsequent conviction, the court shall order the motor vehicle owned and operated by the person at the time of the offense to be seized and subject to forfeiture. Fourth offense is a felony subject to imprisonment for not less than 6 months or more than 13 months.

B. Persons under the age of 21:

It is unlawful for a person under the age of 21 who has a blood alcohol concentration of **.02 or more** to drive or be in actual physical control of a motor vehicle. Upon a first conviction under MCA 61-8-410, a person shall be punished by a fine of not less than \$100 or more than \$500. Upon a second conviction under this section, a person shall be punished by a fine of not less than \$200 or more than \$500 and, if the person is 18 years of age or older, by incarceration for not more than 10 days. Upon a third or subsequent conviction under this section, a person shall be punished by a fine of not less than \$300 or more than \$500 and, if the person is 18 years of age or older, by incarceration for not less than 24 consecutive hours or more than 60 days. In addition, the court may require the person convicted to successfully complete a chemical dependency education course, **and** the person’s driver’s license shall be suspended for 90 days upon the first conviction, 6 months on the second conviction, and 1 year upon the third or subsequent convictions.

In addition to the aforementioned penalties, the court may restrict the person to only driving a motor vehicle equipped with a functioning ignition interlock device and require the person to pay the reasonable cost of leasing, installing, and maintaining the device.

C. Implied Consent

Any person who operates a motor vehicle on the ways of this state shall be deemed to have given consent to a chemical test of their blood, breath, or urine for the purpose of determining any measured amount of detected presence of alcohol or drugs in the person's body if arrested by a peace officer for driving or being in actual physical control of a motor vehicle while under the influence of alcohol, drugs, or a combination of the two. If the person refuses to submit to such tests, the arresting officer will seize the person's driver's license. **1st Refusal – License suspended for 6 months with no provision for a restricted probationary license 2nd & Subsequent Refusals – License revoked for 1 year with no provision for a restricted probationary license**

XIV. State Drug Laws

A. Criminal possession of dangerous drugs

A person convicted of criminal possession of marijuana or its derivatives in an amount the aggregate weight of which does not exceed 60 grams of marijuana or 1 gram of hashish is, for the first offense, guilty of a misdemeanor and shall be punished by a fine of not less than \$100 or more than \$500 and by imprisonment in the county jail for not more than 6 months. A person convicted of a second or subsequent offense is punishable by a fine not to exceed \$1,000 or imprisonment in the county jail for a term not to exceed 1 year or in the state prison for a term not to exceed 3 years or both such fine and imprisonment. **Conviction of possession of dangerous drugs is a FELONY, with the exception being the possession of less than 60 grams of marijuana or 1 gram of hashish.**

A person convicted of criminal possession of an opiate shall be imprisoned in the state prison for a term of not less than 2 years or more than 5 years and may be fined not more than \$50,000.

A person convicted of criminal possession of other dangerous drugs shall be imprisoned in the state prison for a term not to exceed 5 years or be fined an amount not to exceed \$50,000 or both.

B. Criminal distribution of dangerous drugs - FELONY

A person commits the offense of criminal distribution of dangerous drugs if the person sells, barter, exchanges, gives away, or offers to sell, barter, exchange, or give away any dangerous drug. The penalties for these offenses vary with the type of drug, but they all are considered felonies with imprisonment in the state prison and fines.

C. Criminal possession of drug paraphernalia

It is unlawful for any person to use or to possess with intent to use drug paraphernalia. Any person who violates this law is guilty of a misdemeanor and, upon conviction, shall be imprisoned in the county jail for not more than 6 months, fined not more than \$500, or both.

D. Unlawful transaction with children

A person commits the offense of unlawful transactions with children if they knowingly (a) sells or give intoxicating substances other than alcoholic beverages to a child under the age of majority; or (b) sells or gives an alcoholic beverage to a person under 21 years of age. A person convicted of the offense of unlawful transactions with children shall be fined up to \$500 or be imprisoned for a term of not more than 6 months, or both.

XV. Risk to Financial Aid

Financial aid of any kind can be suspended for either a State or Federal drug related offense. If you are convicted of possession of a controlled substance, your financial aid eligibility can be suspended for up to 1 year. For a second conviction, you can be suspended for up to 2 years. A third or subsequent conviction suspends your eligibility for an indefinite period of time.

The Last Word
CRIME PREVENTION & SAFETY TIPS

- **Lock your room when you leave the room unattended**
- **Use police or residence hall etching tool to inscribe your driver's license number and abbreviation of license state on valuables**
- **Do not leave books and electronic devices unattended**
- **Always lock your car when you park and leave it unattended**
- **Remove or cover personal property if you absolutely need to leave these articles in your car for any length of time**
- **Insist on having a "Designated Driver" if you must share a ride with persons who have been drinking alcoholic beverages**
- **Call for a CAT CAB (388-9999) if you need a ride back to campus from an off-campus location "Don't drink and drive"**
- **Do not accept drinks or beverages from strangers and always insist on opening your own beverages**
- **Work in partnership with others on campus by reporting crime, suspicious incidents, and motor vehicle accidents that may be hit-and-run incidents; use the confidential "Silent Witness" on the University Web Page See: www.montana.edu/wwwmsupd**