From the Dean of the College of Nursing:

Thank you for taking the time to review MSU’s Mark and Robyn Jones College of Nursing (MRJCON) Separate Campuses Annual Security and Fire Safety Report for Kalispell, Missoula, Great Falls, and Billings Campuses.

The MRJCON has five campuses, with one being located on the MSU (Bozeman) campus. Under the Clery definition, the four additional campuses which are spread across Montana are considered “separate campuses.” Therefore, this report will address only those four separate campuses. The Bozeman campus Clery statistics are included in the MSU ASR.

In this report you will find important information on how and where to report criminal activity and campus violations, along with how our separate campus security and police departments respond after receiving such reports.

MSU’s MRJCON Separate Campuses Annual Security Report is published in compliance with the requirements in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, which was signed into law in 1990. Listed in this report are the statistics for the various “Clery” crimes that have been reported to MSU during the last three calendar years. All members of the MRJCON campus communities at Kalispell, Great Falls, Missoula and Billings receive an email at the beginning of every academic year with the exact web address for this online report, and hard copies are available upon request through the MRJCON Dean’s Office located in Anna Pearl Sherrick Hall on the MSU Bozeman Campus or by contacting the Campus Director in Kalispell, Great Falls, Missoula or Billings.

Our goal every year is to ensure the highest levels of safety and security for our separate MRJCON campuses, and we are always seeking ways to improve the services and programs we offer. After you read the MSU MRJCON Separate Campuses Annual Security Report, we would welcome any feedback or comments.

– Dean Sarah Shannon, Mark and Robyn Jones College of Nursing
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LOCATIONS & GEOGRAPHY

MARK AND ROBYN JONES COLLEGE OF NURSING (MRJCON) SEPARATE CAMPUSES

All MSU policy statements contained in this report apply to all MRJCON students, regardless of campus, unless otherwise indicated.

The specific geography for each MRJCON campus is defined below:

Kalispell
Located in the Medical Arts Building on the Kalispell Regional Medical Center campus, with classrooms and labs located in the basement of the Medical Arts Building.

Great Falls
Located on the lower level of the Benefis Building #31, 400 15th Ave. S., Suite 106, which is across from Benefis West.

Missoula
Located on the campus of the University of Montana in North Corbin Hall at 32 Campus Drive.

Billings
Located in the Apsaruke Building on MSU-Billings campus

MSU’s non-discrimination policy
Montana State University’s campuses are committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran’s status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among all people at our university. Please direct any inquiries regarding MSU’s non-discrimination policy or procedures to the Director of Institutional Equity at OIE@montana.edu

REPORTING AUTHORITIES

The MSU Mark and Robyn Jones College of Nursing (MRJCON) has locations on four separate campuses across the State of Montana with four different reporting authorities who interact with private security, campus police department, and local police department in each location:

In each instance in the report below, these four separate campuses will be addressed by the city they are in, consistently in the same order throughout the report:

Kalispell: Regional Medical Security works with Kalispell Police Department

Great Falls: Benefis Health System Security works with Great Falls Police Department

Missoula: University of Montana Police works with Missoula Police Department

Billings: MSU-Billings Police works with Billings Police Department
SAFETY

Kalispell: Kalispell Regional Medical Center Security

Great Falls: Benefis Health System Security

Two of the MRJCON campuses are housed on medical campuses: Kalispell at the Kalispell Regional Medical Center and Great Falls on the Benefis Health System campus. At both campuses, security is available 24 x 7 by private security hired by the hospitals, Kalispell Regional Medical Center Security and Benefis Health System Security. Both agencies’ authority extends to the medical campus. They work in collaboration with the local Kalispell and Great Falls Police Departments to provide security.

Missoula: University of Montana Police Department (UMPD)

The University of Montana Police Department (UMPD) is responsible for law enforcement on the University of Montana Mountain Campus including the River Campus, and Missoula College West. Its jurisdiction extends within a mile of each campus’s boundaries for university-related activities. This jurisdiction includes the Missoula MRJCON Campus. The authority for UMPD is derived from Montana Code Annotated, Section 20-25-321. UMPD is housed in Building 32, Campus Drive (Physical Plant), directly east of the Washington-Grizzly Stadium.

UMPD provides continuous security and law enforcement protection to the University community, 24 hours a day, 365 days a year. Police services are provided with access to assistance from the adjacent local law enforcement agencies, municipal fire, and emergency medical services.

UMPD staffs a detective who is embedded with the Missoula City Police Department’s Special Victims Unit, a bicycle patrol, explosive detection K9 officer, and a Community Liaison Officer for residence halls. Residence halls and the Villages (University Villages and Lewis and Clark Village) are also assigned an Area Officer to work closely with resident students and staff.

The mission of the University of Montana Police Department is to work in partnership with the campus community to provide the most professional, effective public safety services possible. All of this must be done in an environment that is conducive to learning.

Billings: MSU-Billings Police Department (MSUBPD)

Under Montana Code Annotated 20-25-321, the Board of Regents has empowered the MSU Billings Chancellor to establish a Police Department for MSU Billings. Since the MRJCON campus in Billings is on the MSU Billings campus, the MSUB PD has jurisdiction on the MRJCON Billings campus. The MSU Billings Chief of Police/Safety Director is responsible for the management of the University Police Department and reports directly to the Vice Chancellor for Administration and Finance. However, all public safety services are closely coordinated with other key University administrators as well as local officials.

The department provides other services to the University community, which include fire safety, parking enforcement, emergency management, fire code inspections, building safety, security, and workplace safety. The department is committed to upholding a community oriented policing philosophy, maintaining a belief in treating people with professionalism and courtesy. University Police officers train to assist victims of bias crimes (incidents related to race, religion, or sexual orientation).
orientation), sexual violence (including acquaintance rape and stranger rape), and domestic violence. Officers participate in Crisis Intervention Training, where they learn and practice techniques for providing service to persons suffering mental illness, the emotionally disturbed, and those with chemical dependencies.

The University Police provides 24/7, year-round security and law enforcement protection to the MSU Billings community. Services are provided with access to municipal fire and emergency medical services. University Police patrol two campuses within the City of Billings: MSUB University Campus at 1500 University Drive and MSUB City College at 3803 Central Avenue.

**WORKING RELATIONSHIP WITH LOCAL, STATE, AND FEDERAL LAW ENFORCEMENT AGENCIES**

**Kalispell:** Kalispell Regional Medical Center Security  
**Great Falls:** Benefis Health System Security

Two of our MRJCON campuses are housed on medical campuses: Kalispell on Kalispell Regional Medical Center and Great Falls on the Benefis Health System campus. At both campuses, security is available 24 x 7 by private security, Kalispell Regional Medical Center Security and Benefis Health System Security. Both agencies’ authority extends to the medical campus. Both security departments maintain a strong working relationship as they work in collaboration with the local Kalispell and Great Falls Police Departments to provide security.

There are no written agreements or memorandums of understanding concerning the investigation of criminal incidents, between MSU and the Kalispell and Great Falls Police Departments or hospital security.

**Missoula:** University of Montana Police Department

UMPD maintains Memorandums of Understanding (MOUs) with three other law enforcement agencies: the Missoula Police Department (MPD), the Missoula County Sheriff’s Office (MCSO), and the Montana Highway Patrol (MHP). Under these MOUs, UMPD may request assistance for aid from any of these agencies during the response or investigation of a call for service. The MOUs allow UMPD to enforce vehicle and traffic laws within the boundaries of the campus or on streets and alleys contiguous to campus. UMPD assumes first jurisdiction and responsibility for all felony crimes occurring on campus, except for felony drug crimes, which are referred to Missoula’s High Intensity Drug Task Force. UMPD assumes first jurisdiction on all misdemeanors occurring on University property and will provide mutual aid and support to the Missoula Police Department on request as available.

In addition to working with the Missoula Police Department, the Missoula County Sheriff’s Office, and the Montana Highway Patrol, UMPD works with several other local, state, and federal law enforcement agencies on incidents that occur on the main UM campus or other UM properties. These properties include the Missoula College West Campus, Bitterroot College in Hamilton, the Flathead Lake Biological Station Campus near Polson, and several other research facilities and land parcels. Additional law enforcement agencies include the U.S. Forest Service Law Enforcement (USFS), the Hamilton Police Department (HPD), the Lake County Sheriff’s Office (LCSO) and the Confederated Tribal Police Department (CTPD).
Aside from the MOU the UMPD has with the Missoula Police Department, the Missoula County Sheriff’s Office and the Montana Highway Patrol, the UMPD has no MOUs with other law enforcement agencies.

Billings: MSU-Billings Police Department
Pursuant to MCA 20-25-321 and MCA 7-32-303, MSU Billings maintains a Memorandum of Understanding and Agreement with the City of Billings that extends the jurisdiction of University Police Officers throughout the city of Billings and within a 5-mile radius of city limits. Under this agreement, University Police Officers may enforce Billings Municipal Ordinances, traffic laws, and all criminal codes found within Montana Code Annotated. Under the MOU, university officers are also able to issue citations within their patrol jurisdiction for parking violations as defined by state or municipal laws. It is agreed that University Police will assume first jurisdiction on all University-related property for events sponsored by the University. University Police officers will provide mutual aid and support to Billings Police on request, as available. The University Police Department maintains a close working relationship with Billings Police, Yellowstone County Sheriff’s Office, and the Federal Bureau of Investigation, the local Probation and Parole office, and other agencies within the criminal justice system. University Police maintain direct radio contact with Billings Police to ensure officer safety, as well as effective coordination during emergency situations. An additional formal written agreement outlines the University Police involvement with the enforcement of alcohol laws within Yellowstone County. Montana State University Billings does not have a Memorandum of Understanding with Billings Police or any other agency regarding the investigation of criminal incidents.

Role, Authority, and Training
Kalispell and Great Falls
Kalispell Regional Medical Center Security and Benefis Health System Security are both private security firms contracted by the hospital to provide security for the hospital campus. They are contacted in the event of an emergency, but if the threat requires more than simply asking someone to leave the property or detaining them, the security will immediately call 911 and request assistance. Security Officers have the authority to enforce hospital policies. Security Officers can detain suspects until police arrival but have no power of arrest.

Missoula
University of Montana Police Department
All UM police officers receive training and state certification at the Montana Law Enforcement Academy and subscribe to the Montana Public Safety Officer Standards and Training (POST) (https://dojmt.gov/post/), enabling them to enforce Federal, State, and Local laws on university properties including the MRJCON Missoula Campus. All university police are also responsible for enforcing university policies.

UM officers are defined as peace officers under Title 20, Chapter 25, Part 3 of the Montana Code Annotated and are fully empowered by the state. Specifically, under 20-25-321. As peace officers, UMPD officers have the same authority to detain and arrest as Missoula City Police Officers, Missoula County Sheriff’s Deputies, or any other law enforcement agency in the state of Montana.

The UM police officers have the power to make arrests and the authority to enforce state, local and federal laws. The patrol jurisdiction of security officers is limited to any buildings or properties owned or controlled by the University of Montana.
Billings
MSU-Billings Police Department
MSU Billings Police Department has jurisdiction over the MRJCON Billings Campus. MSU Billings Police Officers are certified Peace Officers for the State of Montana and sworn to all the responsibilities and powers of a Peace Officer in Montana, including the duty to maintain public order and the power to arrest. The MSUB police officers have the the authority to enforce state, local and federal laws.

All sworn officers are graduates of an accredited Police Academy and professional and formal education is stressed for all officers. Most officers hold a B.A. degree or are working towards a degree. All University Police 911 Dispatchers are trained and certified by the State of Montana. The Director is the University Police Chief and is responsible for the management of the UPD and reports directly to the Vice President of Finance and Administration. However, all public safety services are closely coordinated with other key university administrators as well as local officials.

REPORTING CRIMES AND OTHER EMERGENCIES

Crime or Emergency Reporting
Crime is a reality at Montana State University’s MRJCON campuses, and preventing crime is everyone’s responsibility on campus. Unreported crime is a criminal's greatest ally. All members of the MSU MRJCON community and all visitors are encouraged to report potential criminal activity, suspicious behavior, and any emergencies accurately and promptly on campus and on public property running through or immediately adjacent to the campus. If you suspect a criminal act has taken place, MSU highly encourages accurate and prompt reporting.

MSU Mark and Robyn Jones College of Nursing Campuses:

Kalispell Nursing Campus
Emergency: 911
Kalispell Police Department Non-Emergency: 406-758-7780
Kalispell Regional Hospital Security: 406-751-5300
Kalispell Regional Medical Security Campus Director: Kaki Mendius 406-751-6969

Great Falls Nursing Campus
Emergency: 911
Great Falls Police Department Non-Emergency: 406-455-8599
Great Falls Benefis Health System Security: 406-727-7688
Great Falls Police Department Campus Director: Dr. Susan Luparell 406-771-4459

Missoula Nursing Campus
Emergency: 911 or 406-243-4000
University of Montana Police Non-Emergency: 406-243-6131
Campus Director: Tracey Koch 406-243-5609

Billings Nursing Campus
Emergency: 911 or 406-657-2222
MSU-Billings Police Non-Emergency: 406-657-2147
Campus Director: Debbie Fischer 406-657-1770
For all campuses, non-emergency crimes may be reported to MSU Bozeman Police Department who will work with local authorities to determine jurisdiction.

Suspicion of crime does not require proof. If you suspect a crime has been committed or is being committed, call the appropriate number above or the local police department immediately. Make a difference, call. Only concerned citizens can prevent crime.

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

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

Bomb threats: If you receive a bomb threat, it is important to obtain as much information as possible from the caller. Things to ask are: (1) location of bomb, (2) time of explosion, and (3) type of bomb.

Make mental notes about the caller’s voice, and background noises which you may hear. Call 911 immediately. Do not panic. The University Police will search the area, notify trained personnel, and notify emergency services. The University Police, in conjunction with the building supervisor and administration, will determine if evacuation is necessary.

**What to Report:** When calling the Police Department to report an incident, please provide the following information:
- Your name (optional)
- Location of incident
- Type of incident
- Description of suspect, vehicles or other pertinent information
- Return telephone number (optional)

Members of the MSU community are encouraged to report crime and emergencies accurately and promptly to the appropriate Police or Security Department listed above, based on the location of the incident, and the appropriate local police agencies, including when the victim of a crime elects to, or is unable to, make such a report.

**Voluntary Confidential Reporting — General Crime**
If you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may still want to consider making a confidential report.

With your permission, the MSU University Police Chief (or designee) can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern
of crime regarding a particular location, method, or assailant; and alert the campus community to potential danger.

Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. If you wish to make a confidential report, MSU offers the Silent Witness Program to anyone who has witnessed, or knows about, a crime committed on campus. You are welcome to send an email to switness@montana.edu with information you feel may be useful in keeping your campus safe and secure. Silent Witness reporting is also available on the SafeCats app. You should provide the information as described in the previous paragraph.

SECURITY/LOCAL POLICE AND UNIVERSITY POLICE RESPONSE TO REPORTED CRIMES

Kalispell and Great Falls: The local Police Department or local security will respond to reports of crime against persons and all property owned, controlled, leased, or operated by these campuses.

Reports of criminal activity received by the local police or security department occurring outside of its jurisdiction will be referred to the appropriate city or county law enforcement agency.

Missoula: UMPD

UMPD will respond to reports of crime against persons and all property owned, controlled, leased, or operated by the University of Montana (including the geography of the MRJCON Missoula campus) within their jurisdiction on a 24-hour basis, 365 days a year. UM dispatchers can instantly dispatch University Police, and Missoula Fire and Emergency Medical Services, and if needed, will request assistance from the Missoula Police Department (MPD) the Missoula County Sheriff’s Office (MCSO), and/or the Montana Highway Patrol. Allied agencies will respond to reports of crime on campuses outside UMPD's main jurisdiction. These agency responses are dispatched through the 911 system.

Billings: MSUBPD

The University Police Department will respond to reports of crime on all property owned, controlled, leased, or operated by Montana State University Billings (including the geography of the MRJCON Billings Campus), which includes rental properties within a one-mile radius of the University campus. Police office staff answer incoming calls from 8am-5pm weekdays. Calls between 5:01pm and 7:59am Monday through Friday and all calls on weekends and university holidays are forwarded from the department’s landlines to a cell phone carried by the on-duty officer. Officers can be reached through the (406) 657-2147 and (406) 657-2222 numbers 24 hours a day, seven days a week. If a call is placed to 911, the City of Billings/Yellowstone County Communication Center dispatch can instantly contact the University Police through their department-issued police radios.

All reports of criminal activity occurring within the jurisdiction of the University Police Department will be investigated. Reports of criminal activity received by the University Police occurring outside of its jurisdiction will be referred to the appropriate city or county law enforcement agency.
**CAMPUS SECURITY AUTHORITIES (CSAS)**

CSAs at each MRJCON campus includes the Campus Director. The Directors, as the designated CSAs, are required to report any Clery Crime. Reporting is completed online at www.montana.edu/clery using the CSA Reporting Form. Crimes reported to any CSA will be included in the annual crime statistics found later in this report. In addition, CSAs at the MRJCON Missoula and Billings campus must also report Clery Crimes to those campus’ UPD departments.

**The MRJCON Four Campuses CSAs (Campus Directors) are:**

- Kalispell Nursing Campus  
  Kaki Mendius, Campus Director: 406-751-6969

- Great Falls Nursing Campus  
  Dr. Susan Luparell, Campus Director: 406-771-4459

- Missoula Nursing Campus  
  Tracey Koch, Campus Director: 406-243-5609

- Billings Nursing Campus  
  Debbie Fischer, MS, RN, Campus Director: 406-657-1770

MSU officially designates the following two offices as locations where campus community members should report crimes:

- Office of Institutional Equity (406-994-2042, 311 Montana Hall, or oie@montana.edu)
- University Police (406-994-2121, 101 Huffman Building)

Students and employees can report criminal offenses to the above designated Campus Security Authorities for the purpose of making timely warning reports and annual statistical disclosure.

Under the Clery Act, MSU must designate certain individuals as CSAs.

As explained above, students, employees, and visitors are encouraged to promptly report crimes to the University Police Department or the Office of Institutional Equity. However, students may contact any CSA for appropriate assistance in reporting crimes.

Confidentiality of crime reports made to CSAs cannot be promised. Clery requires statistical reporting, but CSAs are also reporters under the requirements of Title IX and University policy and as such may not be able to maintain confidentiality. There may be instances where the University must act regardless of the wishes of the complainant or reporting party. Nevertheless, in such cases MSU will take care to protect identities to the extent allowed by the circumstances and law.

**Identification of CSAs and Annual Training**

Montana State officials responsible for overseeing Clery practices meet annually- or upon the receipt of new guidance- to update a centrally maintained CSA list in the Dean of Students’ Office. Further, MSU staff members who are identified as Senior CSAs help to provide updated information regarding new CSAs or those who have left Montana State on a regular basis.

Identified CSAs are offered training through three means:

- Online Training.
- In-person training with an on-campus Clery expert from the Dean of Students.
- Dedicated campus web page providing overview of CSA responsibilities and a link to the Department of Education training video.

Additionally, a web page is maintained and updated throughout the year that hosts information on CSA trainings, including presentations they can browse and other relevant Clery information. Once a CSA has completed training, the centrally maintained CSA list is updated to indicate training completion.

**Pastoral and Professional Counselors**
Campus “Pastoral Counselors” and “Professional Counselors,” when acting as such, are not considered to be a campus security authority for Clery Act purposes and are not required to report crimes for inclusion in the annual disclosure of crime statistics.

According to the Clery Act, professional mental health counselors who are appropriately credentialed and hired by Montana State University to serve exclusively in a counseling role are not considered CSAs. As a matter of policy, the University encourages our professional mental health counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them.

**Pastoral Counselor** – An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.
MSU does not have any Pastoral Counselors that work at the institution at this time.

**Professional Counselor**
An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community, and who is functioning within the scope of their license or certification.

Please note that reports of sexual violence and other violations that may be sex- or gender-based may also be reported to the Title IX Coordinator and may not be held in confidence.

**Campus Safety and Security Programs & Resources**

**Educational Programs**
Educational Programs concerning security awareness, personal safety, and crime prevention, including the prevention of sexual assault, (including rape, fondling, incest and statutory rape) and personal safety techniques are offered by a variety of groups and individuals each year, including University Police, Dean of Students, Office of Health Advancement (OHA), Office of Emergency Management (OEM), Safety and Risk Management (SRM), Office of Institutional Equity (OIE), University Counseling Center, the VOICE Center, Residence Life and others.

During the 2021-2022 academic year, MSU offered approximately 50 crime prevention and security awareness programs. Most of these programs can be delivered in person or virtually. Topics such as personal safety, residence hall security, drug and alcohol abuse awareness and sexual assault prevention are some examples of programs offered during the prior academic year.
All crime prevention and security awareness programs encourage students and employees to be responsible for their own security and the security of others.

Anyone interested in having an MSU officer speak to their group should contact UPD at 406-994-2121.

Programs and presentations available (and relevant to MRJCON students) annually include:

- AED/CPR/First Aid Training
- Fire extinguisher Training
- Chemical Safety Training
- Alcohol awareness
- Drug awareness
- Crime Prevention covering crimes such as rape, acquaintance rape, domestic violence, dating violence, sexual assault, sexual intercourse without consent, relationship violence, privacy in communications, and stalking
- Run, Hide, Fight - Active shooter protocol
- Workplace violence protocols
- Internet Safety and Security
- Property security
- Personal safety
- Identity theft
- VOICE Center and Not In Our House taskforce educational presentations on bystander intervention and interpersonal violence prevention
- Alcohol and Drug education
- Others upon request

**AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS)**

MSU initiated the Public Access Defibrillator Program in 2004 because of due diligence and the expectation an organization MSU’s size would have AED’s available to the public.

MRJCON Campus AEDs:

- Kalispell: The AED is in the hospital next door to the building.
- Great Falls: There is an AED in the reception area.
- Missoula: There is an AED on the second floor of North Corbin Hall.
- Billings: There is one AED in the adjacent McDonald building on the third floor.

**CRIME STATISTICS**

Crime statistics can be found later in this report and can also be accessed on the Montana State University Police website located at: [http://www.montana.edu/police/crime-statistics.html](http://www.montana.edu/police/crime-statistics.html)

**CAMPUS DAILY CRIME LOGS**

**Kalispell:** The Kalispell campus does not maintain a daily crime log because this campus does not have a security department.

**Great Falls:** The Great Falls campus does not maintain a daily crime log because this campus does not have a security department.
Missoula:
The MRJCON campus in Missoula does not maintain a daily crime log.

The UMPD maintains a Daily Crime Log which is available to the public for review, at the [CPSA] Office in the Facilities Services Building, Room 136, from 8 a.m.– 5 p.m. Monday through Friday, excluding holidays. A version may of the Daily Crime Log is also available online at: https://www.umt.edu/police/crime-log/.

Billings:
The MRJCON campus in Billings does not maintain a daily crime log.

MSU Billings PD maintains a Daily Crime Log which is available to the public for review. It is accessible at the MSU Billings PD Office located on the first level of the Poly Drive Parking Garage, located between the intersections of North 27th Street and North 29th Street on Poly Drive from 8 a.m.– 5 p.m. Monday through Friday, excluding holidays.

Office of the Dean of Students
As a result of growing national trends on college campuses of mental health issues and the increase in unsafe behaviors leading to harm or death, Montana State University has created the Campus Assessment, Response and Evaluation (CARE) Program. In order to promote the safety and wellness of the University, the CARE Program addresses behaviors that are disruptive or concerning and may include mental health and/or safety issues.

MSU CARE Program
The MSU CARE Program is comprised of two teams, the Behavior Intervention Team (BIT) and the Campus Assessment, Response and Evaluation Team. The BIT focuses on working with students who present a higher risk to themselves or the community. The CARE team works with students who need intervention but do not present a risk to harm self or others.

BIT is a multi-disciplinary team composed of members from the Office of the Dean of Students, University Police, Counseling and Psychological Services, Student Health Partners, Residence Life, Office of Institutional Equity, and the Office of Disability. This team maintains responsibility for discussing, assessing, and responding to reports of individuals who are demonstrating disruptive or concerning behaviors that can or have become dangerous. The BIT is designed to be a centralized entity that is proactive in providing swift, coordinated, caring, and developmental intervention to members of the campus community prior to crisis.

The CARE team is also a multidisciplinary team composed of members from the Office of the Dean of Students, Counseling and Psychological Services, University Advising Services, Disability Services, Athletics, and Residence Life. This team maintains responsibility for discussing, assessing and responding to reports of individuals who are struggling but that never reaches a level where there is a concern for danger to self or others. Examples of a CARE case would be a student who lost a family member, or a student who stopped taking their psychotropic medications and was having adverse reactions. The CARE team is designed to be a centralized entity that is proactive in providing swift, coordinated, caring, and developmental intervention to members of the campus community as they are experiencing personal or emotional hardship.
WHAT IF I AM CONCERNED ABOUT SOMEONE?
A person of concern is any individual who demonstrates disruptive or problematic behavior, expresses personal difficulties, exhibits mental or emotional instability, or otherwise causes another member of the campus community to feel apprehension for their safety or for the safety of the person of concern.

To report a concern, visit: https://www.montana.edu/deanofstudents/care/index.html or submit a CARE report using the SafeCats app.

Guidelines for Intervention
You can have a profound effect on students when you openly acknowledge that you are aware of their distress, are concerned about their welfare, and are willing to help them explore options. Whenever possible, we encourage you to speak directly and honestly to students if you sense academic or personal distress.

1) Request to see the student in private. This should help minimize embarrassment and defensiveness. Show respect for the student.
2) Briefly share your observations and perceptions of the student’s situation. Express your concerns directly and honestly.
3) Listen carefully. Try to see the issues from the student's point of view without agreeing or disagreeing.
4) Attempt to identify the problem. Is the student connected with any ongoing resources? You can help by exploring options to deal with the concern.
5) Acknowledge inappropriate or strange behavior. Comment on what you observe without sounding judgmental.
6) Flexibility in administering established policies may allow an alienated student to respond more effectively to your concerns.

Involvement in intervention is appropriate based on the level of comfort with the student. Individuals are encouraged to refer the student to the appropriate resources throughout the process. Remember to work with the student and not for the student. Do not become more involved than time or skill permits.

STUDENT CONDUCT PROGRAM
The student conduct process at MSU is not intended to punish students; rather, it exists to challenge those whose behavior is not in accordance with our policies and to foster a better understanding of the expectations that exists for members of our academic community. Most conduct cases at MSU are resolved through administrative meetings. These are one-on-one conversations between the student and a Conduct Officer.

During an administrative meeting, the Conduct Officer will provide the student an opportunity to share their account of the incident, view incident reports and/or other written documentation, ask follow-up questions, and discuss potential outcomes (sanctions) if the student is found responsible for violating the Code of Student Conduct (Code). The primary focus of these meetings is to determine what happened and if a violation took place, assist the student in understanding the impact of their behavior, and provide a space for the student to begin reflecting on how to learn from the incident.

If it is determined that a violation of the Code occurred, and that the student is responsible, most administrative meetings conclude with an administrative agreement in which the student agrees to
take responsibility for their involvement in the incident and to complete a sanction or set of sanctions that will help them learn from the incident.

**Student Conduct Hearings**
The conduct process also includes a more formal route for resolving conduct cases called a conduct hearing. A conduct hearing is utilized if an administrative agreement cannot be reached, if the severity of the incident or the student’s conduct history warrants a more in-depth adjudication process, or if the student chooses to participate in a hearing instead of first meeting with a Conduct Officer. The procedures and guidelines for conduct hearings are detailed in the Code of Student Conduct.

**Student Conduct Sanctions**
Sanctions are intended to improve the students’ moral and ethical decision-making and to help them learn more about what is expected as members of our community. In determining a sanction, the Conduct Officer will rely on the Common Sanctioning Guidelines but may also consider the student’s present and past disciplinary record, including Residence Hall disciplinary record, the nature of the offense, the severity of any damage, injury, or harm resulting from the violation, and other factors relevant to the case.

Additionally, more than one sanction may be assigned upon the completion of a hearing or proposed by a conduct officer. In cases where students fail to demonstrate an understanding of established conduct standards or pose a threat to the continuing safety of the academic community, the conduct officer may determine that the student should no longer share in the privilege of being a student member of MSU’s academic community.

**(HEOA) Notification to Victims of Crimes of Violence**
MSU will disclose upon written request the results of any disciplinary proceeding, conducted by such institution, to the alleged victim of a crime of violence or a non-forcible sex offense against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this disclosure.


**ADDITIONAL SAFETY PROGRAMS**
The Office of the Dean of Students offers an annual Faculty Excellence Workshop on dealing with disruptive and at-risk students. In addition, training regarding how to deal with suicidal or disruptive students is conducted (or offered) for department heads and academic advisors in all colleges and academic departments during each academic year.

**SafeCats App**
All individuals associated with an MRJCON Campus have access to the SafeCats Safety App. The SafeCats is a safety tool that allows the user to contact police, learn about actions to take in an emergency, share their location, and report as a silent witness in a single mobile application. The SafeCats app is available for both Android and Apple cellular phones and is available free of charge.
**EMERGENCY GREEN LIGHT TELEPHONES**

**Missoula:** Emergency Green Light Telephones

There are 17 green light emergency phones located throughout the Mountain Campus with a direct connection to UMPD. These phones have green lights above them and are labeled “Emergency.” Additional green light emergency phones are located at University Villages, Lewis & Clark Village, the Dornblaser Park-N-Ride, and Missoula College West Campus. Additional tan emergency phones are mounted to the outside walls of residence halls and other campus buildings.

No dialing is required with emergency phones. Simply push the button and UMPD dispatch will answer. When these phones are activated, dispatch will send a UMPD officer to that location. The caller should try to tell the dispatcher the problem and stay on the line unless the caller’s safety is in danger. If a caller is unable to communicate with the dispatcher, a university police officer will still respond to the location. A detailed map of emergency telephone locations can be found here: https://www.umt.edu/police/docs/emergencyphones.pdf.

**SECURITY AND ACCESS TO CAMPUS FACILITIES**

**Kalispell:**
Regional Medical Security controls access. The staff and faculty use a coded keypad. The building is secured by security and is open Monday through Friday from 7 a.m. to 5 p.m.

This campus does not have Residence Halls

Regional Medical Center Security conduct routine patrols of campus buildings to evaluate and monitor security related matters.

**Great Falls:**
Benefis Health System Security (MRJCON campus is on the Benefis West Campus) secures the three external doors Monday through Friday. All faculty and staff have keys to the external building doors and the main internal MRJCON doors. The building is open Monday through Friday from 7 a.m. to 6 p.m. and is secured by Benefis Health System Security.

This campus does not have Residence Halls

Benefis Health System Security conduct routine patrols of campus buildings to evaluate and monitor security related matters.

**Missoula:**
UM’s Mountain Campus is open to the public. Academic buildings are open 7 AM to 8 PM Monday through Friday and on weekends as needed. Administrative buildings are typically open to the campus community and the public from 8 AM to 5 PM Monday through Friday.

UMPD monitors the issuance of keys and access to buildings. Access to classrooms and laboratories is limited to those who work and study in those areas. Access to any building after hours is limited to those who have been issued keys or granted electronic access.
The University Center and the Mansfield Library are open to the public during scheduled hours. UM also hosts art, music, cultural, and sporting events at various venues open to the public.

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

- Rules that require exterior building doors are not propped open when the doors are locked.
- The right to prohibit, limit, or otherwise restrict access to or use of its buildings, facilities, or other property as may be necessary to provide for the orderly conduct of the University’s educational, research, and service programs and the safety and security of the campus property, students, employees, and guests.
- Substantial outdoor lighting installations which help deter criminal behavior and enhance security; lighting is routinely patrolled to identify outages and periodically assessed to assure effectiveness.
- UMPD officers patrol campus property 24 hours a day, 365 days a year.
- A policy requiring background checks for new employees; potential employees with criminal backgrounds may be denied employment to protect the campus community.

**Billings:**
Campus buildings (non-residence) are normally open and accessible to campus community members, as well as guests and visitors, from 8:00 AM until 5:00 PM (closing times may vary) Monday through Friday. Buildings may also be open for scheduled weekend classes and special events, but they are locked at all other times.

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

1. Exterior building doors will not be propped open when the doors are locked.
2. The university reserves the right to prohibit, limit, or restrict access to its buildings, facilities, or other property.
3. The use of substantial outdoor lighting installations helps to deter criminal behavior and enhance security. Lighting is routinely patrolled to identify outages and periodically assessed to assure effectiveness.
4. University Police Officers patrol the University and City College campuses 24 hours a day.
5. Montana State University Billings requires background checks for all employees that work with students; potential employees with criminal backgrounds may be denied employment to protect the campus community.

MSUB utilizes Closed Circuit Television (CCTV) monitors installed in a variety of locations throughout the University. These cameras are intended to prevent, detect, and record events that violate University regulations and municipal, state, or federal laws. Refer to University Police Policy 107.5. Security in buildings is primarily maintained by the individual Building Manager. Access is controlled through a master key system managed by Facilities Services. Some buildings are equipped with a U-Card electronic access system managed by the Facilities Services locksmith. This key system provides access with written supervisory approval.

**MAINTENANCE OF CAMPUS FACILITIES**

**Kalispell:** Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Kalispell Regional Medical Security regularly patrols campus and reports malfunctioning lights and other unsafe physical conditions to Facilities Services for correction.
Other members of the University community are helpful when they report equipment problems to either the Campus Director or Private Security.

**Great Falls:** Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Benefis Medical Security regularly patrols campus and reports malfunctioning lights and other unsafe physical conditions to Facilities Services for correction. Other members of the University community are helpful when they report equipment problems to either the Campus Director or Private Security.

**Missoula:** Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. UM PD regularly patrols campus and reports malfunctioning lights and other unsafe physical conditions to Facilities Services for correction. Other members of the University community are helpful when they report equipment problems to either the Campus Director or UM PD.

**Billings:** Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. UPD regularly patrols campus and reports malfunctioning lights and other unsafe physical conditions to Facilities Services for correction. Other members of the University community are helpful when they report equipment problems to either the Campus Director or UM PD.

**TIMELY WARNINGS & EMERGENCY NOTIFICATION**

These processes differ on each of our four separate MRJCON campuses.

MRJCON campuses use two types of notification processes to warn the campus community in the event of an emergency or public safety risk. The two types of notifications are Emergency Notifications and Timely Warnings. MSU will issue Timely Warnings and/or Emergency Notifications to the campus community as needed and as required by the Clery Act. Timely warnings are issued in the event a violent crime that represents a serious or continuing threat to the campus community has occurred.

Emergency Notifications are issued during emergencies or critical incidents that pose an immediate threat to the health and safety of the campus community.

Consistent with the requirements of the Clery Act, MSU (or its partners at UM and Billings) will “immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency.

**TIMELY WARNING NOTIFICATIONS**

**Kalispell and Great Falls:** These campuses are located on medical campuses. Timely Warnings are distributed by the campus CSA, or if not available a designee, who will consult with the MSU Chief of Police and/or the MRJCON Dean (or designee) on an as needed basis.

Once an incident that may require a Timely Warning notification has been reported to the CSA, the CSA will contact the MSU Chief of Police or designee immediately.
In consultation with other campus administrators (including but not limited to the Dean of Students, Legal Counsel, Director of the Office of Institutional Equity & Title IX Coordinator, and the Emergency Management Director) the Chief of Police or MRJCON Dean will determine whether the criteria for issuing a Timely Warning have been met, and if so, a Timely Warning will be issued.

The following three conditions should be met prior to issuing a Timely Warning:

1. One of the following statutorily designated crimes (Clery crime) is reported to UPD:
   - Criminal homicide – Including murder and non-negligent manslaughter, and manslaughter by negligence;
   - Sex offenses – Including rape, fondling, incest, and statutory rape
   - Robbery
   - Aggravated assault – Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by UPD and after consultation with the County Attorney.
   - Burglary and/or motor vehicle theft – In general, Timely Warnings will not be issued for single incidents. A Timely Warning may be distributed if a series of incidents poses a continuing threat to the MSU community.
   - Arson
   - Hate crimes
   - Domestic violence, dating violence, or stalking
   - Arrests and referrals for drug, alcohol, and weapons law violations.

2. The reported crime occurred at a Clery-reportable location (Clery geography), which is defined as any of the following:
   - On campus
   - On public property within or immediately adjacent to and accessible from the campus boundaries
   - In a non-campus building or property. Non-campus locations are described as property that is owned or controlled by MSU, used for educational purposes, and frequently used by students.

3. The reported crime presents a serious or continuing threat to MSU students, faculty, and staff, as determined at MSU’s discretion. Factors for determining whether an incident poses a serious or continuing threat include:
   - Whether the suspect has been apprehended
   - Timeliness of the reported crime to the CSA
   - Whether a pattern of crimes exists that places MSU students or employees at risk of becoming victims of a similar crime

Timely Warnings will be distributed by the campus CSA. They will be distributed to the students, faculty and staff at the impacted MRJCON campus as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences. Timely Warnings will typically include information such as a brief statement of the incident, physical description of any suspect(s), appropriate safety tips, and other relevant, available information.

Timely Warnings are typically written by the Chief of Police (or designee) in consultation with the University Communications News Director (or designee) as time permits. Timely Warnings will be distributed by the campus CSA or designee via email to @montana.edu accounts for MSU MRJCON
students, faculty, and staff on the impacted campus with the subject line including the words “Timely Warning.” For a list of past Timely Warnings, Emergency Notifications, and Public Safety Advisories, visit the website: https://www.montana.edu/police/crimealert.html

Missoula:
Timely Warnings are sent to MRJCON students, staff and faculty on the Missoula Campus by the UMPD through their Timely Warning alert system. Once a Clery Crime that may require a timely warning is reported to a CSA, the CSA will contact MSU Chief of Police or designee. The Chief of Police or designee will contact UMPD to discuss and determine if a timely warning is necessary.

MRJCON students and staff on the Missoula campus will register for the UMPD Emergency Notification system at the beginning of each semester. The Campus Director or designee will be responsible for ensuring all students and staff are registered. Individuals who wish to opt out of the system or who wish to learn more about the system should visit: https://www.umt.edu/safety/personal-safety/default.php

Billings:
Timely Warnings are sent to MRJCON students, staff and faculty on the Billings Campus by the MSUBPD through their Timely Warning system. Once a Clery Crime that may require a timely warning is reported to a CSA, the CSA will contact the MSUBPD to determine if a timely warning is necessary. MSU UPD is available to assist if necessary.

MRJCON students, staff, and faculty on the Billings campus will be registered for the MSUB Emergency Notification system at the beginning of each semester. The Campus Director or designee is responsible for confirming students, staff and faculty are registered in the system. Individuals who wish to opt out of the system or who wish to learn more about the system should visit: https://www.msubillings.edu/ens/index.htm

EMERGENCY NOTIFICATION
Kalispell and Great Falls
Montana State University is committed to protecting the lives, safety, and welfare of its campus and community members. When an emergency occurs on campus, MSU strives to provide students, faculty and staff with the critical information needed to protect themselves.

Students, faculty and staff must ensure all contact information registered with the campus is always accurate and up to date.

Individuals can report emergencies occurring at Kalispell MRJCON by calling 911.
Individuals can report emergencies occurring at Great Falls MRJCON by calling 911.

In the event of an emergency, MSU will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the MSU MRJCON community. MSU will, upon confirmation of an ongoing significant emergency or dangerous situation that poses an imminent threat to the safety of campus community members, immediately issue Emergency Notifications to the campus community.

CONFIRMATION OF AN EMERGENCY OR DANGEROUS SITUATION

- Reports of emergency or dangerous situations can originate from various sources including:
- Reports from first responders
• Reports from established warning points
• Reports from other campus departments
• Reports from citizens through 911

The campus CSA, or designee, will confirm if there is a significant emergency or dangerous situation on campus. Confirmation will include direct communication with local police, hospital security and MSU UPD when appropriate. Confirmation means MSU officials have verified that a significant emergency or dangerous situation is occurring or may soon occur on the campus that involves an immediate threat to the health or safety of students or employees.

MRJCON campuses may issue Emergency Notifications about emergencies or dangerous situations that occur in the broader community if the CSA determines that such notifications provide helpful or relevant information to the campus population. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following situations are examples that may warrant an Emergency Notification after confirmation.

• Active shooter
• Hostage/barricade situation
• Riot
• Suspicious package
• Suspicious death
• Structural damage to a university-owned or -controlled facility
• Biological threat (anthrax, etc.)
• Gas leak
• Bomb/explosives (threat)
• Communicable disease outbreak
• Severe weather
• Natural disaster
• Hazardous materials incident
• Structure fires

If the campus CSA or designee in conjunction with other University administrators, local first responders, Public Health Officials and/or the National Weather Service, confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Kalispell MRJCON or Great Falls MRJCON community, the CSA (or designee) will initiate the Emergency Notification. If time allows, the CSA (or designee) will collaborate with the MSUUUPD and Media Relations to determine the content of the message and will use some or all the systems described below to communicate the threat to the Kalispell MRJCON or Great Falls MRJCON Community.

MSU officials shall use their best, reasonable judgment in all other situations to determine whether an Emergency Notification is warranted. Situations that may create business, academic or research interruptions, but do not pose a health or safety risk, may also generate an Emergency Notification. MRJCON CSA (or designee) will facilitate notifications about such situations, in coordination with the Dean of the College and MSU UPD, as appropriate. Examples of such situations include:

• Temporary building closures
• Power outages
• Network outages
MSU will, without delay, and considering the safety of the community, determine the content of the Emergency Notification and initiate the Emergency Notification process, unless the Emergency Notification will, in the professional judgment of responsible authorities:

- Compromise efforts to assist the victim or victims
- Compromise efforts to contain, respond to, or otherwise mitigate the emergency, such as compromising the efforts of first responders

Notification will be made by using some or all of the following methods depending on the type of emergency: email, text, fire alarm (where available), public address systems (where available), social media, digital signage (where available), local media, webpage and/or in person communication. If any of these systems fail or the University deems it appropriate, in person communication may be used to communicate an emergency.

This section was established with the following assumptions:

- Utilization of multiple notification methods is needed, as no single notification method will reach everyone, everywhere, every time.
- One hundred percent delivery of notification to each member of the campus population cannot be guaranteed.
- Other information sources outside the institution’s control may generate erroneous or conflicting information (i.e., affiliated and unaffiliated social media sites, word of mouth).
- Regular testing of notification systems is required to ensure proper functionality and operator skill.
- Notification systems must account for communication impairments. Several notifications are considered passive notifications requiring an action by recipients. Some recipients will not take this action and, therefore, not all recipients will receive notifications during the desired timeframe.
- It is the responsibility of campus members that are registered for the notification system to maintain updated contact information.
- Several notification methods rely on the functionality of third-party vendors that are outside of the institution’s control (i.e., cellphone service providers, electricity).

Follow-up information will be distributed using some or all the identified communication systems (except fire alarm).

The local Police Department and/or local media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents and other interested parties.

If there is an immediate threat to the health or safety of students or employees occurring on campus, an institution must follow its emergency notification procedures. An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.

Missoula
Individuals can report emergencies occurring at Missoula MRJCON by calling 911.
Emergency Notifications are sent to MRJCON students, staff, and employees on the Missoula Campus by the UMPD through the UM emergency notice system. When a CSA becomes aware of an event requiring emergency notification, the CSA will contact MSU Chief of Police or designee. The Chief of Police or designee will contact UMPD to discuss and determine if an emergency notification is necessary.

MRJCON students and staff on the Missoula campus will be registered for the UMPD Emergency Notification system at the beginning of each semester by the Campus Director or designee. Individuals who wish to opt out of the system should visit: https://www.umt.edu/safety/personal-safety/default.php

For more details about how UMPD manages timely warnings, please visit: Annual Campus Security and Fire Safety Report (umt.edu)

Billings:
Individuals can report emergencies occurring at Billings MRJCON by calling 911.

Emergency Notifications are sent to MRJCON students, staff and faculty on the Billings Campus by the MSUBPD through their Emergency Notification system. When a CSA becomes aware of an event requiring emergency notification, the CSA will contact MSUB Chief of Police or designee. MSU UPD Chief is also available to assist with this communication.

MRJCON students, staff, and faculty on the Billings campus will be registered for the MSUB Emergency Notification system at the beginning of each semester. The Campus Director or designee is responsible for confirming students, staff and faculty are registered in the system. Individuals who wish to opt out of the system or who wish to learn more about the system should visit: https://www.msubillings.edu/ens/index.htm

EMERGENCY RESPONSE AND EVACUATION PROCEDURES
These processes differ on each of our four separate MRJCON campuses.

Kalispell and Great Falls:
Kalispell and Great Falls campuses will follow the evacuation and emergency procedures developed in partnership with the local security departments and maintain an Emergency Response Plan that outlines responsibilities of campus units during emergencies.

Each campus is responsible for developing emergency response and continuity of operations plans for their areas and staff.

Emergencies occurring on campus should be reported to the local police department by calling 911.

At the beginning of each semester, each campus will ensure that evacuation and emergency procedures are distributed (this may be via email, posted in common areas, or another manner as determined by the CSA) to students, faculty and staff. The information will include the evacuation routes and information on how students and staff will be notified of an emergency.
Campus security is responsible for conducting tests of the fire alarms as the owners of the system. Campus Directors will document when the MRJCON campus is involved in a test which will include the description of the exercise, the date and time of the exercise and whether it was announced or unannounced.

**Missoula:**
Emergencies will be communicated with the MRJCON campus via the UM Emergency Communication System. MSU UPD will consult with the UMPD when an emergency on MRJCON campus is reported to them by the CSA.

UM is responsible for testing their emergency notification system (in conjunction with other emergency agencies) and the building specific equipment such as fire alarms and beacons. To learn more about how UM maintains and tests their systems, visit the UM emergency preparedness website at: http://www.umt.edu/emergency.

**Billings:**
Emergencies will be communicated with the MRJCON campus via the MSU Billings Emergency Communication System. MSU UPD will consult with the MSUB PD when an emergency on MRJCON campus is reported to them by the CSA.

MSU Billings is responsible for testing the emergency notification system in the Apsaruke Building leased by MRJCON on the Billings campus.

MSUB established an Emergency Response Plan. Key components of the plan are contained in the University Police Emergency Procedures page. These individual Emergency Procedures have been compiled to benefit the MSU Billings community in the event of potential life-threatening emergencies. The delineated procedures are intended to provide basic step-by-step responses to specific types of emergency or disaster situations.

In conjunction with other emergency agencies, MSUB will test its emergency response and evacuation procedures on at least an annual basis through scheduled drills, exercises, and appropriate follow through activities designed to assess and evaluate the emergency plans and capabilities. MSUB will test evacuation procedures in the Apsaruke Building. The tests may be announced or unannounced. The tests will be documented by MSUB, including a description of the exercise, the date, time, and whether it is announced or unannounced.

More information about MSU Billings Safety and Emergency Preparedness can be found at MSUB Police Services - Safety and Emergency Preparedness

**GENERAL INFORMATION ABOUT EVACUATION PREPAREDNESS FOR ALL MRJCON CAMPUSES**

**General Evacuation Procedures**
At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify the Police or dial 911.

1. Remain Calm
2. Do NOT use Elevators, Use the Stairs.
3. Assist the physically impaired. If he/she is unable to exit without using an elevator, secure a
safe location near a stairwell, and immediately inform Kalispell Regional Medical Security or
Benefis Health System Security or the responding Fire Dept. of the individual’s location.
4. Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for
emergency vehicles.
5. Make sure all personnel are out of the building.
6. Do not re-enter the building.

Shelter-in-Place Procedures – What it Means to “Shelter-in-Place”
If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors
becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because
leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter
of the building that you are in, and with a few adjustments this location can be made even safer and
more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance
If an incident occurs and the building you are in is not damaged, stay inside an interior room until
you are told it is safe to come out. If your building is damaged, take your personal belonging (purse,
wallet, access card, etc.) and follow the evacuation procedures for your building (close your door,
proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated,
seek shelter at the nearest University building quickly. If police or fire department personnel are on
the scene, follow their directions.

How You Will Know to “Shelter-in-Place”
A shelter-in-place notification may come from several sources, Regional Medical Security or Benefis
Health System Security, other MRJCON employees, Local PD, or other authorities utilizing the
University’s emergency communications tools.

How to “Shelter–in-Place”
No matter where you are, the basic steps of shelter-in-place will remain the same. Should the need
ever arise, follow these steps, unless instructed otherwise by local emergency personnel:
1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a
   telephone to be used in case of emergency. If you are outdoors, proceed into the closest
   building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
   • An interior room,
   • Above ground level; and
   • Without windows or with the least number of windows. If there is a large group of
     people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. MRJCON staff will turn off the ventilation
   as quickly as possible.
6. Make a list of the people with you and ask someone (faculty, or other staff) to call the list in
   to Regional Medical Security or Benefis Health System Security so they know where you are
   sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.
POLICIES AND PROGRAMS ADDRESSING DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING

Montana State University prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking (as defined by the Clery Act and Title IX regulations) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the university community.

Toward that end, MSU maintains programs to prevent and address domestic violence, dating violence, sexual assault, and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking.

Under the University [http://www.montana.edu/equity/policies/index.html](http://www.montana.edu/equity/policies/index.html) Policy, the definition of Sexual Harassment includes sexual assault, dating violence, domestic violence, and stalking.

MSU recognizes that these issues can impact anyone regardless of sex, gender, gender identity, gender expression, or sexual orientation. Campus services are available to anyone who experiences these crimes.

Throughout this section, the term victim will refer to anyone who experiences a Clery-covered crime. MSU recognizes that individuals may use various terms to describe themselves and their experiences.

**DEFINITIONS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING**

MSU prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking.

**CLERY DEFINITIONS**

Under the Clery Act and VAWA, these crimes are defined as follows:

Domestic Violence is:
A felony or misdemeanor crime of violence committed by:

i. A current or former spouse or intimate partner of the victim,

ii. A person with whom the victim shares a child in common,

iii. A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner,

iv. A person similarly situated to the spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred OR

v. Any person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence is:
Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

i. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of the interaction between the persons involved in the relationship.

ii. For the purposes of this definition –
a. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
b. Dating violence does not include acts covered under the definition of domestic violence.

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

Stalking is:
1. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to-
   a. Fear for the person’s safety or the safety of others; or
   b. Suffer substantial emotional distress
2. For this definition—
   a. A course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means – follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.

MSU POLICY DEFINITIONS
MSU and the Montana criminal law definitions vary slightly from the Clery Act definitions. The following are the definitions in the MSU policy.

Sexual Assault is:
1. Non-consensual touching, or coercing or forcing another to touch a person’s intimate body parts (defined as genital area, groin, inner thigh, or breast);
2. Penetration, no matter how slight, of a person’s vagina or anus, by any body part or object, or oral penetration by a sex organ of another person without consent; or
3. Sexual intercourse between persons who are related to each other to the degree they cannot marry under state law.

Dating Violence is:
1. violence,
2. committed by a person,
3. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
   1) The existence of such a relationship shall be determined based on the Complainant’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
   2) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
   3) Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence is:
1. violence,
2. committed by a current or former spouse or intimate partner of the Complainant, or
iii. by a person with whom the Complainant shares a child in common, or
iv. by a person who is cohabitating with, or has cohabitated with, the Complainant as a
    spouse or intimate partner, or
v. by a person similarly situated to the spouse of the Complainant under the domestic
    or family violence laws of Montana, or
vi. by any other person against an adult or youth Complainant who is protected from
    that person's acts under the domestic or family violence laws of Montana.

To categorize an incident as Domestic Violence, the relationship between the Respondent and the
Complainant must be more than just two people living together as roommates. The people
cohabitating must be current or former spouses or have an intimate relationship.

Stalking is:

i. engaging in a course of conduct,
ii. directed at a specific person that
    1) would cause a reasonable person to fear for the person's safety, or
    2) the safety of others; or
    3) suffer substantial emotional distress.

For the purposes of this definition—

i. Course of conduct means two or more acts, including, but not limited to,
ii. acts in which the Respondent directly, indirectly, or through third parties, by any
    action, method, device, or means, follows, monitors, observes, surveils, threatens, or
    communicates to or about a person or interferes with a person's property.
iii. Reasonable person means a reasonable person under similar circumstances
    and with similar identities to the Complainant.
iv. Substantial emotional distress means significant mental suffering or
    anguish that may but does not necessarily require medical or other professional
    treatment or counseling.

DEFINITION OF CONSENT
Montana State University defines “consent” to decide if the University's Policy prohibiting sexual
assault has been violated. Consent is defined by University Policy as follows:

Consent is informed, freely given, and mutual. If coercion, intimidation, threats, or physical force
are used, there is no consent. If a person is mentally or physically incapacitated, under the
statutory age of consent, or impaired so that such person cannot understand the fact, nature, or
extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to
alcohol or drug consumption or being asleep or unconscious. There is no consent when there is
force, expressed or implied, or use of duress or deception upon the victim. Silence does not
necessarily constitute consent. Past consent to sexual activities does not imply ongoing future
consent. Whether an individual has taken advantage of a position of influence over an alleged
victim may be a factor in determining consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident.
Instead, the burden remains on the University to determine whether its Policy has been violated.
The existence of consent is based on the totality of the circumstances evaluated from the
perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred.

Montana defines "consent" as words or overt actions indicating a freely given agreement to have sexual intercourse or sexual contact.

**PROHIBITED RETALIATION**

Retaliation is prohibited by MSU policy and federal law. Any retaliation against any person for making a report or complaint, responding to a report or complaint, testifying, assisting, participating, or refusing to participate in an investigation, proceeding, or hearing falls under this Policy and accompanying Discrimination Grievance Procedures. Retaliation is subject to the same [http://www.montana.edu/equity/policies/grievanceprocedures.html](http://www.montana.edu/equity/policies/grievanceprocedures.html) and potential sanctions.

**REPORTING DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING**

If dating violence, domestic violence, sexual assault or stalking occur, MSU takes these matters very seriously. Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, MSU will provide written notification to students and employees with a written explanation of the victim’s rights and options, including:

- Procedures to follow (how to preserve evidence, where to report)
- Information about confidentiality
- Counseling and victim advocacy and mental health resources, both on and off-campus
- Contact and information for local and university law enforcement
- Information on how to request supportive and protective measures
- Supportive and protective measures are available, including academic adjustments such as extensions of deadlines, living adjustments, protective orders and modifications of work or class schedules, campus escorts services, changes to housing, leaves of absences, safety planning, and other similar measures.
- Information regarding Legal assistance, Visa and Immigration Assistance, and Student Financial Aid
- Process for institutional disciplinary procedures

Victims have the right to:

- Pursue action through both MSU’s [http://www.montana.edu/equity/policies/grievanceprocedures.html](http://www.montana.edu/equity/policies/grievanceprocedures.html) and the criminal process
- Pursue action only through MSU's process
- Pursue action only through the criminal process
- Report to the police and declined to pursue further action by law enforcement
- Seek support and protective measures regardless of whether they choose to report to law enforcement or file a formal complaint
- Seek confidential support on campus through Counseling and Psychological Services or the VOICE Center or off-campus through confidential resources listed below
- Report to the Office of Institutional Equity and decline to pursue further action
- Report anonymously
- Do none of the above (victims are still encouraged to seek support)
AMNESTY POLICY

The University strongly encourages students to report sex-based or other discrimination and sexual and discriminatory harassment involving students. Therefore, students who provide information about discrimination, harassment, dating violence, domestic violence, or stalking involving students will not be disciplined by the University for any violation of the University's drug or alcohol possession or consumption policies in which they might have engaged in connection with the reported incident. This policy can be accessed here: https://www.montana.edu/policy/medical_amnesty.html.

CONFIDENTIAL RESOURCES

There is a distinction between making a report to the University or law enforcement and seeking confidential assistance through the Confidential Resources described below. Not every campus or community resource is confidential. Persons who have experienced sexual harassment can talk to the Confidential Resources described below without disclosing their disclosure to any other person without their express permission or as required by law.

Confidential Resources are those campus and community professionals who can maintain legally protected confidentiality within the University for the individual who shared the information. Confidentiality means that information shared by an individual with a Confidential Resource cannot be revealed to any other person without the individual’s express permission or as otherwise permitted or required by law. Confidential Resources are prohibited from disclosing personal information unless (1) permitted by the person who disclosed the information; (2) there is an imminent threat of harm to self or others; (3) the conduct involves suspected abuse of a minor under the age of 18; or (4) as otherwise required or permitted by law or court order.

Several resources available on campus and in the community provide free, confidential support to victims of dating or domestic violence, sexual assault, and stalking.

MSU CONFIDENTIAL RESOURCES

VOICE Center

The MSU VOICE (Victim Options in the Campus Environment) Center provides free and confidential services and information for all people impacted by sexual assault, relationship violence, stalking, and harassment, including friends, family, and loved ones of survivors. Advocates are available 24 hours a day to provide confidential support and information and discuss different options. The VOICE Center can refer survivors to legal, medical, and psychological service options; and can accompany students in accessing these services. VOICE Center also provides prevention presentations, training, and volunteer opportunities for those who want to help support survivors and work to prevent interpersonal violence on our campus. Information is also available on the VOICE Center website.

MSU VOICE Center will treat the student's interactions with the VOICE Center confidentially in compliance with the privilege afforded to communications with victim advocates under state law. [§26-1- 812, Montana Code Annotated.]

VOICE Center
370 Strand Union Building (SUB) 24/7 Helpline (call or text): (406) 994-7069
http://www.montana.edu/oha/voice
To schedule virtual appointments:
https://outlook.office365.com/owa/calendar/MSUVOICECenter@montanaedu.onmicrosoft.com/bookings/

Counseling and Psychological Services
Talking with a counselor can be important in learning about available options and helping the recovery process. MSU Counseling and Psychological Services offers free, confidential counseling to eligible students and is open to faculty and staff for crisis intervention and risk assessment in emergencies. They can provide this service in both remote and in-person options.

MRJCON Students can opt into using the Bozeman Campus Counseling and Psychological services as well as the Student Health services for a fee.

Counseling and Psychological Services
211 Swingle Office: (406) 994-4531
http://www.montana.edu/counseling

MRJCON students on the Billings campus can pay the MSU- Billings health fee to access mental health services at the MSU-Billings Student Health Services.

MSU Billings Student Health Services
2nd Floor Petro Hall, 406-657-2153
https://www.msubillings.edu/studenthealth/index.htm

MRJCON students in Missoula can pay University of Montana health fees and access mental health services at the University of Montana Curry Health Center

UM Curry Health Center
Curry Health Building, 406-243-4711
https://www.umt.edu/curry-health-center/counseling/default.php

MRJCON students interested in telehealth services through MSU Bozeman Counseling and Psychological Services may contact CPS for an intake appointment by calling 406-994-4531 or visiting: https://www.montana.edu/counseling/appointment-explain.html

MSU students in Great Falls can reach out to Great Falls Mental Health Triage Services who can connect them with an available provider within 24 hours.

Great Falls Mental Health Triage Services – 406-272-1086

Student Health Partners
Regardless of the length of time since an assault, health care providers recommend a clinical visit to assess sexually transmitted infections (including HIV), pregnancy risk, and physical injuries. Services are available to eligible MSU students and their spouses/domestic partners. There is no charge for a clinical visit. A student’s insurance may cover lab tests, x-rays, and pharmaceutical charges. Morning-after contraception is available. Student Health Partners does not perform medical forensic exams. These exams are only performed at the Bozeman Health Hospital Emergency Room.

Student Health Partners
Swingle First Floor (406) 994-2311
ASMSU Legal Services
The Associated Students of Montana State University (ASMSU) in Bozeman, Montana, have partnered with Cromwell Law, PLLC, to offer students affordable legal services. An attorney can help you resolve your legal problem for a minimal fee, saving you time, energy, and money. ASMSU Legal services can provide legal advice on various issues or concerns. Most cases involve alcohol and drug-related criminal charges, landlord-tenant, business and non-profit, family law, and immigration issues, but this is not a comprehensive list of all their legal services. Students are welcome to make an appointment concerning a legal problem that is not listed. MRJCON students can access ASMSU Legal Services remotely upon request.

ASMSU Legal Services
221 Strand Union Building (406) 994-2933
https://asmsulegalservices.org/

OFF-CAMPUS CONFIDENTIAL RESOURCES
Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking include:

http://www.rainn.org – Rape, Abuse and Incest National Network
https://www.justice.gov/ovw/sexual-assault - Department of Justice
http://www2.ed.gov/about/offices/list/ocr/index.html Department of Education, Office of Civil Rights.

The Help Center is the confidential community crisis line for sexual assault victims and those struggling with suicide and mental health concerns. The Help Center also provides counseling and advocacy services. The Help Center can provide telehealth confidential counseling and their crisis line is available to anyone in the state of Montana.

Help Center and Sexual Assault Counseling Center
421 E. Peach St., Bozeman, MT (406) 586-3333
http://www.bozemanhelpcenter.org

HAVEN is Bozeman’s domestic violence shelter and provides 24-hour crisis support and advocacy for all domestic violence survivors. In addition to emergency shelter and crisis support, HAVEN provides support groups, individual counseling, and legal advocacy. A HAVEN Legal Advocate is housed at the Law and Justice Center in Bozeman and can help victims obtain protective orders, including court accompaniment. Haven’s 24-hour crisis line is available to anyone in the state of Montana and Haven can also provide telehealth counseling appointments. Haven’s Legal Advocates serve survivors in Gallatin County.

Haven
24/7 Helpline: (406) 586-4111
http://havenmt.org

Kalispell:
Abbie Shelter supports survivors of sexual and domestic violence. Abbie Shelter provides shelter, counseling, crisis support, and legal assistance to survivors in Kalispell and Flathead County.

Abbie Shelter
24/7 Helpline: (406) 752-7273
https://www.abbieshelter.org/

Logan Health Emergency Room is the only hospital in Kalispell where anyone can obtain a medical forensic exam. Victims may request an exam and forensic evidence collection at no cost and without having to file a police report. The costs of the evidence collection will be covered as part of Montana’s Forensic Rape Examination Payment Program.

Logan Health
310 Sunnyview Ln
Kalispell, MT 59901

Great Falls:
YWCA supports survivors of domestic violence and sexual assault. They provide shelter, counseling, crisis support, and legal assistance to survivors in Great Falls and Cascade County.

YWCA
Contact line: (406) 452-1315
https://ywcagreatfalls.org/contact/

Benefis Health System Emergency Room is the only hospital in Great Falls where anyone can obtain a medical forensic exam. Victims may request an exam and forensic evidence collection at no cost and without having to file a police report. The costs of the evidence collection will be covered as part of Montana’s Forensic Rape Examination Payment Program.

Benefis Emergency Room
1101 26th ST S
Great Falls, MT 59405

Missoula:
The YWCA in Missoula provides support to survivors of domestic and sexual violence and human trafficking. YWCA provides shelter, counseling, and crisis support to survivors in Missoula or Missoula County.

YWCA
24/7 Helpline: (800) 438-7858
https://www.ywcamissoula.org/services/domestic-sexual-violence/

Blue Mountain Clinic provides patient-centered, family practice and primary care services to the local community through a choice-based perspective.

Blue Mountain Clinic
Contact line: (406) 721-1646
https://www.bluemountainclinic.org/

The Emergency Room at Providence Clinic in Missoula is the hospital where anyone can obtain a medical forensic exam. Victims may request an exam and forensic evidence collection at no cost and without having to file a police report. The costs of the evidence collection will be covered as part of Montana’s Forensic Rape Examination Payment Program.

Providence St. Patrick Hospital
500 W Broadway St,
Missoula, MT 59802
Billings:
The YWCA in Billings provides support to survivors of domestic and sexual violence and human trafficking. YWCA provides secure emergency shelter, crisis support, and hospital accompaniment during forensic rape exams. The YWCA in Billings supports survivors in Yellowstone County and all neighboring counties and reservations.

YWCA
24/7 Helpline: (406) 245-4472
24/7 Textline: (406) 702-0229
https://www.ywcabillings.org/emergency-services/

Billings Clinic Emergency Room is the only hospital in Billings where anyone can obtain a medical forensic exam. Victims may request an exam and forensic evidence collection at no cost and without having to file a police report. The costs of the evidence collection will be covered as part of Montana’s Forensic Rape Examination Payment Program.

Billings Clinic
801 North 29th Street
Billings, MT 59101

Non-Confidential Resources

On-Campus Non-Confidential Resources
The Title IX Coordinator and the Office of Institutional Equity is not a Confidential Resource. Nevertheless, the Office of Institutional Equity will make every effort to respect and safeguard the privacy of the individuals involved in reporting or otherwise participating in Discrimination Grievance Procedures. Privacy means that reports will only be shared with limited individuals who need to know for assessment, implementation of Supportive and Protective measures, and investigation and resolution of a formal complaint, and to the extent required by law or court order.

Required Reporting by MSU Employees
To enable MSU to respond effectively and to stop instances of sex discrimination and sexual harassment, including domestic violence, dating violence, sexual assault, and stalking, all University employees must promptly (within 24 hours) report information they have about Discrimination based on sex and sexual harassment, as defined by this Policy, involving students to the Title IX Coordinator.

Employees hired by the University to work under a license or statutory privilege under Montana law that provides for confidentiality are not required to report but may be required to provide de-identified statistics annually. Victims who are also required reporters are not required to report to MSU about their own experiences.

Once a report is received, the victim will be provided with information from OIE to ensure the victim is aware of their rights, options, and resources.

Students, faculty, and staff are encouraged to report to the offices described below if they experience one of these issues or know of someone who is a victim.

MSU’s Title IX Coordinator and Office of Institutional Equity
Title IX of the Education Amendments of 1972 is a federal civil rights law prohibiting discrimination in educational programs based on actual or perceived sex, gender, and sexual orientation. The Office of Institutional Equity is the University office responsible for coordinating the University's compliance with Title IX and other federal and state laws prohibiting discrimination based on a protected class. The Office responds to sex discrimination and sexual harassment complaints, including Domestic Violence, Dating Violence, Sexual Assault, and Stalking. Anyone can report potential discrimination or violence concerns to the Title IX Coordinator. These reports are not confidential but are private student records protected under federal privacy law (FERPA). Reporting to the Title IX Coordinator does not mean a person is obligated to pursue formal action or speak with law enforcement. Those who report to the Title IX Coordinator will be made aware of their rights, options, and resources and will receive supportive and protective measures as reasonable and necessary to help the person be safe and continue to be successful at MSU.

Reports can be made by phone, e-mail, online, or in person.

Kyleen Breslin  
Managing Director of the Office of Institutional Equity and Title IX Coordinator  
311 Montana Hall  
406-994-2042  
oie@montana.edu  
www.montana.edu/equity

Law Enforcement

MSU encourages accurate and prompt reporting of all crimes to the University Police Department (UPD) and local law enforcement when the victim elects to, when there is an obligation under state law, or when there is an emergency. Although MSU strongly encourages all members of its community to report domestic violence, dating violence, sexual assault, and stalking to law enforcement, it is the victim's choice whether to make such a report, and victims have the right to decline involvement with the police. If the victim desires to report the matter to law enforcement, MSU will assist the victim in making a report.

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

In addition to reporting to the University, anyone can make a report to law enforcement at the following non-emergency numbers:

Kalispell Police: (406) 758-7780  
Flathead County Sheriff's Department: (406) 758-5610

Great Falls Police: (406) 727-7688  
Cascade County Sheriff's Department: (406) 454-6820

Missoula Police: (406) 552-6300  
Missoula County Sheriff's Department: (406) 258-3452
To make a report, an individual may call and report the crime or may schedule a time to conduct an interview regarding their experience. For more information about reporting to UPD, please see http://www.montana.edu/police.

In an emergency, please dial 9-1-1.

ANONYMOUS REPORTING
Victims and bystanders (but not employees required to report) can make reports anonymously. MSU may be limited in investigating an anonymous report unless sufficient information is furnished to enable MSU to conduct a meaningful and fair investigation. An anonymous reporter's identity may be discovered during an investigation.

Reports can be made anonymously to OIE by calling 406-994-2042, to UPD via the Silent Witness Program: switness@montana.edu, or by filling out a MUS System Anonymous report at https://secure.ethicspoint.com/domain/media/en/gui/74116/index.html.

OTHER RESOURCES

LEGAL & OTHER ASSISTANCE IN MONTANA
- American Civil Liberties Union (ACLU) (406) 443-8590
- Citizens' Advocate Hotline (855) 318-1330
- Human Rights Bureau (800) 542-0807
- Lawyers Referral Services (MT State Bar Assn.) (406) 449-6577
- Montana Legal Services-low income (civil; no criminal) (800) 666-6899
- State Auditor/Insurance Commissioner (Auto insurance questions) (800) 332-6148 - www.sao.mt.gov
- Victims Assistance/Legal Advocacy (406) 582-2038
- Office of Public Defender: If you have a misdemeanor, you can ask the judge for a public defender if you face jail time and are indigent (have no money). 582-2450
- Other helpful websites:
  - www.montanalawhelp.org
  - https://courts.mt.gov/ (Montana civil legal forms & areas of MT law)

VISA AND IMMIGRATION ASSISTANCE
The Department of Justice Clearinghouse or an Attorney can provide assistance in the application process for a Visa. This website can provide more information: https://www.justice.gov/eoir
WHAT TO DO IF YOU ARE A VICTIM OF DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING

There is no right or wrong way to respond if you are a victim of domestic violence, dating violence, sexual assault, or stalking. What happened is not your fault. The following are options you can consider.

If you are a friend helping someone who is a victim, support their decisions and try not to tell them what to do. Find ways to help them make decisions for themselves.

SEEK MEDICAL ATTENTION

After an incident of sexual assault, dating, or domestic violence, you should consider seeking medical attention as soon as possible to treat any injury, get screened for sexually transmitted infections, pregnancy, or seek the medical collection of evidence.

Bozeman Health Deaconess Hospital offers physical evidence recovery kit collection and access to forensic nurse examiners and sexual assault nurse practitioners.

Sexual Assault Nurse Examiners are forensic nurses who may be available to conduct a forensic examination. There is no cost to have a Sexual Assault Forensic Examination completed and completing the examination does not require filing a police report or taking criminal action.

In the State of Montana, evidence may be collected and held for a year even if you choose not to make a report to law enforcement. Student Health Partners are available for a wellness check but cannot do forensic exams.

PRESERVE EVIDENCE

Evidence may assist in proving a criminal offense occurred, a campus policy was violated, or may help obtain an Order of Protection. Evidence can include pictures of injuries, social media posts, text messages, emails, or other photographs.

In cases of sexual assault, medical forensic evidence may be collected within 120 hours of the assault by specially trained Sexual Assault Nurse Examiners (SANE). In Bozeman, you can get a SANE exam at Bozeman Deaconess Hospital. You may request an exam and forensic evidence collection at no cost and without having to file a police report. In the state of Montana, evidence may be collected and held for a year even if you choose not to make a report to law enforcement.

Things to keep in mind before an examination by a Sexual Assault Nurse Examiner:

- If possible, it is best not to use the bathroom, shower, change clothing, brush hair, smoke, brush teeth or clean up the area where the assault occurred; this can help to preserve the perpetrator’s DNA.
- If you change clothes, put all clothing you were wearing at the time of the assault in a paper bag (no plastic bags).

ASSISTANCE FOR VICTIMS

RIGHTS & OPTIONS

Rights of Victims and the Institution’s Responsibilities for Orders of Protection, “No Contact” Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution
An Order of Protection is a civil court order designed to stop violent and harassing behavior by limiting the conduct and contact from the abuser. The University cannot apply to the Court system for an Order of Protection. Individuals seeking an Order of Protection must apply directly for these services themselves.

The law governing Orders of Protection in Montana is Chapter 40, Part 21. MCA § 40-15-201 sets forth the procedure for requesting a Temporary Order of Protection. Within 20 days of a Temporary Order of Protection issuance, a hearing must be held to determine if there is reasonable cause for the order to be continued, amended, or made permanent. MCA § 40-15-202. The victim is required to apply directly for these services through the City Court, Justice Court, or District Court. Assistance applying for an Order of Protection may be sought from HAVEN Legal Advocacy Office. Victim Services may also be available to assist, as well as the Self-Help Law Center located in the Gallatin County Law and Justice Center.

The University may issue a mutual no-contact order, if deemed appropriate, at the victim’s or accused’s request. If the University receives a report that such a mutual no-contact order has been violated, the University will initiate appropriate disciplinary proceedings and impose sanctions if responsibility is found for the violation of the order.

RANGE OF SUPPORTIVE AND PROTECTIVE MEASURES AVAILABLE FOR VICTIMS
Supportive and protective measures are available to the individual who experienced the behavior regardless of whether they choose to report the crime to a law enforcement agency or regardless of if they wish to file a formal complaint.

University offices will work cooperatively to assist the victim in implementing reasonable supportive and protective measures at the victim’s request and to the extent of the victim’s cooperation and consent.

Supportive and protective measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of campus, safety planning, referrals to on and off-campus services, trainings, mutual restrictions on contact, and other similar measures.

Examples of a potential change to the academic situation may be to transfer to a different section of a class, withdraw, or the option to take a class at another time depending on availability. Potential changes to living situations may include moving to a different room or residence hall. Changes to work situations may consist of changing working hours. Changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To request changes to academic, living, transportation, and/or working situations or protective measures, or to receive assistance in requesting supportive and protective measures, a victim should contact the Office of Institutional Equity at 406-994-2042, OIE@montana.edu; you may also make requests in person at Montana Hall 311. You may request assistance by making a brief statement about what you have experienced and request the changes that you believe would be helpful to remain safe and successful in your campus environment. Upon receipt, OIE will determine if the request is reasonable and work to implement the interim measures.
Montana State University prohibits the crimes of domestic violence, dating violence, Sexual assault, and stalking (as defined by the Clery Act and Title IX regulations). The University provides a range of campaigns, strategies, and initiatives to promote awareness of rights and resources and reduce crimes of interpersonal violence including rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence.

Educational programs are offered to raise awareness for all incoming students and new employees. Students participate in educational programming during new student summer orientation and throughout their first month at MSU which contains an introduction to OIE and VOICE and are required to complete Mandatory Reporter Training. The University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

A. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and

B. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Educational programming also consists of ongoing awareness and prevention campaigns for students and employees. Programs and campaigns offered throughout the year to all students and employees include strong messages regarding not just awareness, but also primary prevention (including normative messaging, environmental management, and bystander intervention), and discuss institutional policies as well as the Montana state law definitions of domestic violence, dating violence, sexual assault, stalking, and the Montana state law definition of consent in reference to sexual activity. The program provides the institution's definition of consent. The programming also includes a statement that the institution prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking (as defined by the Clery Act), as well as how to receive support if such an event has impacted you.

A description of safe and positive options for bystander intervention is also provided. Bystander intervention means safe and positive options that an individual or individuals may carry out to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Programs also offer information on risk reduction that strives to empower victims, recognize warning signals, avoid potential attacks, and do so without victim-blaming approaches.

The programming also includes information regarding:

a. procedures victims should follow if a crime of domestic violence, dating violence, sexual assault, and stalking occurs (as described in “Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs” elsewhere in this document)
b. how the institution will protect the confidentiality of victims and other necessary parties (as described in “Assistance for Victims: Rights and Options” elsewhere in this document);

c. existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community (as described in “Assistance for Victims: Rights and Options” elsewhere in this document); and

d. options for available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in “Assistance for Victims: Rights and Options” elsewhere in this document);

e. procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in “Adjudication of Violations” elsewhere in this document);

In the past year, offices across campus have facilitated dozens of programs reaching thousands of students on topics ranging from violence prevention and response, bystander engagement, healthy relationships, and gender equity.

MSU offices directly involved in these programs include the MSU VOICE Center, Office of Health Advancement, Office of Institutional Equity, University Student Housing, Intercollegiate Athletics, Office of the Dean of Students, UPD, Women’s Center, Diversity Inclusion Student Commons the President’s Commission on the Status of University Women, and Equity Advocates.

MSU’s primary and ongoing prevention and awareness programs and details are as follows:

**Violence Prevention Workshop**
A five-hour workshop marketed to all MSU students, faculty, and staff offered within the first six weeks of the Fall and Spring semesters. Participants engage in interactive learning focusing on the primary prevention technique of bystander intervention. Consent is defined and discussed within the workshop. Additional topics include gender stereotypes, causes of violence, and how to support a survivor of sexual violence. The workshop is advertised across campus for students, faculty, and staff. The Honors College, Psychology Department, Sociology Department, and the Women’s and Gender Studies minor all receive specific emails to share with students about the event. Table tents, advertising on MSU’s website, radio program, and event calendar are also used.

**Orientation Sessions**

**Summer Orientation (Students)**
The MSU Orientation office worked with the MSU VOICE Center to inform students of their support systems on campus.

**New Employee Orientation (Staff)**
Every new employee of MSU is required to attend a half-day New Employee Orientation. Office of Institutional Equity (OIE) and MSU VOICE Center presents information about discrimination and harassment, sexual assault prevention, and available resources.

**New Faculty Orientation**
All new faculty at MSU are required to attend a New Faculty Orientation. OIE presents information about discrimination and harassment, sexual assault prevention, and available resources.

**Educational Outreach and Safety Presentations**

The following receive VOICE Center training throughout the year: residence hall supervisors; fraternity and sorority organizations; student-athletes; student orientation leaders; and faculty and staff groups and organizations. Connecting with these groups is a long-standing tradition. The professional staff in charge of these student groups reach out to the VOICE Center and request a presentation or the VOICE Center follows up about their schedule for the semester.

**Awareness Campaigns**

**Don’t Cancel That Class (DCTC)**

Faculty members who miss a class can choose to bring in a VOICE Center facilitator to present to the class about consent, healthy relationships, bystander intervention, and other issues related to violence prevention and response. The DCTC campaign is advertised through an email that is sent to all professors and teaching staff inviting them to have the VOICE Center present to their class. Records of DCTC presentations are kept, and past professors are contacted each year and offered presentations. Other education presentations are scheduled after people see the passive programming described below.

**Passive Programming**

**Social Media Campaign**

The MSU VOICE Center posts information and educational posts on Facebook and Instagram weekly throughout the year. Each month has a different topic focused on violence prevention.

**Student online training**

MSU uses the Sexual Assault Prevention for Undergraduates/Graduate (SAPU/SAPYAL) Program in conjunction with alcohol.edu from Everfi. This online training is mandated for all incoming new undergraduate and graduate students. SAPU/SAPYAL covers the topics of sexual assault, domestic violence, stalking, bystander engagement, risk reduction, and campus resources. All students are required to take an online follow up training before registering for their second semester on-campus.

**Mandatory Reporter Training**

The Office of Institutional Equity facilitates training related to mandatory reporting of sex discrimination and sexual harassment, including, dating violence, domestic violence, and stalking. All employees of MSU are required to complete the training on a biannual basis. New employees must complete the training within 45 days of employment. The training covers definitions, reporting requirements, response to reports, and campus and community resources.

**PRIMARY PREVENTION AND AWARENESS PROGRAMS**

Specifically, the University offered the following primary prevention and awareness programs for all incoming students in 2021:
<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location Held</th>
<th>Which Prohibited Behavior* Covered?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Violence Prevention Workshop</td>
<td>1/26/2021 and 1/28/2021</td>
<td>Virtual</td>
<td>DoV, DaV, SA, S</td>
</tr>
</tbody>
</table>

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The University offered the following primary prevention and awareness programs for all new employees in 2021:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location Held</th>
<th>Which Prohibited Behavior* Covered?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory Reporter Training</td>
<td>Live online twice a month and virtually on demand</td>
<td>Virtual</td>
<td>DoV, DaV, SA, S</td>
</tr>
</tbody>
</table>

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The University offered the following ongoing awareness and prevention programs for employees in 2021:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location Held</th>
<th>Which Prohibited Behavior* Covered?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Violence Prevention Workshop</td>
<td>1/26/2021 and 1/28/2021</td>
<td>Virtual</td>
<td>DoV, DaV, SA, S</td>
</tr>
<tr>
<td>Mandatory Reporter Training</td>
<td>Live online twice a month and virtually on demand</td>
<td>Virtual</td>
<td>DoV, DaV, SA, S</td>
</tr>
</tbody>
</table>
Bystander Engagement

Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention. Techniques taught at MSU include the 5 D’s: Direct, Distract, Delegate, Document, and Delay. Students are taught each technique and practice using these techniques in scenarios within the prevention training. Students are encouraged to be mindful of safety when using any bystander intervention technique.

Direct intervention focuses on students identifying an unsafe situation and intervening in a straightforward manner to prevent violence. Distract intervention allows students to intervene by distracting individuals involved in a situation and refocusing on an alternative. Delegate intervention encourages students to find assistance in intervening, including calling 911 as needed. Delay intervention reminds students to keep themselves safe and not cause additional violence. They also may use this technique to support a survivor by connecting them with appropriate resources if they have experienced or are experiencing violence. Bystander empowerment training highlights the need for those who intervene to ensure their own safety in their chosen intervention techniques. Bystander Intervention Training also motivates participants to intervene as stakeholders in the safety of the community when others might choose to be bystanders.

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

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

University Response to Reports of Dating Violence, Domestic Violence, Sexual Assault and Stalking

MSU has designated the Office of Institutional Equity (OIE) to oversee the University’s compliance with state and federal civil rights laws, including laws covering dating violence, domestic violence, sexual assault, and stalking. OIE is responsible for implementing the University’s Discrimination.
Harassment, and Retaliation Policy and the related Discrimination Grievance Procedures. This Policy and related Procedures govern the University's response to dating violence, domestic violence, sexual assault, and stalking incidents.

Violations of this Policy will be addressed through the Discrimination Grievance Procedures. The consequences for violating this policy will depend upon the facts and circumstances of each situation.

In determining the severity of sanctions or corrective actions, factors such as the frequency and severity of the offense and any history of past discriminatory, harassing, or retaliatory conduct are relevant. A finding of discrimination, harassment that creates a hostile environment or results in tangible employment or educational action, or sexual violence may be cause for disciplinary action up to and including the discharge of employees and the expulsion of students, in accordance with applicable University policies and procedures and collective bargaining agreements. The Student Code of Conduct has a complete list of student sanctions.

This policy shall not be construed or applied to restrict academic freedom at the campuses of Montana State University, nor shall it be construed to limit constitutionally protected expression, even though such expression may be offensive, unpleasant, or even hateful.

In addressing all complaints and reports under this policy, the University will take all reasonable permissible actions to ensure the safety of students and employees while complying with free speech requirements for students and employees.

If a report of domestic violence, dating violence, sexual assault, or stalking is reported to OIE, below are the procedures that the University will follow:

SEXUAL ASSAULT
1. Institution will assess immediate safety needs of complainant
2. Institution will provide the complainant with a written explanation of the complainant’s rights, resources, supports, and options.
3. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department
4. Institution will provide complainant with referrals to on campus mental health providers
5. Institution will assess the need to implement supportive and protective measures, if appropriate.
6. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate
7. Institution will provide instructions on how to apply for Protective Order
8. Institution will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution
9. Institution will inform the complainant of the outcome of the investigation, whether the respondent will be administratively charged and inform them of the outcome.
10. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.
STALKING
1. Institution will assess immediate safety needs of complainant
2. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department
3. Institution will provide written instructions on how to apply for Protective Order
4. Institution will provide written information to complainant on how to preserve evidence
5. Institution will assess the need to implement supportive and protective measures to protect the complainant, if appropriate
6. Institution will provide the complainant with a written explanation of the complainant’s rights and options
7. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate.

DATING VIOLENCE AND/OR DOMESTIC VIOLENCE
1. Institution will assess immediate safety needs of complainant
2. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department
3. Institution will provide written instructions on how to apply for Protective Order
4. Institution will provide written information to complainant on how to preserve evidence
5. Institution will assess the need to implement supportive and protective measures to protect the complainant, if appropriate
6. Institution will provide the complainant with a written explanation of their rights and options
7. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate

ADJUDICATION OF VIOLATIONS
The University's Discrimination Grievance Procedures provide for a prompt, fair, and impartial investigation, and resolution process of alleged violations of the university policy prohibiting domestic violence, dating violence, sexual assault, and stalking. Furthermore, it is the practice of the Office to provide, where feasible:

1. The Complainant and the Respondent will have timely notice for meetings at which the Complainant, Respondent, or both, may be present.
2. The Complainant, the Respondent, and appropriate officials will have timely and equal access to any information used during formal investigations.
3. The institutional disciplinary procedures will not be conducted by officials with a conflict of interest or bias for or against the Complainant or the Respondent. These officials receive annual training in Title IX, VAWA, and the Clery act.
4. The Complainant and the Respondent will have the same opportunities to have an advisor present during any institutional proceeding. The Complainant and the Respondent each could be advised by an advisor of their choice at any stage of the process and accompanied by that advisor to any related meeting or proceeding. The University will not limit the
choice of advisor for either the Complainant or the Respondent in any meeting or institutional proceeding. If Respondent or Complainant does not have an advisor of their choosing, the University will provide an advisor for the hearing. Please note, however, the role of the advisor is limited to providing advice to the individuals, cross-examination during the hearing, and may not speak freely on their behalf.

5. The Complainant and the Respondent will be notified simultaneously, in writing, of any initial, interim, and final decision of any formal investigation; and

6. Where an appeal is permitted under the applicable policy, the Complainant and the Respondent will be notified simultaneously in writing of the procedures for the Respondent and the Complainant to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the Complainant and the Respondent will be notified simultaneously in writing of any change to the result before it becomes final and of the result once the appeal is resolved.

**MSU’s Protection of Personal Information for Victims of Sexual Assault, Stalking, Dating Violence, or Domestic Violence**

Victims may request that directory information on file with the University be withheld by request to either the Office of Institutional Equity (406-994-2042 or oie@montana.edu) or to the Registrar, Tony Campeau (406-994-1972 or registrar@montana.edu).

Regardless of whether a victim has opted out of allowing the University to share “directory information,” personally identifiable information about the victim and other necessary parties will be treated as private and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as private any accommodations or protective measures provided to the victim to the extent that maintaining such privacy would not impair the ability of the institution to provide the accommodations or protective measures.

The University does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Furthermore, if a Timely Warning Notice is issued based on a report of domestic violence, dating violence, sexual assault, or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

**Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault, and Stalking**

Montana State University has adopted a Discrimination, Harassment, and Retaliation Policy and the associated Discrimination Grievance Procedures for adjudicating reports of sexual assault, domestic violence, dating violence, and stalking.

These procedures apply to employees (faculty/staff), students, and guests.
HOW TO FILE A COMPLAINT UNDER THIS POLICY
The individual who experienced the behavior may initiate a complaint by reporting to the Office of Institutional Equity. This office will work with the Complainant to determine what course of action they would like to take under the policy. In most cases, the decision is up to the individual who experienced the behavior. The policies and procedures documents may be accessed at:
https://www.montana.edu/policy/discrimination/procedures/
https://www.montana.edu/policy/discrimination/

HOW THE UNIVERSITY DETERMINES WHETHER THIS POLICY WILL BE USED
Each report the Office of Institutional Equity receives is reviewed for jurisdiction and an immediate health and safety risk for campus. If the Managing Director of the Office of Institutional Equity determines that the Office does not have jurisdiction to pursue a Complaint under the Discrimination, Harassment, and Retaliation Policy, appropriate referrals will be made.

STEPS IN THE DISCIPLINARY PROCESS
In general, the procedural steps under the University Discrimination Grievance Process include the following:

1. Upon receipt of a report of conduct prohibited by the policy that falls within the jurisdiction of the Office of Institutional Equity, the Office will offer the person who experienced the behaviors supportive and protective measures and invite the person to meet with a staff member to discuss the options available to the person and the process for filing a Formal Complaint.

2. If the Complainant wishes to proceed with a Formal Complaint, the OIE staff will notify Respondent(s) of the allegations contained in the Formal Complaint and will conduct a preliminary investigation. Prior to the completion of the investigation, the parties will be provided an opportunity to review the evidence collected and submit a written response. The investigator will issue a pre-hearing investigative report.

3. Upon completion of the pre-hearing investigative report, a Hearing Officer will preside over a live hearing at which each party will present witnesses and engage in cross-examination as allowed under the policy and will be advised by an advisor of their choosing or, if they have no advisor, one will be appointed by the University.

4. Following the conclusion of the Hearing, the Hearing Officer will issue a written determination regarding responsibility using a preponderance of the evidence standard of proof. If applicable, the determination will include the sanctions to be imposed on the Respondent.

5. The Investigator’s findings will be provided to the Title IX Coordinator.

6. Each party has the right to appeal the determination of responsibility to the Title IX Coordinator as outlined in the Discrimination Grievance Process.

A full description of the procedures can be found in the University’s Discrimination Grievance Procedures.

ANTICIPATED TIMELINES
The University makes every effort to complete the investigative process promptly while adhering to the required time frames established in the policy and the parties’ schedules. The process also allows for timeframe extensions if either party requests or has reasonable cause for the delay.
Other reasonable delays may include complex investigations involving multiple witnesses or other reasonable delays in availability. The University will do its best to complete an investigation within 160 days of receiving the report.

**DECISION MAKING PROCESS**

Upon receipt of a Formal Complaint, the decision-making process will follow the process described in “Steps in the Disciplinary Process” above.

**STANDARDS OF EVIDENCE**

Preponderance of the Evidence.

**POSSIBLE SANCTIONS**

**For Students**
Sanctions include, but are not limited to: Suspension, Expulsion, Conduct Probation, Suspension Warnings, Disciplinary Remand, Restitution, Residence Hall Sanctions, Community or University Service Requirements, Loss of Privileges, Trespass from Campus and affiliated properties.

**For Employees**
Sanctions include, but are not limited to, Termination, Letter of Warning, Letter of Expectation, Leave with Pay, Leave Without Pay, Restitution, Disciplinary Remand, Trespass from Campus and affiliated properties and other progressive disciplines as deemed appropriate.

**MSU SEXUAL AND VIOLENT OFFENDERS LIST (MONTANA STATE SEX OFFENDER REGISTRY)**

The federal Campus Crimes Prevention Act, enacted on October 28, 2000, requires:

1) Registered sex offenders to provide notice, as required under State law, of each institution of higher education where they are employed or enrolled;

2) States must make this information available to a law enforcement agency where the institution of higher education is located; and

3) Institutions of higher education must advise the campus community where the information on registered sex offenders can be obtained.

The MSU Police Department has a website that lists individuals who are registered with the Montana Department of Justice as sexual or violent offenders and who are affiliated with the institution. Updates to the MSU Sexual or Violence Offender List are made regularly and throughout the year.

To search the sexual or violent offender registry maintained by the state please visit: [https://app.doj.mt.gov/apps/svow/search.aspx](https://app.doj.mt.gov/apps/svow/search.aspx). This resource will provide names, registered addresses and pictures of registrants.

**MSU CAMPUS POLICIES ON ALCOHOL AND OTHER DRUGS**

MRJCON students and employees are bound by the MSU Campus Alcohol and Drug Policy. This policy prohibits unlawful possession, consumption, use or distribution of illicit drugs and alcohol by students and employees on campus property. Students and employees found in violation are subject to discipline under the Student Code of Conduct or the Workplace Expectations and Conduct: Drug, Alcohol, and Tobacco Free Workplace policy. In addition to disciplinary sanctions by the university,
students and employees who violate this policy may also be subject to federal, state, and local laws that may result in imprisonment, fines, and loss of federal benefits for conviction of alcohol and drug-related offenses.

In compliance with the Drug Free Schools and Communities Act, Montana State University publishes information regarding the University's prevention programs related to drug and alcohol abuse prevention which include standards of conduct that prohibit the unlawful possession, use, and distribution of alcohol and illegal drugs on campus and at institution-associated activities; sanctions for violations of federal, state, and local laws and University policy; a description of health risks associated with alcohol and other drug use and abuse; and a description of available counseling, treatment, rehabilitation and/or re-entry programs for MSU students and employees. A complete description of these topics, as provided in the University's annual notification to students and employees, is available online at: https://www.montana.edu/legalcounsel/compliance/DFSCA.html

**PREPARATION OF THE MRJCON ANNUAL DISCLOSURE OF CLERY CRIME STATISTICS**

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the University community obtained from the following sources: the Kalispell and Great Falls Police Department, The University of Montana and MSU-Billings Campus Police Departments, and Campus Security Authorities (CSAs). For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to the Kalispell and Great Falls Police Department, The University of Montana and MSU-Billings Campus Police Departments, and Campus Security Authorities (CSAs).

All the statistics are gathered, compiled, and reported to the University community via this report, which is published by the College of Nursing and submitted to the MSU Dean of Students. The MSU Dean of Students submits the annual crime statistics published in this Report to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the Department of Education’s website, and hard copies of this report are available at the MRJCON Dean's Office in Anna Pearl Sherrick Hall on the MSU Bozeman Campus or by contacting the Campus Director in Kalispell, Great Falls, Missoula or Billings.

Under the Clery Act, Montana State University's College of Nursing is required to report annual crime statistics showing reported occurrences of specific types of crime on their four nursing campuses for the benefit of current/prospective students and current/prospective employees.

Crimes reported under the Silent Witness Program are included in the annual disclosure of crime statistics. The VOICE Center staff report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. The VOICE Center staff will inform persons they are counseling that they will make these confidential reports. The VOICE Center staff will not disclose any identifying information without the written consent of the client.

Statistics pertaining to referrals for disciplinary action reflect those incidents of alcohol, drugs, and weapons violations that were referred to the Dean of Students and the Directors of Residence Life for student disciplinary action.

MSU UPD has requested the information for public property and non-campus buildings or property
within the jurisdiction of each agency related to the MRJCON campuses; however, the agencies have officially confirmed that they are not able to provide this data.

**MSU MRJCON CRIME STATISTICS: CLERY DATA**

The following crime statistics are for selected crimes that have been reported to appropriate and corresponding police agencies or to campus security authorities based on our MSU MRJCON Clery geography. The statistics reported for the sub-categories on liquor laws, drug laws, and weapons offenses represented the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented.

**Kalispell MRJCON Campus**

<table>
<thead>
<tr>
<th>Criminal Offenses (Reported by Hierarchy)</th>
<th>Year</th>
<th>On-Campus</th>
<th>On-Campus Student Housing</th>
<th>Non-Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
<td>2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
<td>2020</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
<td>2021</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter by Negligence</td>
<td>2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter by Negligence</td>
<td>2020</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter by Negligence</td>
<td>2021</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>2020</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>2021</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fondling</td>
<td>2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fondling</td>
<td>2020</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fondling</td>
<td>2021</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>2020</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>2021</td>
<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>Statutory Rape</td>
<td>2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory Rape</td>
<td>2020</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Statutory Rape</td>
<td>2021</td>
<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Robbery</td>
<td>2020</td>
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<tr>
<td>Robbery</td>
<td>2021</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>2020</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>2021</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>2020</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
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No unfounded crimes and no hate crimes during these reporting periods.

**Great Falls MRJCON Campus**
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No unfounded crimes and no hate crimes during these reporting periods.

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No unfounded crimes and no hate crimes during these reporting periods.
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No unfounded crimes and no hate crimes during these reporting periods.
CLERY CRIME DEFINITIONS

DEFINITION OF CRIME CATEGORIES UNDER FEDERAL LAW

Criminal Offenses are defined as outlined by the U.S. Department of Justice, FBI National Incident-Based Reporting System. For the purposes of complying with the requirements of 34 CFR 668.41, and incident meeting these definitions is considered a crime for the purpose of Clery Act reporting.

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

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

3. **Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.”
   a) **Rape** - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
   b) **Fondling** - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. (Because there is no penetration in fondling, this offense will not convert to the SRS as Rape)
   c) **Incest** - sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
   d) **Statutory Rape** - sexual intercourse with a person who is under the statutory age of consent.

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

5. **Aggravated Assault:** Aggravated assault is 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.

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

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

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

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

10. **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and, where the existence of such a relationship shall be determined by the victim with consideration of the following factors: (1) The length of the relationship, (2) The type of relationship, (3) The frequency of the interaction between the persons involved in the relationship.

11. **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or to suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

* Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
* Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

12. **Liquor-Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned offenses.

* Drunkenness and driving under the influence are not included in this definition.

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

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

**CATEGORIES OF PREJUDICE**
Hate Crime is defined as a criminal offense committed against a person or property that is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, national origin, sexual orientation, gender identity, ethnicity or disability.

For Clery Act reporting purposes, hate crimes include any offense in the following list that is motivated by bias:
- Murder and Non-negligent manslaughter
- Sex Offense
- Robbery
- Aggravated Assault
- Burglary
The terms Domestic Violence, Dating Violence, Sexual Assault, Stalking and Consent are defined in the applicable jurisdiction as outlined by Montana Code Annotated (MCA) 2017, Title 45. Crimes, Chapter 5. Offenses Against the Person, Part 5. Sexual Crimes.

1. Domestic Violence: The state of Montana does not have a definition of domestic violence.
2. Dating Violence: The state of Montana does not have a definition of dating violence.
3. Sexual Assault: The state of Montana defines sexual assault as follows: Montana Code Annotated (MCA) 40-15-116. Definitions: As used in 40-15-115 through 40-15-121, the following definitions apply: (5) “Sexual assault” means sexual assault as defined in 45-5-502, sexual intercourse without consent as defined in 45-5-503, incest as defined in 45-5-507, or sexual abuse of children as defined in 45-5-625.

45-5-502. Sexual assault:
1. A person who knowingly subjects another person to any sexual contact without consent commits the offense of sexual assault.
2. (a) On a first conviction for sexual assault, the offender shall be fined an amount not to exceed $500 or be imprisioned in the county jail for a term not to exceed 6 months, or both.

On a second conviction for sexual assault, the offender shall be fined an amount not to exceed $1,000 or be imprisoned in the county jail for a term not to exceed 1 year, or both.

On a third and subsequent conviction for sexual assault, the offender shall be fined an amount not to exceed $10,000 or be imprisoned for a term not to exceed 5 years, or both.

If the victim is less than 16 years old and the offender is 3 or more years older than the victim or if the offender inflicts bodily injury upon anyone in the course of committing sexual assault, the offender shall be punished by life imprisonment or by imprisonment in the state prison for a term of not less than 4 years, unless the judge makes a written finding that there is good cause to impose a term of less than 4 years and imposes a term of less than 4 years, or
more than 100 years and may be fined not more than $50,000.

An act “in the course of committing sexual assault” includes an attempt to commit the offense or flight after the attempt or commission.

a) Subject to subsections (5)(b) and (5)(c), consent is ineffective under this section if the victim is:
   i. incarcerated in an adult or juvenile correctional, detention, or treatment facility or is on probation or parole and the perpetrator is an employee, contractor, or volunteer of the supervising authority and has supervisory or disciplinary authority over the victim, unless the act is part of a lawful search;
   ii. less than 14 years old and the offender is 3 or more years older than the victim;
   iii. receiving services from a youth care facility, as defined in 52-2-602, and the perpetrator:
      A. has supervisory or disciplinary authority over the victim or is providing treatment to the victim; and
      B. is an employee, contractor, or volunteer of the youth care facility; or
   iv. admitted to a mental health facility, as defined in 53-21-102, is admitted to a community-based facility or a residential facility, as those terms are defined in 53-20-102, or is receiving community-based services, as defined in 53-20-102, and the perpetrator:
      A. has supervisory or disciplinary authority over the victim or is providing treatment to the victim; and
      B. is an employee, contractor, or volunteer of the facility or community-based service.

Subsection (5)(a)(i) does not apply if one of the parties is on probation or parole and the other party is a probation or parole officer of the supervising authority and the parties are married to each other.

Subsections (5)(a)(iii) and (5)(a)(iv) do not apply if the individuals are married to each other and one of the individuals involved is a patient in or resident of a facility, is a recipient of community-based services, or is receiving services from a youth care facility and the other individual is an employee, contractor, or volunteer of the facility or community-based service.

45-5-220 Stalking – exemption – penalty.
1. A person commits the offense of stalking if the person purposely or knowingly causes another person substantial emotional distress or reasonable apprehension of bodily injury or death by repeatedly:
   a. following the stalked person; or
   b. harassing, threatening, or intimidating the stalked person, in person or by mail, electronic communication, as defined in 45-8-213, or any other action, device, or method.
2. This section does not apply to a constitutionally protected activity.
3. For the first offense, a person convicted of stalking shall be imprisoned in the county jail for a term not to exceed 1 year or fined an amount not to exceed $1,000, or both. For a second or subsequent offense or for a first offense against a victim who was under the protection of a restraining order directed at the offender, the offender shall be imprisoned in the state prison for a term not to exceed 5 years or fined an amount not to
exceed $10,000, or both. A person convicted of stalking may be sentenced to pay all medical, counseling, and other costs incurred by or on behalf of the victim as a result of the offense.

4. Upon presentation of credible evidence of violation of this section, an order may be granted, as set forth in Title 40, chapter 15, restraining a person from engaging in the activity described in subsection (1).

5. For determining the number of convictions under this section, “conviction” means:
   a. a conviction, as defined in 45-2-101, in this state;
   b. a conviction for a violation of a statute similar to this section in another state; or
   c. a forfeiture of bail or collateral deposited to secure the defendant's appearance in court in this state or another state for a violation of a statute similar to this section, which forfeiture has not been vacated.

6. Attempts by the accused person to contact or follow the stalked person after the accused person has been given actual notice that the stalked person does not want to be contacted or followed constitutes prima facie evidence that the accused person purposely or knowingly followed, harassed, threatened, or intimidated the stalked person.

Consent: The State of Montana defines consent, in relation to sexual activity, with reference to sexual assault, in the applicable jurisdiction (Montana Code Annotated (MCA) 2017, (45-5-501), as follows:

1. The term "consent" means words or overt actions indicating a freely given agreement to have sexual intercourse or sexual contact and is further defined but not limited by the following:
   a) an expression of lack of consent through words or conduct means there is no consent or that consent has been withdrawn;
   b) a current or previous dating or social or sexual relationship by itself or the manner of dress of the person involved with the accused in the conduct at issue does not constitute consent; and
   c) lack of consent may be inferred based on the surrounding circumstances and must be considered in determining whether a person gave consent.

2. Subject to subsections (1)(c) and (1)(d), the victim is incapable of consent because the victim is:
   a) mentally defective or incapacitated; b. physically helpless; c. overcome by deception, coercion, or surprise; d. less than 16 years old;
   b) As used in subsection (a), the term "force" means:
      1. the infliction, attempted infliction or threatened infliction of bodily injury or the commission of a forcible felony by the offender; or
      2. the threat of substantial retaliatory action that caused the victim to believe that the offender could execute the threat.