

2011 ANNUAL CAMPUS SECURITY AND FIRE SAFETY REPORT

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INTRODUCTION

Montana State University (MSU or University) encourages all members (students, employees and visitors) of our campus community to be fully aware of information related to campus security and personal safety and to take action to prevent and report illegal and other unsafe activities should they occur. Personal awareness, practicing personal safety, and reporting incidents of concern are the foundation of a safe community.

In accordance with the Jeanne Clery Disclosure of Public Safety Policy and Campus Crime Statistics Act (the Clery Act) of 1998 and the Higher Education Amendments of 1992 and 2008, this report collects MSU's policies and procedures concerning: crime and campus security; emergency procedures and timely warnings; possession, use and sale of alcoholic beverages and illegal drugs, including the university's commitment to enforcement of state and federal laws on campus; sexual assault; missing students; and fire safety.

CAMPUS SECURITY AND CRIME

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- 100.00 UNIVERSITY POLICE OFFICERS' AUTHORITY AND JURISDICTION**

The University Police Department provides continuous year round security and law enforcement protection to the Montana State University community. Twenty four hour police services are provided with access to municipal fire and emergency medical services.

The Department's jurisdiction extends one mile beyond the University campus for University related activities. University police officers have full law enforcement authority within this jurisdiction and provide a full range of services to the campus.

The Director of University Police is responsible for the management of the University Police Department and reports directly to the Associate Vice President for University Services. However, all public safety services are closely coordinated with other key university administrators as well as local officials.

University Police Officers are P.O.S.T. certified Peace Officers for the State of Montana and sworn to all of the responsibilities and powers of a Peace Officer in Montana, including the duty to maintain public order and the power to arrest. Both professional and formal education are stressed for all University officers. Currently, members of this department hold B.A. as well as M.A. degrees, and several officers are working toward degree requirements.

All University Police 911 Dispatchers are trained and certified by the State.

Montana State University police also maintains a Memorandum of Understanding and Agreement with Bozeman City Police. Under the agreement, University police officers may enforce Bozeman municipal ordinances and laws on University property within the city and may enforce vehicle and traffic laws within the city. It is also agreed that University Police will assume first jurisdiction on other University-related property and university events within the city, i.e. fraternity and sorority residences, property occupied by registered student organizations and events sponsored by the University, and will provide mutual aid and support to Bozeman Police on request as available.

200.00 CRIME REPORTING PROCEDURES

Crime is a reality at Montana State University. Preventing crime is everyone's responsibility. Unreported crime is a criminal's greatest ally. If you suspect a criminal act has taken place, contact the University Police Department located at the corner of 7th and Kagy, in the Roy Huffman Building or:

- For emergencies call 911
- Non-Emergencies call 994-2121

Suspicion of crime does not require proof. If you suspect a crime has been committed or is being committed, call the University Police Department immediately. Make a difference, call. Only concerned citizens can prevent crime.

If you are a victim or witness of a crime: Report the incident immediately to university police. 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 of vehicle, color 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 involved person including: age, sex, dress, vehicle and direction of travel.

Bomb threats: If you receive a bomb threat, it is important to obtain as much information as possible from the caller. Things to ask are: (1) location of bomb, (2) time of explosion, and (3) type of bomb. 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 properly 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 University Police Department to report an incident, please provide the following information:

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

Confidential Reports: If you 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 email to switness@montana.edu with information you feel may be useful in keeping your campus safe and secure. You should provide the information as described in above paragraphs.

Emergency telephones: The campus is also equipped with Emergency Telephones (blue phones) spread across campus in parking lots and along heavily used foot paths. These phones can be used for both emergency and non-emergency purposes such as reporting a crime in progress or requesting an escort anywhere on campus.

300. RESPONSE TO REPORTED CRIME

The University Police Department will respond to reports of crime against persons and all property owned, controlled, leased or operated by Montana State University which includes Greek residences located within one mile of the campus boundary. On a 24 hour basis, dispatchers can instantly dispatch the University Police, Bozeman fire and emergency medical services, and, if needed, will request assistance from the Bozeman Police and/or Gallatin County Sheriff's Office.

All reports of criminal activity occurring within the jurisdiction of the University Police Department will be investigated and, if the investigation confirms a violation of the state criminal code, the matter will be referred to the Gallatin County Attorney or Bozeman City Attorney for prosecution. 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.

MSU will make timely reports to the campus community regarding the occurrence of crime on campus. A log of daily crime reports and incidents are maintained and available for review by the campus community and the public at large. This [crime log](#) can be found on-line or accessed at the customer service desk of the University Police Department.

400.00 CAMPUS FACILITY SECURITY

410.00 Security in Academic (non-residence) Campus Buildings

MSU employs a master key system managed by the Facilities Services department on campus and a Cat-Card electronic access system managed by Auxiliary Services to provide access for authorized students, staff and faculty to academic buildings during closed hours as follows:

1. Key access is provided to faculty, staff, and students with appropriate written supervisory approvals.
2. Building evacuation is mandatory for all fire alarms.
3. Exterior building doors are not to be propped open when the doors are locked.
4. Individual campus buildings (non-residence) are normally open from 6:00 AM until 6:00 PM (closing times may vary) Monday through Friday or for scheduled weekend classes and special events and will be locked at all other times.
5. The University may 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, guests and other visitors.

420.00 Security in Residence Halls

The Residence Hall Building Security Policy is found in the Residence Hall Handbook under "[Safety and Security](#)". It describes the specific security policies for each of the residence halls, including policies pertaining to lock-down, escort requirements and check-in policies. A paper copy of the policy is also available from the Residence Life Office.

430.00 Security in Building Maintenance

MSU's master key system also controls security for maintenance staff.

All Facilities Services and Auxiliary employees authorized to carry master keys are required to store these keys in a secure/alarmed cabinet during all non-working hours. Some buildings are part of a security system that requires the use of a staff-assigned Cat Card to gain entrance into the building.

Facilities Services provides a voluntary call-out program to provide maintenance services during after-hour, weekend, and holiday periods. If an employee is called in to assist with after-hour maintenance issues, the employee checks out master keys at the University Police Station where their name, date and time of key checkout and check in are recorded or uses personally identifiable Cat Card with the supervisor's permission.

500.00 CAMPUS SECURITY INFORMATION AND EDUCATION

University Police officers provide safety and security education through numerous presentations to on-campus groups and other presentations upon request.

Educational programs concerning personal safety, crime prevention, including prevention of sexual assault, date/acquaintance rape and personal safety techniques are offered by a variety of groups and individuals on campus each year, including University Police, the University Counseling Center, Voice Center and others. Presentations include:

- Alcohol awareness
- Drug awareness
- Crime Prevention covering crimes such as sexual assault, sexual intercourse without consent, relationship violence, privacy in communications, and stalking
- Active shooter protocol
- Workplace violence protocols
- New Employee Orientation
- Internet Safety and Security
- Facility Intruder Awareness for Secure Facilities
- International Student Orientation
- Property security
- Personal safety
- Bicycle safety
- Stranger Danger
- Identity theft
- Adopt-A-Cop program
- Others upon request

Students living in residence halls are provided with security brochures at check-in. Residence Life staff regularly address residence hall safety and security rules and precautions, and personal safety considerations with all residents at floor and hall meetings. Safety and security rules and guidance are provided in the Residence Hall Handbook.

600.00 CRIME PREVENTION PROGRAMS

The University's crime prevention program stresses community awareness and interaction through the dissemination of materials and presentations are designed to familiarize students, faculty and staff with their responsibility in reducing criminal opportunity. The university police department also plays an active role in the local crime prevention and crime stoppers program as well as the DUI task force.

University officers provide presentations throughout the university community ranging from late night discussion sessions in residence halls to classroom presentations. Crime prevention materials and reminders are also distributed to the campus community. In addition, the [University Police website](#) provides crime prevention information for the campus, including a crime prevention handbook, crime alerts, the MSU [Sexual or Violent Offender List](#), and other useful information.

The University Police Department sponsors a free bicycle registration program for students in an effort to discourage bicycle theft.

Montana State University stresses that preventing crime is a shared responsibility. Everyone in the campus community should play an active role in making the university environment safe and secure from criminal activity.

700.00 CRIME STATISTICS COLLECTION

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

The current reported crime statistics are found below and can also be accessed by going to the Department of Education's Security Statistics search site at <http://www.ope.ed.gov/security> and to the Montana State [University Police Department](#) website.

710.00 Campus Security Authorities

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

President and All Vice Presidents

Director of University Police
Assistant Director of University Police
Police Officers
Dispatchers

Dean of Students
Associate/Assistant Deans and Fraternity/Sorority Coordinator

Director of Auxiliary Services
Director of University Housing
Associate/Assistant Director of Residence Life
Associate/Assistant Director of Family & Graduate Housing
Resident Directors
Assistant Resident Directors

Director of Athletics
Associate/Assistant Directors
Head Coaches
Assistant Coaches (Full Time only)
Athletic Trainers

Director of the Office of International Programs
Associate/Assistant Director
Student Advising Staff Members

Director of Health Promotion
VOICE Center Director

Director, Human Resources/Affirmative Action
Title IX Coordinator
Title IX Deputy Coordinators

720.00 Reports to Campus Security Authorities. Students, employees and visitors are encouraged to report crimes to the University Police. However, students may contact any Campus Security Authority for appropriate assistance in reporting incidents. Confidentiality of reports made to Campus Security Authorities cannot be promised. There may be instances where the university needs to act regardless of whether the parties have reached a personal resolution or the complainant requests that no action be taken. In such cases, MSU will investigate and take appropriate action, taking care to protect the identity of the complainant and any other reporter to the extent permitted by the circumstances surrounding the case and applicable law and regulation.

A Campus Security Authority who has been informed of an alleged incident will follow MSU procedures for making reports for the annual crime statistics report. In addition, the Campus Security Authority shall report to University Police and such other university officials, as appropriate, such as the campus Human Resources/Affirmative Action Office, the Title IX compliance coordinator, the Dean/Assistant Dean of Students, to initiate any applicable investigative or other procedure.

800.00 CRIME STATISTICS REPORT

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

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

Statistics pertaining to referrals for disciplinary action reflect those incidents of alcohol, drugs, and weapons violations that were referred to the Dean of Students, Director of Housing, or the Greek Leadership for student disciplinary action.

Statistics for off-campus crime are not collected by the Bozeman Police Department or Gallatin County Sheriff's Office for Clery reportable offenses or arrests. The University Police department has requested the information for public property and non-campus buildings or property within the jurisdiction of each agency. However, the agencies have officially confirmed that they are not able to provide this data.

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

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

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

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

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

- **Murder & Manslaughter:** The willful (non-negligent) killing of one human being by another
- **Forcible Sex Offense:** Any sexual act directed against another person, forcibly or against that person’s will. Includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.
- **Non-Forcible Sex Offenses:** Unlawful, non-forcible sexual intercourse. Includes incest and statutory rape.
- **Robbery:** The taking, or attempted taking, of anything of value from one person by another, in which the offender uses force or the threat of violence.
- **Aggravated Assault:** An attack by one person upon another, in which the offender uses or displays a weapon in a threatening manner or the victim suffers severe injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

- Burglary: The unlawful entry into a building or other structure with the intent to commit a felony or a theft.
- Motor-Vehicle Theft: The theft of a motor vehicle, including automobiles, trucks, motorcycles, and mopeds.
- Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, or aircraft, personal property of another, etc.
- Liquor-Law Violations: The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages. Does not include driving under the influence or drunkenness violations.
- Drug-Law Violations: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment needed to produce or use them.
- Weapons-Law Violations: The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, knives, explosives, or other deadly weapons.

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

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

900.00 CRIME REPORTS

910.00 Campus Crime Log

The MSU Police Department keeps a daily crime log that records crimes by their nature, date, time, general location, and disposition of the complaint.

The [crime log](#) is available online or may be accessed at the customer service desk of the University Police Department.

920.00 Clery Crime Statistics Tables - Total Occurrences On Campus

Criminal Offense	2008	2009	2010
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	6	1	3
Sex offenses - Non-forcible	0	0	0
Robbery	0	0	2
Aggravated assault	1	0	1
Burglary	7	3	14
Motor vehicle theft	2	3	0
Arson	7	3	0

Total Occurrences On Campus In Residence Halls

Criminal Offense	2008	2009	2010
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	5	1	3
Sex offenses - Non-forcible	0	0	0
Robbery	0	0	1
Aggravated assault	1	0	1
Burglary	7	3	12
Motor vehicle theft	0	0	0
Arson	7	3	0

Total Occurrences - Noncampus Buildings or Properties

Criminal Offense	2008	2009	2010
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	8	0	2

Sex offenses - Non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	2	0	0
Burglary	2	1	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Total Occurrences on Public Property – None reported for 2008, 2009, 2010.

Occurrences of Hate Crimes On Campus –None reported for 2008, 2009, 2010.

Occurrences of Hate Crimes In Residence Halls and Other Residential Facilities – None reported for 2008, 2009, 2010.

Occurrences of Hate Crimes - Noncampus Buildings or Properties – Received no reports in 2008, 2009 and 2010.

Occurrences of Hate Crimes on Public Property – Received no reports in 2008, 2009, 2010

Number of Arrests on Campus

Criminal Offense	2008	2009	2010
Illegal weapons possession	1	0	2
Drug law violations	22	20	43
Liquor Law violations	50	51	60

Number of Persons Referred for Disciplinary Action on Campus

Criminal Offense	2008	2009	2010
Illegal weapons possession	1	0	0
Drug law violations	14	49	51
Liquor Law violations	381	344	380

Number of Arrests in Residence Halls

Criminal Offense	2008	2009	2010
Illegal weapons possession	1	0	1
Drug law violations	12	7	13
Liquor Law violations	2	5	6

Number of People Referred for Disciplinary Action in Residence Halls

Criminal Offense	2008	2009	2010
Illegal weapons possession	1	0	0
Drug law violations	13	27	19
Liquor Law violations	375	328	318

Number of Arrests Occurring at Noncampus Buildings or Properties

Criminal Offense	2008	2009	2010
Illegal weapons possession	0	0	0
Drug law violations	0	2	0
Liquor Law violations	2	3	11

Number of Persons Referred For Disciplinary Action - Noncampus Buildings or Properties

Criminal Offense	2008	2009	2010
Illegal weapons possession	0	0	0
Drug law violations	1	1	0
Liquor Law violations	6	1	3

Number of Arrests Occurring on Public Property

Criminal Offense	2008	2009	2010
Illegal weapons possession	1	0	0
Drug law violations	0	3	2
Liquor Law violations	23	18	34

Number of Persons Referred for Disciplinary Action - Public Property

Criminal Offense	2008	2009	2010
Illegal weapons possession	0	0	0
Drug law violations	0	5	0
Liquor Law violations	0	13	3

TIMELY WARNINGS AND EMERGENCY NOTIFICATION

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100.00 Campus Safety/Crime Warnings

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100.00 CAMPUS SAFETY/CRIME WARNINGS

MSU will issue timely warnings to the campus community of violent crimes against a person, a substantial crime against property or an emergency situation on or near campus that represents a serious or ongoing threat to the campus community. Campus Safety/Crime warnings are intended to heighten safety awareness and may also seek information that may lead to the arrest and conviction of the offender.

200.00 EMERGENCY NOTIFICATION

Federal law also requires universities to “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”.

The University Police Department is the department within the university responsible for issuing timely warnings and emergency notification. The University Police Department will, without delay, decide whether to issue a timely campus safety/crime warning or emergency notification on a case-by-case basis considering the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community

and the possible risk of compromising law enforcement efforts. Information for timely campus safety/crime warnings and emergency notifications may also come from other law enforcement agencies. The University Police Department will also determine the appropriate segment or segments of the campus community which will receive the notice, and whether to disseminate the emergency information to the larger community based on the above-described analysis.

Crimes for which a timely warning may be appropriate include, but are not limited to: murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, arson, motor vehicle theft, and hate crimes.

Timely warnings will typically include the following information, if known:

1. A succinct statement of the incident, including the nature and severity of the threat and locations or persons who might be affected;
2. Any connection to previous incidents;
3. Physical description and/or composite drawing of the suspect;
4. Date and time the warning was released;
5. Other relevant and important information, such as any bias motive, the gender of the victim, and/or student/non-student status;
6. Appropriate safety tips.

Depending on the particular circumstances of the incident, timely campus safety/crime warnings and emergency notifications may be distributed by any one or more of the following means:

1. the [MSU Alert System](#) text messaging system or recorded messages to other phones or devices;
2. e-mail;
3. posting an alert on MSU home page and/or other sites where information will be likely to reach the campus community.
4. posting on the outside entry doors of residence halls, fraternity and sorority houses, and/or posting on bulletin boards in academic and residential buildings;
5. door to door notification in residence halls, and/or fraternity houses and sorority houses.

Anyone with information warranting a timely campus safety/crime warning or emergency notification should report the circumstances to the MSU Police Department, by calling 911 or 994-2121, or in person at the University Police Department, located in the Huffman building at South 7th and Kagy Boulevard.

300.00. MSU ALERT

MSU also has a text-message and email based alert system to transmit brief, urgent messages to a large segment of the MSU population as quickly as possible. The system is voluntary for campus community members who enroll. Enrollment is strongly recommended. For more information go to the [MSU Alert website](#). Students may enroll free of charge [here](#). Students and employees are encouraged to familiarize themselves with this information.

400.00 EMERGENCY RESPONSE

MSU has adopted emergency and evacuation procedures for MSU. The procedures are contained in the [Emergency Response Manual](#). MSU 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. MSU will test evacuation procedures in academic/office buildings and residence halls and family and graduate housing. The tests may be announced or unannounced. The tests will be documented, including the date and time and whether it is announced or unannounced.

CAMPUS ALCOHOL AND DRUG POLICY

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100.00 INTRODUCTION AND PURPOSE

Montana State University is committed to a campus community environment that promotes the health, safety, personal development and academic success of students, faculty and staff. The Drug Free Schools and Communities Act, [20. U.S.C. 1145g, (34 CFR Part 86)], requires institutions of higher education to enact policies for preventing the unlawful possession, use, or distribution of alcohol and illicit drugs by students and employees.

The Board of Regents has adopted [Policy 503.1](#), Alcoholic Beverages which establishes certain requirements and guidelines for the possession, consumption, sale, and distribution of alcoholic beverages on Montana University System property.

200.00 STANDARDS OF CONDUCT

Montana State University is an environment where unlawful possession, consumption, use or distribution of illicit drugs and alcohol by students and employees on campus property is prohibited.

Montana State University's standards of conduct prohibit the unlawful possession, use, distribution, or sale of alcohol and other drugs on institutional property. See Section 635.00 of the [Student Conduct Code](#); Section 1230.00 of the [Personnel Policies and Procedures Manual](#).

300.00 ALCOHOLIC BEVERAGES

Under Regents policy 503.1, consumption of alcoholic beverages is permitted on property belonging to the Montana University System as follows:

- a. Within student living quarters, consumption of alcohol is allowed only by persons of legal age. Legal consumption by students in student living quarters shall not interfere with the rights of other residents and their guests or cause the normal operation of residence halls/student housing to be disrupted.

- b. Within approved areas on campus property that are used or rented as approved by the President.

All other service or consumption of alcoholic beverages on campus property is prohibited.

310.00 Approval Process.

MSU has established procedures for obtaining approval for events where alcohol will be available. See [Section 890, Facilities Use Manual](#).

The approval process for all events involving alcohol held on campus must originate with University Catering. University Catering will provide information about policies, laws, and the procedures to initiate the University's approval process.

The following requirements apply to all events.

- a. Consumption and/or sale of alcohol must be in connection with an event approved under [Section 890.00](#) of the Facilities Use Manual.
- b. Consumption of alcohol by persons under age 21 is prohibited. A system must be implemented to insure that alcohol is not available to under-age persons or to persons who appear to be intoxicated.
- c. Access to the event must be controlled.
- d. All sales and service shall be in compliance with Montana laws.
- e. No consumption of alcohol by persons selling or serving alcohol is permitted.
- f. Unless using a licensed alcohol vendor, any server of alcohol at University sponsored events on and off campus must have completed a responsible alcohol server training program which has been approved by the Montana Department of Revenue. Programs approved are shown on the [Department of Revenue Website](#).
- g. Any person who is authorized to serve or sell alcohol who has reason to question the age of a person ordering alcohol must verify age by requesting a photo identification that proves the individual is over 21.

- h. Any sale of alcohol must be by an authorized vendor holding a valid liquor license. Sale of tickets to an event where complimentary alcohol is served will be considered a sale of alcohol.
- i. Consumption and possession of alcohol must be permitted only within designated and monitored areas for the event.
- j. Reasonable amounts of food and non-alcoholic beverages must be served for the duration of the event.
- k. Service and consumption of alcohol must not exceed the duration of the event.
- l. Competitive alcohol consumption games are prohibited.
- m. Carpooling, bus, "home free" programs, and/or designated driver options must be strongly encouraged by the Event Sponsor.

320.00 Residence Halls and Family and Graduate Housing

- a. The possession and consumption of alcohol is permitted in the privacy of a student's room or individual family and graduate housing unit, in accordance with applicable State law (legal drinking age in Montana is 21). Alcoholic beverages may not be consumed in hallways, lounges, utility rooms, and other public areas. If a public area such as a lounge is used for an event where alcohol will be available, the event sponsor must follow the requirements of [Section 890, Facilities Use Manual](#).
- b. Parties or activities involving large amounts of alcohol, as determined by residence hall policy, are prohibited in student's rooms.
- c. Residence hall social funds may not be used for the purchase of alcoholic beverages.
- d. Approved residence halls and family and graduate housing sponsored functions involving alcohol shall also adhere to the state law and the policies of the university.
- e. Any off-campus event organized and/or sponsored by the Residence Halls and Family and Graduate Housing which is open to the public and at which alcohol will be served shall be subject to the requirements of this policy. The Event Sponsor is responsible for assuring the event is in compliance.

- f. Incident reports involving Montana State University students may be forwarded to the Dean of Students Office. MSU disciplinary action will be considered and imposed as appropriate.

330.00 Greek Organizations

- a. The possession and consumption of alcoholic beverages at houses and functions must conform to policies established by the Board of Regents, Montana State University, IFC/Panhellenic policies, and with national chapter policies, local ordinances, and State laws.
- b. When sponsoring an approved event, each chapter and the Greek system shall adhere to the state law and the policies of the university.
- c. Open parties, meaning those with unrestricted access, which involve the consumption of alcohol are prohibited.
- d. No Greek organization will serve or permit the possession, or consumption of alcohol at rush functions.
- e. Chapter funds cannot be used for the purchase of alcohol.
- f. Planned social functions at the house at which alcohol is served must be registered with the Dean of Students Office with copies to MSU Police and Bozeman City Police not less than 5 academic days.
- g. Any off-campus event organized and/or sponsored by the Greek organizations which is open to the public and at which alcohol will be served shall be subject to the requirements of this policy. The Event Sponsor shall be responsible for assuring the event is in compliance.
- h. Incident reports involving Montana State University students will be forwarded to the Dean of Students Office. MSU disciplinary action will be considered and may be imposed by the Dean of Students Office in accordance with the MSU Student Conduct Code and IFC/Pan-Hellenic policy.

340.00 ASMSU, Departmental and Other Registered Student Organizations

- a. ASMSU, registered student organizations or any organized student group assembled independently or on behalf of Montana State University or ASMSU, whether or not they are registered are subject to university policies and state law governing the service or consumption of alcohol at its events.

- b. Any event held on University property that involves the service of alcohol must be approved under [Section 890.00, Facilities Use Manual](#).
- c. Organizational or ASMSU funds shall not be used to purchase alcohol.
- d. Incident reports involving Montana State University students may be forwarded to the Dean of Students Office. MSU disciplinary action will be considered and imposed as appropriate.
- e. Any off-campus events organized and/or sponsored by a student organization or ASMSU which is open to the public and at which alcohol will be served shall be subject to the requirements of this policy. The Event Sponsor is responsible for assuring the event is in compliance.

350.00 University Events - Stadium and Sports Facilities

- a. No alcohol will be allowed in the Fieldhouse Arena or Stadium except in the rented suites and Stadium Club and as authorized under [Section 890, Facilities Use Manual](#). University policies will apply to all entities that rent Sports facilities, whether an MSU entity or an outside organization.
- b. Alcohol Concessions (Football Games): Concession sales of alcoholic beverages will be contracted by MSU to a private licensed vendor. Operations are subject to MSU policies and state statutes.
- c. Tailgating is an activity undertaken by university guests and does not require university approval. Tailgating is restricted to MSU Football Games and is subject solely to MSU's Tailgating Rules and Regulations which are published here.

360.0 University Employees

- a. Any event held on University property that involves the service of alcohol must be scheduled with University Catering and approved in accordance with [Section 890.00](#) of the Facilities Use Policy.
- b. Organizational funds of employee groups shall not be used to purchase alcohol.

370.0 Outside Groups Using University Facilities

- a. Private parties who rent university facilities for an event must request approval to serve alcohol at the event in accordance with [Section 890.00](#) of the Facilities Use Policy.

- b. Outside groups sponsoring an approved event must adhere to the state law and university policies.

400.00 ALCOHOL MARKETING GUIDELINES

- a. In on-campus advertising, no reference to alcoholic beverages is permitted. Suggested wording is: drinks or drink specials.
- b. Advertising free drinks or 2-for-1 or other multiple-drink specials is prohibited.
- c. Advertising of competitive drinking games is prohibited.
- d. In all on-campus advertising, including posters, banners and table tents, reference to drinks must be in smaller print than the print size for the event advertised.
- e. Availability of food and non-alcoholic beverages must be prominently displayed in the advertising.
- f. Advertising must be accompanied by a non-use message such as "Drink Responsibly," "Don't Drink and Drive," "Do not allow your friends to drink and drive."

500.00 ILLEGAL DRUGS

Use, possession, manufacture, sale, or distribution of any illegal drugs on University property or at University sponsored activities is prohibited and may be grounds for suspension or expulsion of students and the suspension or dismissal of faculty members, administrators and other University employees.

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

510.00 Prescription Drug Abuse

The non-medical use of prescription drugs is not allowed on the University campus. Students' use of these drugs inappropriately such as to "get high",

cram of exams, or use to enhance sports performance is a violation of this policy. Prescription drugs, when mixed with alcohol, are particularly dangerous and potentially lethal. This is especially true of opiates, such as OxyContin, Vicodin or other pain killers. Harmful effects of prescription drug abuse include:

- Mental health: increased irritability, agitation, anger, apathy, depression, paranoia (delusions and Hallucinations), violence, and dependence.
- Physical health: drastic changes in sleep patterns, sudden weight loss or gain, stunted growth, and dependence.

520.00 Medical Marijuana

Although Montana state law permits the use of medical marijuana, i.e., use by persons possessing lawfully issued medical marijuana cards, federal laws prohibit marijuana use, possession and/or cultivation at educational institutions and on the premises of other recipients of federal funds. The use, possession or cultivation of marijuana for medical purposes is therefore not allowed in any Montana State University housing or any other Montana State University property; nor is it allowed at any University-sponsored event or activity off campus.

600.00 EDUCATION PREVENTION AND TREATMENT PROGRAMS

Montana State University provides alcohol and drug abuse prevention education, counseling and treatment programs designed to reach all segments of the campus community.

610.00 Alcohol and Drug Assistance Center/Insight Program

MSU is dedicated to providing a voluntary, confidential resource to assist all students who are impacted directly or indirectly by chemical abuse. The [Alcohol and Drug Assistance Center/Insight Program](#), including the MIP (Minor in Possession) program, is a three-level assistance and intervention program open to all MSU students, either by self-referral or by referral from MSU offices, departments or the local court system. This program can be contacted at (406) 994-5937, and is located at 1215 Gopher Court (across the street from the SOB Barn). Student confidentiality will be respected. The Center provides referral and pre-assessment support.

The Center:

- Offers referral assistance to students and their friends who have alcohol and other drug use issues.
- Offers workshops, seminars and training related to substance abuse.
- Provides support to friends and family who are affected by someone else's substance use/abuse.
- Supports other MSU offices, faculty and staff in issues relating to alcohol/drugs.
- Provides factual information and dispels myths about alcohol and other drugs.
- Disseminates information on local treatment and recovery program options.
- Provides information, support and referral for those students affected by behavioral compulsions and for students who are/were affected by chemical abuse within a family.

MSU's Alcohol and Drug Assistance Center offers limited family counseling and referral. A licensed counselor will meet and consult with family or friends of students on a limited basis in order to discuss options and offer support. The Center also provides treatment referrals.

The three levels (Focus Seminar, Brief Alcohol Screening and Interventions for College Student—BASICS, and Intervention and Referral) are described in detail at the [Insight](#) website. Students can also call Insight at 406-587-2306.

Montana State University employs a full-time licensed counselor to work specifically with substance abuse issues (this individual is a licensed clinical counselor, as well as a licensed addiction counselor). If students have paid the health service fee, they can make an appointment at no additional charge.

Other than the licensed counselor, the Insight office staff includes an MIP Case Coordinator and up to three graduate student employees. Graduate students facilitate the Level I Focus Seminars; the licensed counselor conducts the BASICS program and oversees the Levels III interventions.

620.00 AlcoholEdu for College

MSU Health Promotion oversees the administration of [AlcoholEdu](#) for College, a science-based, interactive online program that provides students with facts and skill-based information on alcohol and sexual assault, other consequences of alcohol abuse, including alcohol's impact on the brain, body, and behavior. All incoming MSU students under the age of 21 are required to take AlcoholEdu. The program matches course content to each

student based on his or her behavior, attitudes, and what he or she already knows about alcohol.

Whether students choose to drink or not, AlcoholEdu is designed to encourage informed decision-making about alcohol use as well as providing skills to respond to the drinking and risk behaviors of friends and peers. The program delivers information with a non-judgmental tone that supports students in making their own plan to reduce the risk of harm associated with drinking while in college.

This program is one of many efforts at MSU to support better decision-making and a healthier campus environment where everyone every can live, study, work and have fun safely. MSU Health Promotion also works on campus and community education and policies to reduce risk and prevent intoxicated driving.

Details about [AlcoholEdu and MSU Health Promotion](#) are available at 406-994-7337 or the links above.

700.00 COUNSELING AND REHABILITATION

Additional counseling and rehabilitation programs are available through MSU's Counseling and Psychological Services. The university's benefit program for employees also offers an Employee Assistance Program.

Assessments, treatment groups, and individual counseling for students whose lives have been affected by their own or someone else's substance abuse are available. Persons who voluntarily avail themselves of university services shall be assured that applicable professional standards of confidentiality will be observed.

Counseling and rehabilitation services include:

- a. Training professional staff and student staff on drug abuse information, intervention and referral;
- b. Conducting education programs for students who have demonstrated abusive behavior with drugs;
- c. Conducting individual and group counseling for members of the university community with drug problems;
- d. Conducting drug abuse assessments;
- e. Organizing campus self-help groups;

- f. Providing consultation, information and referral for students, staff and faculty with drug problems;
- g. Designing and developing referral opportunities for members of the university community who desire to seek professional assistance beyond the campus. This will be done in cooperation with the employee assistance program and MSU Human Resources; and
- h. Providing, with peer involvement, a system of intervention and referral services for students, faculty and staff.

This program has been designed to make faculty, students, administrators, and other employees served by the program comfortable, to give choice in the selection of assistance, to maintain confidentiality of clients, and to provide professional service.

The University [Counseling and Psychological Service](#) is located in 211 Swingle, 406-994-4531.

800.00 HEALTH RISKS

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

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

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

- a. Social problems: driving under the influence, fighting, unwanted sexual contact, vandalism, trouble with authorities, unsafe sexual behavior, among others.
- b. Academic problems: poor grades, missed classes, memory loss, falling behind in class work or projects.

- c. Personal problems: depression, illness and injury, experiencing unwanted attempted or completed sexual intercourse, suicide, being the victim of violence or racial harassment, being unable to control drinking or drug use.

820.00 Second-hand effects

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

830.00 Risks associated with dependency (also known as addiction):

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

Symptoms of dependency include the following:

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

900.00 TREATMENT

Student Services

MSU offers substance abuse prevention, early intervention, treatment and counseling services.

Prevention services are coordinated through the [MSU Health Promotion](#) program (994-7337) in the Swingle Health Center. Activities include education, outreach, and research with the focus on creating a safe and healthy campus environment.

Counseling services are provided through [Counseling & Psychological Services](#) (994-4531) in the Swingle Health Center. Early intervention is provided through the Alcohol and Drug Assistance Center/INSIGHT Program. Clients requiring long-term addiction therapy are referred to Alcohol & Drug Services of Gallatin County. A listing of community-based services is available from the Center.

Employee Services

An employee assistance program (EAP) is available to provide information or confidential referral to drug and/or alcohol counseling or rehabilitation programs. An employee wishing to access the services may go to: www.montana.edu/wellness; click on TLC button and access the TLC website (company code MUS) or call toll free 1-866-248-4532.

Employees needing help in dealing with drug/alcohol problems or information on insurance coverage for treatment and rehabilitation programs may also contact Human Resources.

The University's Counseling and Psychological Services, provides counseling and/or referral services to employees. The Counseling and Psychological Services Center is housed in the Swingle Health Center.

1000.00 ENFORCEMENT/SANCTIONS

Individuals who violate the University policy, city or state laws are subject to disciplinary action as a student under the Student Conduct Code; and as an employee under personnel policies or applicable collective bargaining agreement. Individuals may also be subject to criminal prosecution.

Student sanctions may include reprimand, probation, suspension, expulsion and/or restitution as well as required attendance at educational and/or treatment programs.

Employee sanctions may include disciplinary measures up to and including termination. MSU may require the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who violates ... policy." ([Section 1230.30 Personnel Policies and Procedures Manual](#))

Criminal sanctions, regardless of status, may include jail, probation, mandatory counseling and/or education, fines, and suspension or revocation of driving privileges.

Groups displaying unreasonable and irresponsible conduct or violating this University Alcohol/ Other Drugs policy will jeopardize continuance of the University-recognized or supported event and access to University service and facilities.

1100.00 BIENNIAL REVIEW

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

A written report of the review shall be prepared and maintained by MSU for a period of at least three years.

SEXUAL ASSAULT POLICY

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100.00 Reporting Sexual Assaults

200.00 University Response to Sexual Assault

300.00 Educational Programs

400.00 Sexual Assault Support Programs and Services - On Campus

500.00 Sexual Assault Support Programs and Services - Off Campus

INTRODUCTION AND PURPOSE:

Students, staff, and faculty at Montana State University have the right to live, learn, and work in an environment that is free from all forms of sexual violence and sexual misconduct. This policy describes how to and where to report sexual assaults, how the University will respond to reports of sexual assault, the University educational sexual assault/offense prevention programs, procedures to support students who report a sexual offense, and support services for survivors of sexual assault/offenses. For the purposes of this policy, sexual offenses are those defined in the [MSU Student Code of Conduct](#), including rape, acquaintance rape, and other forcible and nonforcible sex offenses.

Survivors or witnesses of sexual assault/offenses may come forward to various offices on campus described in Section 100 below and at varying lengths of time following the offense. The MSU VOICE Center (Victim Options In the Campus Environment) serves as the University's primary office that provides 24-hour response and support for survivors of sexual assault/offense.

100.00 REPORTING A SEXUAL ASSAULT

MSU encourages the reporting of sexual offenses such as sexual intercourse without consent, sexual assault, stalking, and other [sexual misconduct](#). Reporting is the only way the University can provide remedial assistance, institute protection procedures for the reporter and others, and take whatever actions are necessary to respond to the complaint.

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

- Report the sexual assault/offense and pursue criminal charges through the University Police Department or local law enforcement.
- Report the sexual assault/offenses and pursue campus disciplinary charges through the Dean of Students Office if the alleged perpetrator is a student.
- Report and pursue both University disciplinary and criminal charges if the alleged perpetrator is a student.
- Report the assault but choose not to pursue charges through MSU Police Department.

- Report and seek support at the [MSU VOICE Center](#).
- Report anonymously through the [Silent Witness Program](#).
- Do none of the above (the survivor is still encouraged to seek support).

Although it is important for the student to make the decisions about the kind of service he/she wants, timing is an important factor in many of these decisions. A VOICE Center advocate, counselor, or MSU Police can discuss all of these options confidentially with the survivor. Evidence may be collected if the assault occurred within 120 hours of the evidence collection. The student 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. The Bozeman Deaconess Hospital (BDH) Emergency Room (406-585-1000) is the only location in Bozeman which conducts forensic examinations. BDH health care providers are specially trained and are sensitive to the needs of sexual assault survivors

University employees who receive a report of sexual assault shall inform the [Title IX Coordinator](#). University employees may also report sexual assaults/offenses directly to the police.

110.00 VOICE Center – The VOICE [Victim Options in the Campus Environment] Center is the university's program for victims of sexual assault, stalking and domestic violence. VOICE will work with students to explain the options for reporting their offense to other campus authorities, including University Police and the Dean of Students office. MSU VOICE Center will assist the survivor in notifying authorities if he/she requests assistance and will advise survivors of the importance of preserving evidence if they choose to bring criminal charges in the future. However, the staff and student advocates in the VOICE Center will assist survivors whether they decide to report the offense to law enforcement officials or choose not to report.

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.]

The VOICE Center is located in room 370 of the Strand Union Building (above the Leigh Lounge) and provides primary support and response for

survivors of sexual assault/offenses. MSU VOICE Center has a 24-hour support line (406-994-7069) and provides confidential information to students about sexual assault reporting options, available resources and assistance for the survivor, and the survivor's rights.

VOICE Center staff and trained advocates are available 24 hours a day and can provide immediate crisis intervention; refer survivors to legal, medical, and psychological service options, and can accompany students in accessing these services. Information is also available at the [VOICE Center website](#)..

Other services available 24 hours within the Bozeman community include the Sexual Assault Counseling Center (through the Help Center) at 406-586-3333, and HAVEN at 406-586-4111.

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

If, for any reason a person wishes to report to the police anonymously, the Silent Witness Program is available to anyone who has witnessed, or knows about a crime committed on campus. All campus members are welcome to send email to switness@montana.edu to report a sexual offense or any other crime.

120.00 Dean of Students office (DOS) – If the alleged perpetrator of sexual assault/offense is a student at MSU-Bozeman, the student may report the incident to the Dean of Students office. The DOS office will work with these student and may take a number of immediate steps to protect the student's health and well-being, including providing informal consultation, issuing a no-contact order to the alleged perpetrator, adjusting classes to avoid contact with the perpetrator, providing other corrective and remedial assistance as outlined in Section 220.00 and initiating a formal disciplinary proceeding. Students can contact the Dean of Students Office by calling 406-994-2826 or visiting the office in SUB 174.

In all cases involving sexual offenses brought under Student Code of Conduct, both the charged student and the charging student have the right:

- To know ahead of time the names of witnesses
- To have someone accompany her/him through the hearing
- To have a closed hearing unless all parties agree otherwise
- To see all evidence, to question the accused, survivor and witnesses
- To be seated out of sight of the accused or participate by telephone
- To be informed in a timely manner the decision of the board
- To appeal the decision of the hearing board

Because a sexual assault/offense is often more than an assault on an individual's body, but is also an attack on the individual's dignity and sense of self, the decision to take action against the accused rests with the aggrieved student. However, there are certain circumstances in which the university must act if it receives a report of sexual assault/offenses if necessary to protect the student and members of the university community.

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

130.00 Title IX Coordinator - Title IX, a federal statute, requires that the educational services of a university be provided without discrimination on the basis of sex. Sexual violence can be a form of discrimination in education prohibited by Title IX. . Montana State University has designated the Director of Human Resources and Affirmative Action as the Title IX Coordinator for Montana State University. The Title IX Coordinator is responsible for assuring compliance with Title IX. Students who have been sexually assaulted by someone other than a student may file a complaint under the [University's Nondiscrimination Policy](#) with the HR/AA office.

200.00 UNIVERSITY RESPONSE TO SEXUAL ASSAULT

210.00 Expert Assistance. No matter where a student, faculty or staff member comes forward to report a sexual assault/offenses on campus, it is vital for the office or department receiving the report to consult with the MSU experts on sexual violence located in the MSU VOICE Center and to make a referral for services.

220.00 Corrective and Remedial Action- The university through the Dean of Students and Title IX Coordinator may also take corrective and or remedial to prevent serious and immediate harm to the complainant and others; prevent retaliation against the complainant, the alleged perpetrator and/or witnesses; end discriminatory or harassing behavior and prevent its recurrence; and provide appropriate training in issues related to

discrimination.

Remedial action may include, but shall not be limited to:

- Altering the academic environment;
- Reassigning or transferring one or more of the parties to another course, advisor, work location or reporting relationship;
- Moving students to different rooms in the residence halls or to different halls;
- Transferring students or faculty to different course sections;
- Assigning alternate advisors, mentors, supervisors, or evaluators and providing academic support services such as tutoring;
- Providing counseling and medical services;
- Providing an escort to ensure that the complainant can move safely between classes and activities;
- Arranging for the complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's record.
- Withdrawal and retroactive withdrawal from the university.

The aggrieved student may request a remedial action by contacting the Dean of Students or the Title IX coordinator.

240.00 Interim Restrictions - The University may impose interim residence hall restrictions, campus trespass orders, University suspension or other restriction(s) upon a student pending the resolution of disciplinary proceedings if there is reason to believe that the student's conduct poses an imminent and substantial threat of injury to or interference with persons or property.

250.00 Sanctions – If a student is found to have violated the Student Conduct Code, by engaging in sexual assault/offenses, the university may impose a sanction against the student. These sanctions may include counseling, education, up to and including suspension or expulsion from the university. Please review the MSU [Student Code of Conduct](#) for further information regarding sanctions and other information regarding hearing procedures for violations of the Code.

260.00 Disclosure of Student Disciplinary Proceedings - Montana State University will disclose the outcome of any student disciplinary proceeding related to sexual misconduct to both the charging student and the charged student. The outcome of a proceeding means the institution's final determination regarding whether there was a violation of the Student Conduct Code and the sanction imposed.

270.00 Retaliation Prohibited - Montana State University strictly prohibits retaliation against any person for reporting concerns, or filing, testifying, assisting or participating in any manner in investigations or proceedings involving allegations sexual assault/offenses. Any person who violates this policy will be subject to discipline.

300.00 EDUCATIONAL PROGRAMS

The VOICE Center provides education and advocacy services through annual campus-wide mailings, awareness campaigns, and educational presentations. VOICE Center staff and trained peer educators are available, upon request, to provide primary prevention and programming on sexual and relationship violence to classes, student groups, and residence halls.

Incoming first-year students are required to complete an on-line sexual assault awareness education program as part of Health Promotion's AlcoholEdu program.

The VOICE Center, in collaboration with MSU Police Department, Dean of Students Office, Title IX Coordinator, and members of the Gallatin County Sexual Assault Response Team provide annual training to relevant campus staff on responding to sexual assault/offenses.

The Dean of Students office offers annual support and training on preventing sexual violence to the student leaders involved with MSU fraternities and sororities. The Dean of Students office also offers annual training on Title IX compliance with sexual violence and sexual harassment cases to MSU faculty/staff/students who participate as campus hearing board members.

The Title IX Coordinator, Department of Residence Life, and MSU Police Department also provide training upon request.

400.00 SEXUAL ASSAULT SUPPORT PROGRAMS AND SERVICES - ON CAMPUS

VOICE Center - The [VOICE Center](#) provides free and confidential services to male and female survivors of sexual assault/offenses, relationship violence and stalking. They also provide a 24-hour advocacy service. Services are available to anyone, regardless of sex, ethnic background, or identity. The VOICE Center is located in SUB 370 for daytime walk-in services, and operates a 24-hour support line, 406-994-7069 that gives survivors the

option to speak with a student or community advocate. Advocates can accompany student to the hospital, police department, or court if necessary.

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

MSU Counseling and Psychological Services - Talking with a counselor can also be an important step in learning about available options as well helping the recovery process. MSU Counseling and Psychological Services, 406-994-4531, offers FREE, confidential counseling to eligible students, and provides counseling on a limited basis for a fee to MSU faculty/staff. For more information and to schedule an appointment visit <http://www.montana.edu/wwwcc/> or visit the office at 211 Swingle.

MSU Student Health Service – Regardless of the length of time since an assault, health care providers recommend a clinical visit to assess pregnancy risks, sexually transmitted infections (including HIV) and physical injuries. Services are available to eligible MSU students and their spouses/domestic partners. There is no charge for a clinical visit. There are charges for lab tests, x-rays and pharmaceuticals which may be covered by a student's insurance. Morning-after contraception is available. Students can contact [MSU Student Health Service](#) at 406-994-2311 for information and to schedule an appointment. The Student Health Service does not perform forensic rape exams. These exams are only performed at the Bozeman Deaconess Hospital Emergency Room.

500.00 SEXUAL ASSAULT SUPPORT PROGRAMS AND SERVICES - OFF CAMPUS

Help Center and Sexual Assault Counseling Center – The Help Center is the confidential community crisis line that provides support and intervention for sexual assault, suicide, and mental health concerns. A sexual assault counselor is available 24-hours a day to speak confidentially with anyone who has been impacted by sexual assault. A person seeking assistance may contact Help Center & Sexual Assault Counseling Center, 406-586-3333.

HAVEN – HAVEN is Bozeman's domestic violence shelter and provides 24-hour crisis support and advocacy for all domestic violence survivors. Survivors who are or have been involved in a violent relationship may receive support off-campus by contacting HAVEN, 406-586-4111.

Bridgercare – Bridgercare, 406-587-0681, is a non-profit reproductive healthcare facility in Bozeman. The professional staff provides affordable reproductive and sexual healthcare and education in a safe, supportive, and empowering atmosphere.

MISSING STUDENT POLICY

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100.00 DEFINITIONS:

- a. On-Campus Student – A student who resides in on-campus housing under a housing contract with MSU Housing.
- b. Off-Campus Student – A student who resides in off-campus private housing.
- c. Non-Student – A person who is not an enrolled student, but is authorized to reside in university housing. Examples of non-students include dependents of enrolled students (i.e., spouses, children), relatives, partners and other authorized residents.
- d. Missing - A student is presumed missing if 1) he/she is overdue in reaching home, campus, or other specific destination for 24 hours past his/her expected time of arrival, or 2) additional factors lead university staff to believe he/she is missing, and a check of his/her residence supports that determination.

200.00 POLICY:

This policy and accompanying procedures establish a framework for cooperation among members of the University community including students, employees and other individuals to locate and assist currently enrolled students who are reported missing.

210.00 Emergency Contacts. Student residents in University Housing shall be offered the option to identify an individual to be contacted by the University in case the student is determined to be missing after 24 hours. Such contact information shall be held confidential and may be disclosed only to authorized university officials, and to law enforcement authorities in furtherance of a missing person investigation. Contact information will be provided to local law enforcement authorities within 24 hours of the the University's determination that the student is missing.

If a missing student is under 18 years of age and not emancipated, University Police shall notify a custodial parent or guardian and the contact individual designated by the missing student no later than 24 hours after the determination that the student is missing.

220.00 Reporting Missing Students. Reports of any missing student may be directed to University Police [994-2121] or the Dean of Students [994-2828].

Reports of on-campus missing students may be made to University Housingofficials.

Upon receipt of a report of a missing off-campus student, the University Police and/or Dean of Students, will investigate each report and notify other university officials and law enforcement agencies as necessary.

300.00 PROCEDURES:

When a student is reported missing by any source, the University shall:

- Investigate to determine the validity of the report.
- Attempt to determine the location and status of the missing student.
- Notify local/other law enforcement agencies in accordance with established protocols.
- Notify the President and the Vice President for Student Success.
- Notify the individual identified by the missing student as the emergency contact.
- If the missing student is under the age of 18, notify the individual identified by the missing student as the emergency contact and the student's custodial parent or guardian as provided in University records.

The Dean of Students may (1) inform university officials that may have knowledge of the student's background or situation, (2) inform the student's

major college Dean, and (3) notify the student's instructors of his/her absence.

All parties involved in the reporting and investigation of missing students must comply with the applicable provisions of the Family Educational Rights & Privacy Act (FERPA), the federal law which protects the privacy of student records.

2011 ANNUAL CAMPUS FIRE SAFETY REPORT

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INTRODUCTION

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

In an effort to standardize the information an institution publishes on fire safety, the U.S. Department of Education requires all universities that maintain on-campus student housing facilities and receive U.S. Department of Education funding to publish an annual fire safety report, maintain a fire log, and report fire statistics to the Secretary of Education. This Annual Fire Safety Report is also posted on the Montana State University [Residence Life](#)

[website](#). Paper copies of the full report are available upon request at the Residence Life Office during business hours..

100.00 FIRE SAFETY POLICIES

110.00 Fire Safety Policies

Use of Electrical Appliances

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

Smoking

Within the residence halls, smoking is prohibited in all public areas and student rooms. Smokers are required to move at least 25 feet from building entrances. Within Family and Graduate Housing smoking is allowed only in units that are not designated 'non-smoking'. Tenants and their guests are required to move at least 25 feet from apartment entrances and windows of non-smoking units.

Open Flames

Within the residence halls system, any type of open flame is prohibited. Within Family and Graduate Housing open flames are allowed when operated under safe conditions.

120. Policies Applicable to Residence Halls

Candles

Burning of candles is prohibited. (Residence Hall Handbook, Pg. 24).

Cooking in Rooms

Only minimal cooking is allowed in student rooms. Permitted appliances are popcorn poppers, coffee pots, hot pots, toasters and small microwave ovens. (Residence Hall Handbook, Pg. 25)

Lamps

Halogen lamps, lava lamps, and space heaters are not allowed in the residence halls due to significant fire hazards.

Incense

Burning of incense in the residence halls is strictly prohibited. (Residence Hall Handbook, Pg. 30)

Family and Graduate Housing Fire Safety rules:

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

120.00 Prohibited Acts

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

- a. Misuse of any fire equipment, including extinguishers, pipes, pull stations, smoke/heat detectors, hoses, exit signs, emergency lights, horns, alarms, bells, and doors;
- b. starting fires;
- c. setting off false alarms;
- d. failing to evacuate and/or hindering in the evacuation of others; and
- e. the use of fire escapes during a "non-emergency" (Residence Hall Handbook, Pg. 27).

130.00 University Response to Arson. Arson is the act of maliciously, voluntarily, and willfully setting fire to the building, buildings, or other property within the building. Arson is a criminal offense and will be treated as such. Any acts or attempted acts of arson will result in disciplinary sanctions, up to and including suspension or expulsion from the university as well as criminal charges. (Residence Hall Handbook, Pg. 23)

200.00 FIRE STATISTICS

The on-campus student housing fire statistics for January 1, 2010-present are noted below.

Building Name	Date	Time	Cause of Fire	Injuries that Required Treatment at Medical Facility	Value of Property Damage (approximately)
No incidents.					

300. FIRE SAFETY SYSTEM

Below is a list of on campus residential buildings and their current fire/life safety status.

Building Name	Fire Alarm System	Fire Sprinkler System	Standpipes
Hedges North	X	X	X
Hedges South	X	X	X
Hedges Suite East	X	X	
Hedges Suite West	X	X	
Roskie	X	X	X
Langford	X	X	X
Johnstone Center	X	X	X
Hapner	X	X	
Hannon	X	X	
Quads	X	X	
Branegan	X		
Paisley Court	X		
Peter Koch	X	X	X
Nelson Story	X	X	X
Grant Chamberlain	X		
McIntosh	X	X	
East Julia Martin	X		
West Julia Martin	X		
West Side Houses	X		

400.00 FIRE DRILLS

Residence Life

Within the residence halls, fire drills are conducted in each building at the beginning of each academic period. Fire drills are unannounced and assist in the educational process for students and staff alike. In 2010 the following fire drills were conducted:

- Spring 2010 - February 1, 2010: one fire drill in each of 7 residence halls
- Summer 2010 - June 8, 2010: one fire drill in each of 2 residence halls
- Fall 2010 - August 17, 2010 (staff training) and September 20, 2010: 2 fire drills in each of 7 residence halls

Fire drills are mandatory and failure to participate in fire drill is subject to disciplinary action.

Family and Graduate Housing

Tenants are instructed to follow the Exit Drills in the Home (E.D.I.T.H) procedure, which is endorsed by the National Fire Protection Association (NFPA). Information is distributed to each tenant during their individual orientation meeting, then revisited annually with each household during the week of welcome (1st week in September) and reiterated during our Safety Fair (2nd week in September).

500.00 FIRE EVACUATION PROCEDURES

510.00 Residence Life

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

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

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

During the alarm, front desk personnel document the fire alarm and evacuation progress. Residence Life Senior Staff members facilitate the fire panel and direct residence life staff during the alarm.

Residents are not permitted to re-enter until Residence Life staff, fire department personnel, and/or University Police give authorization.

520.00 Family and Graduate Housing

Tenants are instructed to evacuate their apartment and call 911 if they hear an alarm or see smoke or fire.

600.00 FIRE SAFETY EDUCATION AND TRAINING

610.00 Residence Life

All residence halls are equipped with portable fire extinguishers and Resident Assistants attend and complete live-fire extinguishing training and fire evacuation simulation each academic year.

Students in the residence halls are provided with the housing requirements set forth in Section 110.00 and instructed on evacuation procedures as noted in Section 510.00.

620.00 Family and Graduate Housing

Check-in Appointment - Tenants are required to attend a check-in appointment within one week of their move into their apartment. During this meeting, tenants are given the following instructions. These are ongoing throughout the year, dependent on when the tenant(s) obtains housing.

- If an alarm is audible, vacate the building immediately in a safe manner,
- If smoke or fire are visible, contact UPD [911] immediately and report visible fire/smoke
- Tenants are encouraged and instructed to practice E.D.I.T.H.

Fire Safety Brochure (September 1-15) - A fire safety brochure is delivered to all tenants during our week of welcome. This provides information for new tenants and a refresher for existing tenants. Details are listed below:

E.D.I.T.H (Exit Drills in the Home) –education materials provided by NFPA (National Fire Protection Association) are provided to the tenants.

Family & Graduate Housing Safety Fair --Held within first two weeks of fall semester, the Annual Safety Fair is an event for all tenants of Family & Graduate Housing. Fire safety is featured, along with a variety of other safety related topics (bicycle safety, household safety/security, neighborhood crime reporting, fire extinguisher training, personal safety, etc.)

700.00 FIRE LOG

The Fire Log includes date, time and location of fire reports and the nature of the fire for the most recent 60 day period.

The [MSU fire log](#) is accessible online and hard copies are available at the Residence Life Office during normal business hours.

800.00 REPORTING FIRES

FIRE EMERGENCY: Report a fire emergency by calling 911.

NON-EMERGENCY: MSU is required to annually disclose statistical data on all fires that occur in on-campus housing facilities. To report a non-emergency fire which has already been extinguished in on-campus housing call the MSU Safety and Risk Management Fire and Life Safety at (406) 994-7583 or the Residence Life Office at (406) 994-2661.

900. FIRE SAFETY IMPROVEMENT PLANS

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

Family and Graduate Housing

Staff will conduct additional programming on fire safety when the annual fire extinguisher inspections are conducted. An additional brochure is now being distributed in the housing unit that promotes Exit Drills in the Home (E.D.I.T.H.).