



DICKINSON
STATE UNIVERSITY

2012 Campus Safety Booklet

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Campus Safety

This report contains emergency management information, campus crime statistics and critical campus safety information such as policies, crime prevention, crime reporting, and resources to aid you in becoming more safety-minded. The best protections against campus crime are: a strong law enforcement presence; an aware, informed, alert campus community; and a commitment to reporting suspicious activities while using common sense when carrying out daily activities. Dickinson State University (DSU) strives to be a safe place to prepare for your future!

The Clery Act

The Student Right to Know and Campus Security Act requires that students and University personnel be notified of emergency procedures, campus security procedures, and the incidence rate of certain crimes which may have occurred on campus. If you need information beyond what is contained within these pages, please contact that Division of Student Development at 483-2090. Crime Prevention programs will be conducted in the residence halls under the direction of Office of Residential Life. Dickinson State University is concerned for the safety of each of its students and conducts educational programs on a variety of safety issues. Programs regarding sexual assault are offered each semester in the residence halls and are open to all students. Literature on rape and sexual offences is available at Student Health Service and the Office of Student Support Services.

Compliance with the Clery Act

The Clery Act requires Dickinson State University (DSU) to provide timely warnings of crimes that represent a threat to the safety of students or employees and to make their campus security policies available to the public. The act also requires DSU to collect, report, and disseminate crime data to the campus community and to the Department of Education annually. When the Higher Education Opportunity Act (HEOA) was signed into law in 2008 it amended the Clery Act by adding a number of safety-related and security related requirements to the Higher Education Act of 1965. To be in full compliance with the law, DSU must do the following:

1. Publish and distribute an Annual Security Report to current and prospective students and employees by October 1 of each year. The report must provide crime statistics for the past three years, detail campus and community policies about safety and security measures, and list procedures to be followed in the investigation and prosecution of alleged sex offenses.
2. Provide students and employees with timely warnings of crimes that represent a threat to their safety. The university must also keep a detailed public crime log of all crimes reported to them in the past 60 days. Crime logs must be kept for seven years, and logs older than 60 days must be made available within two business days upon request.
3. Keep the past three years of crime statistics detailing crimes that have occurred: on-campus; in university residential facilities; in public areas on or near campus; and in certain non-campus buildings, such as remote classrooms. DSU must also report liquor and drug law violations and illegal weapons possession if they result in a disciplinary referral or arrest.

4. Disclose missing student notification procedures that pertain to students residing in any on-campus student housing facilities.
5. Disclose fire safety information related to any on-campus student housing facilities. This includes maintaining a fire log that is open to public inspection; and publishing an Annual Fire Safety Report containing policy statements and fire statistics associated with each on-campus student housing facility. These statistics must include the location, cause, injuries, deaths, and property damage of each fire.
6. Submit the collected crime and fire statistics to the Department of Education each fall.
7. Inform prospective students and employees about the availability of the Annual Campus Safety Report. DSU has a vested interest in campus security and the personal safety of its students and employees. The following pages compile specific information, including crime prevention, fire safety, law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. This report also contains information about campus crime statistics.

Members of the campus community are encouraged to use this report as a guide for safe practices on and off-campus. The report is available on the Internet at <http://www.dickinsonstate.edu/safetyreport.aspx>. Every member of the DSU community receives an email at their campus email address that describes the report and provides its website address. For more information, contact the Office of Student Development at 701-483-2090.

STEPS TO AID IN YOUR PERSONAL SAFETY

At home, in a building, or in the residence halls

1. Stay sober. Many crimes against persons occur when one or both parties are under the influence of alcohol and/or other drugs.
2. Keep your room door locked when you are sleeping or napping.
3. Never let unauthorized persons enter your room, residence hall, or apartment security doors. Report any suspicious activity to Campus Security immediately.
4. Never prop open inside or outside doors.
5. Do not hide keys outside of your room or apartment. Do not put your name or address on your keys.
6. Avoid working or studying alone in a campus building.
7. Never dress or undress in front of a window. Draw blinds or curtains after dark.
8. If you are awakened by an intruder inside your room, do not attempt to apprehend the intruder. Try to get an accurate description of the intruder and call Campus Security or the Dickinson Police immediately.
9. Be careful what personal information you share on the Internet.

When driving

1. When approaching your vehicle, carry your keys so you can enter quickly.

2. Lock your doors and keep windows rolled up whenever possible. Always check the rear seat for intruders before entering your vehicle.
3. Drive on well-traveled and well-lit streets.
4. Never hitchhike and never pick up hitchhikers.
5. If someone tries to enter your stopped vehicle, sound the horn and drive away.
6. If your vehicle breaks down, raise the hood and wait in your locked car for help.
7. Be aware that an accident may be staged to provide the other driver with an opportunity to commit a criminal act.
8. Leave enough room between your car and the one ahead so you can drive around it if necessary.

While walking or jogging

1. Avoid walking or jogging alone, especially after dark.
2. Avoid dark or vacant campus areas. Walk along well-lit routes.
3. Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or a group of people.
4. Have your keys or ID card ready when returning to your residence hall or apartment and keep your personal or valuable items concealed and close to your body.

Steps to follow if you see suspicious activity or people

If you see any suspicious activity or people on or near the university campus, it is your responsibility to immediately call Campus Security at 290-1048 between the hours of 7 pm and 5 am, or the Student Development Office at 483-2090 between 8 am and 10 pm and report what you have seen. You may also call the Dickinson Police Department non-emergency line at 456-7759 to make a report. Do not assume that what you see is an innocent activity or that another individual has already called the authorities. Do not worry about being embarrassed; think about what could happen if you do not act.

Suspicious people may be:

- Loitering about at unusual hours and locations.
- Running, especially if something of value is being carried.
- Exhibiting unusual mental or physical symptoms. Person(s) could be under the influence of drugs, or otherwise needing medical or psychiatric assistance.
- Carrying property that might be suspicious, depending on the circumstances.
- Going from room to room or car to car trying doors.

Other unusual situations

- Open or broken doors or windows.
- Unusual noises—anything suggestive of foul play, danger or illegal activity.
- People sitting in parked vehicles for an extended period of time.
- Vehicles driving slowly in a parking lot at night.
- Anyone not belonging to the university community. Do not assume the person is a visitor or university staff member you have not seen before. Call Campus Security immediately.

Ensuring the safety of your bicycle or other vehicle

1. Engrave your name and phone number on your bicycle. Keep a record of your vehicle's serial number.
2. Lock all vehicles when parked.
3. Use a high-quality lock—"U" bolt locks are the best for bicycles. Place the chain, cable or lock through both wheels, the frame and around the bicycle rack. Take the front wheel and/or seat with you, if removable.
4. If your vehicle or bicycle is stolen, contact the Dickinson Police immediately. For further information and clarification contact the Dickinson Police Department, 456-7759. Also notify Campus Security and Residential Life.

CRIME PREVENTION

Following the steps below can reduce your risk of being victimized.

1. Lock your door whenever you leave your room for ANY length of time or when you are sleeping. Always lock all car doors.
2. Never prop open any door.
3. Protect all valuables in your room. Do not leave valuables like wallets, jewelry, credit cards, cash and computers in plain view.
4. Do not loan your keys to anyone.
5. Never hide your keys outside of your apartment or room. Do not put your name or address on your keys.
6. Take all valuable items home with you during vacations.
7. In public places keep your valuable items out of sight or in a safe place. If you leave an area for any length of time, take personal items with you.
8. Protect your valuables. Itemize your possessions on a file card. Record the description and serial number and keep purchase receipts and brochures on equipment purchased.

Procedures and Facilities for Reporting Crimes and Other Emergencies

Students, faculty, or staff encountering emergencies or violations of University regulations or local, state, or federal law should report these incidents to one of the following offices:

- Office of Student Development (483-2090) located in the Student Center
- Office of Residential Life (483-2091) located in the basement of the Student Center
- Campus Security (483-1068 or 290-1068) located in the basement of the Student Center

Reported violations will be investigated by the appropriate area. The Code of Student Conduct, found in the Student Guide, outlines areas of misconduct and related sanctions. You may choose to remain anonymous in reporting a crime, though it is encouraged that you leave contact information so that we may follow up with questions or further information and to confirm that a crime has occurred.

In the case of an emergency:

Dickinson Police Department 911 or 456-7759 for non-emergencies

DSU Campus Security (290-1068) provides patrolled uniformed security for the Dickinson State University campus from 7 p.m. - 5 a.m. They will provide referral to police and medical assistance. Security personnel are required to report all incidents to campus authorities. In compliance with Campus Right to Know legislation, all reportable violations complied in a

statistical report. This report is available in the division for Student Development and is also distributed annually to all students.

Notification of Missing Students Policy

If a member of the DSU community has reason to believe that a student who resides in on-campus housing is missing, they should immediately notify a staff member in that residential building or the office of Student Development at 701-483-2090. The University will initiate an investigation and generate a missing person report. After investigating the missing person report, if it is determined that the student is missing and has been missing for more than 24 hours, DSU will notify the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, DSU will also notify the student's parent or legal guardian.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify, confidentially, an individual to be contacted by DSU in the event a student is determined to be missing for more than 24 hours. This contact information is collected at the time of check in by Residential Life Staff. DSU will notify that individual no later than 24 hours after the student is determined to be missing. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement as appropriate.

ALCOHOL + OTHER DRUGS POLICY

Dickinson State University is committed to the intellectual, physical, social, and psychological well-being of its students. In its pursuit of excellence, the University is dedicated to promoting a campus environment which enhances and preserves the development, safety, and welfare of its community. It further supports conformity to all federal, state, and local laws regarding alcohol and other substance use and abuse. Acknowledging the existing concerns and problems surrounding this issue, the University is committed to educating and informing its community of the physical, mental, social, and legal risks of chemical abuse and to developing interventions for those with specific substance abuse problems.

Regulations

Dickinson State University faculty, staff, and students are prohibited by state and federal law from the possession, sale, purchase, delivery or manufacture of any controlled substance as defined by federal statute or the North Dakota Criminal Code. Staff and students are responsible for complying with the alcoholic beverage laws of the state of North Dakota and the City of Dickinson. Such laws include restrictions against:

- a. Purchase, consumption, or possession of alcohol by a minor;
- b. Purchase of alcohol for a minor; furnishing alcohol to a minor;
- c. Misrepresentation of age by a minor;
- d. Illegal sale of alcoholic beverages;
- e. Public intoxication;
- f. Driving while intoxicated;

Dickinson State's Code of Conduct prohibits the possession or consumption of alcoholic beverages and further prohibits the unlawful use, possession, sale, or distribution of marijuana or any controlled substance or paraphernalia. These prohibitions are in effect on University owned property and at all University sanctioned and sponsored events.

Education/Awareness & Prevention Activities

In order to educate students about alcohol and substance abuse, Dickinson State University will promote awareness and encourage responsible decision making about the use or non-use of these substances. The campus will actively participate in larger national awareness efforts such as National Alcohol and Drug Awareness Week. The university will provide educational programs throughout the year consisting of experts in the areas of alcohol and substance abuse prevention. Special efforts will be directed toward each incoming freshman class with their freshman orientation classes and Residence Hall activities.

ALCOHOL VIOLATORS POLICY

An alcohol violation will be issued to anyone that is in possession or consumption of an alcoholic beverage anywhere on university property. Behavior while in a state of intoxication that is loud, disruptive, potentially injurious to the health or safety of others or affecting the cleanliness or maintenance of university facilities is considered a violation of the policy.

First Alcohol Violation: The student will be fined a minimum of \$100.00 and will be required to participate in an Alcohol Education Program. If the student fails to attend the mandatory class, there will be an additional \$25.00 fine. A letter of notification will be sent to the parents of the students who are under 21 informing them of the alcohol violation. The privilege to live in university apartments is also lost, and the student will be relocated to the residence halls.

Second Alcohol Violation: The student will be fined a minimum of \$200.00 and required to participate in an alcohol education evaluation. If the student fails to participate in this alcohol education and evaluation, there will be an additional \$50.00 fine. The student may be put on disciplinary probation by the Vice President for Student Development. A letter of notification of the second alcohol violation will be sent to the parents of students who are under 21 years of age.

Third Alcohol Violation: The student will be fined a minimum of \$400.00. The student will be required to meet with his/her parents or guardian (if the student is under 21), an alcohol counselor, and the director of residential life to develop a remediation plan. A determination will be made regarding the student's continued residency in campus housing facilities. The student will be placed on disciplinary probation by the Vice President for Student Development.

DRUG POLICY

The use, possession or distribution of any state or federally controlled drugs on university property is prohibited. The university will cooperate fully with law enforcement officials in the enforcement of laws designed to prohibit drug use and possession. Students who violate policies and regulations while under the influence of drugs will be subject to disciplinary action on the basis of their offenses, and may be required to complete a substance abuse treatment program. In addition, they are subject to possible criminal penalties for illegal drug use. Federal law limits financial aid options for those convicted of a drug-related crime. All Residence Halls Students found possessing-smoking marijuana or possessing and using high level controlled substances such as methamphetamine and cocaine will be subject to arrest and prosecution on criminal charges in addition to campus disciplinary proceedings. Campus sanction criteria are listed below:

Marijuana Violations:

First Offense: The student will be fined a minimum of \$100.00 and will be required to participate in an Alcohol/Substance Abuse Educational Program. If the student fails to attend the mandatory class, there will be an additional \$25.00 fine. A letter of notification will be sent to the parents of the students who are under 21 informing them of the marijuana violation.

Second Offense: The student will be fined a minimum of \$200.00 and required to participate in a substance abuse evaluation at Badlands Human Service Center and to perform 10 hours of community service on campus. If the student fails to participate in a substance abuse evaluation or complete the required community service hours, there will be an additional \$50.00 fine. The student may be put on disciplinary probation by the Vice President for Student Development. A letter of notification of the second marijuana violation will be sent to the parents of students who are under 21 years of age.

Third Offense: The student will be fined a minimum of \$400.00. The student will be required to meet with his/her parents or guardian (if the student is under 21), a substance abuse counselor, and the director of residential life to develop a remediation plan. A determination will be made regarding the student's continued residency in campus housing facilities. The student will be placed on disciplinary probation by the Vice President for Student Development.

Other Controlled Substance Violations:

First Offense: The student will be written up for the violation and referred to the Director of Residential Life for judiciary action, a \$500.00 fine will be assessed and completion of 50 hours of community services will be mandatory. Referral to Badlands Human Service Center for a drug evaluation will be mandatory at violator's cost. Depending on the severity of the violation, the student may be evicted from university housing.

Second Offense: The University hearing board will be convened to review the severity of the violation and decide if the student be placed on disciplinary probation, or be suspended from the University for a period of time.

Incapacitation

When notified of residents who become incapacitated as a result of drinking, drug usage or a medical condition, Residential Life staff members will contact the proper medical emergency officials. Residents will be financially responsible for the costs of this medical care including ambulance and/or hospitalization costs. According to North Dakota Century Code #5-01-05.1, "If a person is hospitalized for detox purposes, law enforcement or campus security personnel must notify the parent(s)." Incapacitated students who are in violation of local, state or federal laws concerning alcohol and other drugs are subject to university adjudication, citation and/or arrest for relevant violation of law.

Referrals/Intervention/Treatment

The Student Health nurse is available for preliminary referral pertaining to alcohol and substance use and abuse. The health office will assist the student with referrals for professional evaluation and treatment along with the Office of Residential Life.

TOBACCO FREE POLICY

Smoking and tobacco use are prohibited in all facilities, indoor and outdoor areas and properties of Dickinson State University. Indoor areas and properties include, but are not limited to, all common work areas, elevators, hallways, university-owned or leased vehicles, garages, restrooms, cafeterias or dining areas, employee lounges, conference and meeting rooms, and all other enclosed areas in the workplace. Outdoor areas include, but are not limited to, parking lots, grounds, rooftops, plazas, courtyards, entrance and exit ways, and any other areas of the university campus. For purposes of this policy, ‘university campus’ or ‘campus’ includes those lands occupied or controlled by Dickinson State University. Any facilities occupied or controlled by Dickinson State University that are not on the university campus as defined above continue to be designated no smoking facilities. This policy applies to all faculty, staff, students, consultants, contractors, and visitors.

For purposes of this policy:

- “Smoking” means inhaling, exhaling, burning, carrying any lighted tobacco product, including cigarettes, cigars, pipe tobacco, and any other lit tobacco products.
- “Tobacco use” means the personal use of any tobacco product, whether intended to be lit or not, which shall include smoking, as defined above, the use of an electronic cigarette, any other device intended to simulate smoking or the use of smokeless tobacco, including snuff, chewing tobacco, smokeless pouches, or any other form of loose-leaf, smokeless tobacco.

Persons may be informed of this policy through:

- Signs posted in various areas throughout the university
- Human Resources policy webpage
- E-mail communication to all employees and students
- Employee and student handbooks
- Formal/informal orientations for new students and employees

Enforcement

The responsibility for the enforcement and communication of this policy rests with all members of the university community. Visitors, contractors, and other individuals on campus who are in violation of the policy should be made aware of the policy and asked to comply by discarding the tobacco product in a responsible manner. All staff, faculty, and students violating the policy should be reminded of the policy and asked to comply by discarding the tobacco product in a responsible manner.

Ceremonial Use Exception

The tobacco free policy may not apply to specific activities used in connection with the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. 1996 and 1996a. All ceremonial use exceptions must be approved in advance by the president of Dickinson State University or designee.

Leased Lands and Facilities

Land or facilities that are leased are exempt from the tobacco free policy as current/ future lease agreements and enforcement issues exist.

Assistance in quitting tobacco use is available locally through the Southwestern District Health Unit at 701-483-0171 or 1-800-697-3145. Benefitted employees in the North Dakota Public Employees Retirement System Health Care Plan have access to the North Dakota Tobacco Cessation Program. For more information call 1-800-223-1704. The North Dakota Tobacco Quitline is also available at 1-800-784-8669.

Alcohol poisoning/overdose

Alcohol poisoning and/or alcohol overdose are serious conditions and can result in death unless paramedics respond in time and can get appropriate treatment for the individual. The dangers of Acute Alcohol Intoxication, more commonly known as Alcohol Poisoning or Alcohol Overdose, are real and can happen anywhere. Your awareness and knowledge about the signs and symptoms could mean life or death to a person you care about.

Try to wake them up. Call their name, shake them, pinch them. If they do not respond – GET HELP!

Check the person's skin. If his/her skin is pale or is cold or clammy – GET HELP!

Listen to their breathing. If it is irregular, or too slow/shallow (less than eight breaths per minute or more than 10 seconds between breaths) – GET HELP!

GET HELP

1. If you discover any of the above symptoms, **call 911**, then Campus Security at 290-1068, if the incident occurs between the hours of 7 pm and 5 am.
 2. **Stay with the person** while waiting for help to arrive. If their breathing stops, perform CPR.
 3. Turn the person on his/her side to prevent choking.
- Better **SAFE** than **SORRY**. **When in doubt, call 911.**

Do not hesitate to seek assistance for yourself or others for fear of criminal charges. North Dakota law (N.D.C.C. 5-01-09.2) states that an individual under 21 years of age is immune from criminal prosecution if that individual contacted law enforcement or emergency medical services and reported that another individual under 21 years of age was in need of medical assistance due to alcohol consumption, provided assistance to the individual in need of medical assistance until assistance arrived and remained on the scene and cooperated with medical assistance and law enforcement personnel on the scene, or was the individual in need of medical assistance. The maximum number of individuals who may be immune for any one occurrence is five individuals.

First Aid

Students, staff, or faculty may be called on in an emergency to use their knowledge of first aid to assist injured persons. For that reason, Dickinson State University encourages students, staff, and faculty to take training in CPR and first aid.

In a situation in which someone has been (or may have been) seriously injured, call 911 for emergency medical assistance. Until that assistance arrives, provide first aid to the injured to the best of your ability. Do not, however, take chances with first aid that may cause further injury. Be sure when offering first aid assistance to make use of the universal precautions. Always be sure to use universal precautions (see below) when administering first aid.

First aid kits are located in several locations throughout the university. The following are among those locations:

Agriculture Building*	Shop
Art Building	Pottery
DeLong Hall	Front desk
Facility Operations**	Restroom
Klinefelter Hall*	Custodial room, main floor
May Hall	Business Office and Stickney Auditorium (backstage/saw room)
Murphy Hall	NE & SW corner laboratories, 1 st and 2 nd floors
North Campus	IVN workroom
Power Plant**	Boiler room and break room
Pulver Hall	Custodial room, basement floor
Selke Hall	Front desk
Stickney Hall*	Custodial room, basement floor
Stoxen Library	Front desk
Student Center	Front desk and pool
Badlands Activity Center	Mechanical room
Wienbergen Hall	Custodial room, basement floor
Woods Hall	Front desk

* = Room can be accessed with campus outside door key

** = Room can be accessed with facility operations key

Universal Precautions

The purpose of these guidelines is to reduce the risk of exposure to disease causing organisms such as, but not limited to, Hepatitis B virus (HBV), Hepatitis C virus (HCV), Human Immunodeficiency Virus (HIV).

Standard Precautions and Body Substance Isolation are approaches to infection control utilized in health care settings where exposure to blood and body fluids is likely. Principles of Standard Precautions and Body Substance Isolation have been combined and tailored here to meet the needs of students, faculty and staff in the University setting.

Disease Prevention Principles include:

- The body fluids of all persons should be considered potentially hazardous.
- General body fluids include blood, drainage from cuts, scabs, and skin lesions, urine, feces, vomit, nasal discharge and saliva.
- Avoid direct skin contact with body fluids by using gloves.
- Avoid direct contact with diapers and soiled clothing.
- Use effective hand hygiene.
- Wash with warm soap and water, lathering for 20 seconds, and rinse. Dry hands and turn off faucet with towel.
- An alcohol-based hand cleaner may be used in each of the following situations:

- When hands are not visibly soiled with blood, body fluids, or any organic matter.
- In situations where soap and water hand washing facilities are not available.
- Hands must be washed:
 - After any direct contact where there is some likelihood of contamination with moist body substances, or after handling potentially contaminated articles.
 - Before and after eating
 - After handling used dressings, sputum containers, changing a diaper.
 - Following personal hygiene (use of toilet, blowing nose, etc.)
- Hands must be washed even when gloves have been used. Gloves should be worn:
 - For touching blood and body fluids, mucous membranes, or non-intact skin or body tissues of any person.
 - For handling items or surfaces soiled with blood or body fluids.
 - Gloves should be changed after contact with potentially infected material.
- Dispose of all potentially infectious soiled materials in plastic bags/containers.
- Use freshly mixed (within ½ hour of mixing) household bleach and water (1:10 solution) for cleansing.
- Sharp objects should be handled in such a manner as to prevent accidental cuts or punctures. Sharps should be discarded immediately after use into closable, labeled, impervious needle disposal box.
- To clean up spills:
 - Use absorbing materials
 - Use pick-up spatula and brush
 - Use plastic bag to dispose of potentially infectious material
 - Apply germicidal detergent
 - Clean spatula and brush
 - Dispose of all material
 - Wash hands with soap and water or use hand antiseptic.

Crime Reporting

If you are the victim of a crime or a witness to one, you should do the following:

1. Call the police immediately: On campus , dial 290-1068 between the hours of 7:00 pm and 5:00 am to call the Campus Security to report suspicious people or activities, crime reports, traffic accidents, other law violations.
Off campus , dial 911 for the Dickinson Police Department. You may remain anonymous.
2. Obtain a description of the offender(s), including sex, age, race, hair, clothing and distinguishable features. Also attempt to obtain a description and license number of any vehicles involved. Note the direction taken by offenders or vehicles and report these to the police.
3. Preserve the crime scene. Do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until police arrive.
4. Consider contacting a counseling center. Counseling staff may be able to help ease trauma you may feel as a victim or witness of a crime.

No Law Enforcement Services for Off-campus Criminal Activity

The DSU Campus Security does not provide law enforcement services to off-campus locations, including residences. Criminal activity at recognized student residences is monitored by the appropriate local police authorities for the location. Student Development and Campus Security enjoy a close working relationship with local police authorities and seek to address situations in a cooperative manner whenever possible.

Campus security authorities

Crimes also may be reported to persons who have been designated as having significant responsibility for student and/or campus activities. Each will be responsible for forwarding campus crime reports to Campus Security or the Dickinson Police Department for investigation and campus crime reporting in compliance with the Clery Act.

The titles of these persons include:

Campus Security

Coaches

Coordinator of Disability Services

Coordinator of Human Resources

Deans

Department Chairs

Director of Athletics

Director of the Office of Multicultural Affairs

Director of Residential Life

Director of the Wellness Program

Faculty or Staff Advisers of Recognized Student

Organizations and Activities (when acting in their capacities as organizational advisers)

President

Provost and Vice President for Academic Affairs

Registrar

Residence Hall Directors

Resident Assistants

Vice President for Communications and Enrollment

Vice President for Finance and Administration

Vice President for Student Development

Campus Emergency Notification Systems/Timely Warnings

DSU utilizes a number of emergency notification systems together. Some or all of these methods of communication may be activated in the event of an immediate threat to the DSU campus community. These methods of communication include listserv emails to DSU campus email addresses, the placement of special information in banners on the DSU website homepage, and emergency email messages and voice messages that can be sent to a cellular or landline phone through a system named NotiFind. These systems are designed and dedicated to provide timely notification and warning for emergency situations.

All employees, including student employees, must participate in NotiFind and provide current personal emergency notification information to DSU. Students may participate in NotiFind by providing DSU with their personal emergency notification information unless they “opt-out” and indemnify DSU of any liability for not receiving the emergency notifications. All personal information provided by either employees or students for the use in the DSU NotiFine program will be deemed exempt from open records law in accordance with applicable laws and regulations. If this emergency notification information is provided by the employee or the student for other records subject to open records, that information is considered directory information and not confidential unless the individual has refused to permit disclosure of the directory information for those specific records.

The only authorized personnel that may activate the DSU NotiFind system are the members of the Emergency Management Team. Participants in NotiFind may at times be asked to verify and/or update their emergency notification information as needed by DSU. Testing of the systems also will be done on a periodic basis and will be sent to all current participants utilizing emergency notification data provided and entered into the systems. It will be the objective of the University to provide timely notification/warnings for emergency situations. It also is understood that in order to provide this in as timely manner as possible, that limited information may be available at the time of release of the notification, and DSU may utilize some or all of the systems to disseminate notifications and updates as the situation requires. Recipients of these notifications should exercise all due caution and personal safety measures during these situations and be patient with the release of updated information to allow emergency services personnel to gather correct information and develop the ongoing notifications.

Emergency Management Plan

It is important that the university be prepared in the event an emergency should arise. The Emergency Management Plan (EMP) has been developed to provide a framework for campus preparedness. The EMP is reviewed annually and revised as needed to assure that response plans are current and the information included is accurate.

What Is An Emergency?

An emergency is an event which is sudden or unexpected, out of the ordinary, of special severity or intensity, and is a cause of harm (or poses the threat of harm) to students, staff, faculty, visitors, property, or daily processes of Dickinson State University. An emergency can take place at anytime and anywhere (including DSU events or programs away from campus). Emergency events may vary in scale and scope. For the purposes of the EMP, emergency situations are categorized into three groups as identified below:

Level	Description	Examples
1	Events which present the risk of significant disruption of daily processes or which may be very unsettling to students, staff, or faculty	Death of community member, missing person, floods, severe heat/cold, power outages, broken pipes or other plumbing problems, snow storms, corruption or loss of computer data, racial incidents, campus disturbance

2	Events which present the risk of substantial harm to students, staff, faculty, visitors, property or daily processes	Tornado warning, terrorist threat, outbreak of infectious disease, blood spill
3	Events which pose an immediate threat to students, staff, faculty, visitors, property, or daily processes or which have caused severe harm to students, staff, faculty, property, or daily processes	Fire, active shooter, hostage situation, hazardous materials spill, gas or hazardous fumes leak

It is the responsibility of the president (or his/her designee) to declare an emergency at Dickinson State University, however all members of the university community must be prepared to take appropriate action when in an emergency pending a formal declaration by the Office of the President.

How to Respond in an Emergency

While various plans of action are outlined below for each of the three levels of emergency identified in the EMP, there are several general guidelines which you should keep in mind when responding to any potential emergency situation. Among those guidelines are the following:

- A. The protection of the health and life of individuals is of primary importance in an emergency situation. Protection of school property and records is of secondary importance only after all measures have been taken to assure the safety of individuals.
- B. Assure your own safety first so you are able to provide care and support for others.
- C. Once you are safe, place calls to local emergency services and university officials (in that order) as needed. Then, if you can do so safely, help notify others who may be in danger to take shelter or evacuate the area.
- D. Once on the scene, local emergency responders have primary responsibility and authority for addressing the life safety issues at hand. Your further assistance is appreciated, but it is important when helping to acknowledge the limits of your expertise and to respect the directions of those emergency service providers and university officials charged with responding to the situation.

As noted earlier, emergency events at different levels require different plans of action. Plans for each of the three levels of emergency identified in the EMP are described below. In each case, these level-specific plans are offered in conjunction with general guidelines A-F offered above.

Level 1

- a. Contact your immediate supervisor.
- b. Your supervisor will then contact the President, Vice President for Academic Affairs, Vice President for Finance and Administration, or Vice President for Student Development to notify them of the situation. They may ask for your assistance in contacting other appropriate university staff, including Campus Security, or they may choose to make those contacts in other ways.

Level 2

- a. Contact the President, Vice President for Academic Affairs, Vice President for Finance and Administration, or Vice President for Student Development to notify them of the situation. They may ask for your assistance in contacting other appropriate university staff, including Campus Security, or they may choose to make those contacts in other ways.
- b. Alert students, staff, faculty, and visitors in the immediate area of risk and help them in take shelter or in evacuate the area.

Specific instructions for some Level 2 emergencies

- Local warning sirens will sound a 3- to 5-minute alarm in the event of a tornado warning. A continuous steady warning signal indicates that a tornado has been spotted within a 15-mile radius of the city. In the event of a tornado warning or tornado without warning, direct students, staff, faculty and visitors to take shelter. Turn off computers before leaving the area. The best available shelter is in the lowermost and innermost part of a secure building. Stay away from windows, and do not use the elevators. Those in cars, in other vehicles, or outdoors should take shelter in the nearest substantial building if possible. Otherwise, they should go to the nearest large, open, and low spot of ground where they should lay flat and cover their heads.
- In the event of a terrorist threat by phone, if possible, have someone else contact the President, Vice President for Academic Affairs, Vice President for Finance and Administration, or Vice President for Student Development. The appendix of this document will have suggestions for specifics on how to handle a variety of emergency situations.
- In the event of a terrorist threat by letter, Internet, or some other means, limit your handling of the note as much as possible and do not allow others to handle the note. Immediately contact the President, Vice President for Academic Affairs, Vice President for Finance and Administration, or Vice President for Student Development.
- It will be the responsibility of the president or respective vice president to contact local law enforcement and to coordinate with them in evaluating the threat and making a determination as to whether or not the building should be evacuated. If the decision is made to evacuate the building, notification will either be made by personal contacts or through the sounding of the fire alarm. In either case, evacuation should proceed as described in the Emergency Evacuation Procedure and assembly points information provided in this document.
- In the event of a blood spill, universal precautions (included earlier in this document) should be exercised. Do not attempt to stanch blood flow or clean blood spillage without using universal precautions. Precaution materials are located in each building in clearly marked locations, and janitors or resident directors should be contacted immediately for assistance in locating these materials and for assistance with cleanup.

- While it specifically addresses several infectious diseases, in the event of an outbreak of any infectious disease, the following is the university's Policy on Significant Infectious Diseases and will serve as a guiding document in decision-making.

Policy on Significant Infectious Diseases

A. Significant Infectious Diseases

For the purposes of this policy, significant infectious diseases are defined as Hepatitis B and C, Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS), and Tuberculosis disease (TB). Dickinson State will follow the policies and recommendations of the Centers for Disease Control of the U.S. Public Health Service and the North Dakota State Health Department and will work in cooperation with local health authorities to prevent the spread of significant infectious diseases and will promote through education, the prevention of such diseases.

B. Significant Infectious Disease Committee

The Significant Infectious Disease Committee (SIDC) shall review and make recommendations regarding any reasonable accommodation for or workplace restrictions on faculty or staff member diagnosed as having a significant infectious disease. Similarly, the SIDC shall review and make recommendations regarding any reasonable accommodations or restrictions on the educational programs or other University activities of a student diagnosed as having a significant infectious diseases. The University shall abide by the recommendations of the SIDC; however, the president retains the right to modify or reject the committee's recommendations.

The SIDC shall be composed of the following: Student Health Nurse; Affirmative Action Officer; and the Director of the Academic Success Center; one vice presidential representative as appropriate from either divisions of Academic Affairs, Business Affairs, or Student Development. The president shall appoint a chair either from the committee or as the president's designee.

C. Confidentiality

Information regarding any person affected by infectious diseases as defined within this policy shall be treated with the same confidentiality as provided for all medical records under University policy.

A release of records must be signed by the person affected by the infectious disease prior to releasing any information regarding that person within or outside the institution.

D. HIV/AIDS

University faculty, staff, or students, as part of their work or their education program, shall not discriminate against individuals diagnosed with HIV/AIDS who are employed, enrolled, or receive services at Dickinson State University. No special employment or educational discrimination provisions are recommended for people with HIV/AIDS.

1. Notification to the University

Dickinson State University upholds the right of privacy for individuals infected with the human immunodeficiency virus (HIV), including those who have developed AIDS. These individuals retain the right to select the people they wish to inform concerning their HIV/AIDS status. The guidelines outlined on the HIV testing consent forms for reporting requirements according to the North Dakota law are followed. If individuals with HIV/AIDS request special accommodations in order to continue their education at Dickinson State, they will notify the director of Academic Success Center. The director shall request the president of Dickinson State convene the Significant Infectious Disease (SID) committee.

2. Protocol

The University shall practice universal precautions in handling body fluids and waste and shall adopt standard medical preventive protocol procedures to protect specific employee groups or students who may have potential exposure to such significant infectious diseases either in the workplace or in an educational setting.

E. Hepatitis B or C

No special employment or education discrimination provisions are recommended for persons with Hepatitis B or C except that standard medical protocol for prevention and treatment shall be followed.

F. Tuberculosis

Recommendations from the North Dakota Department of Health and existing NDUS policy shall serve as the primary, though not exclusive, protocol guidelines. These guidelines shall include skin testing of all symptomatic or high risk students. High risk students include international students other than Canadian students and those coming from high TB-prevalent regions of the world. Students who have had a positive skin test in the past will be referred for chest x-ray. Those students whose skin tests are positive, will be referred for chest x-ray to determine whether infection is active or latent. These students may be barred from attending class or school functions (at the discretion of Student Health Services personnel) until chest x-ray results confirm lack of active disease. Students determined to have active TB will be referred to a physician for treatment options. These students will be barred from attending class or school functions until cleared by the North Dakota Department of Health. Students determined to have latent TB infections will be advised to begin a standard protocol to prevent infection from becoming active.

G. Potential epidemic/pandemic measures

Prevention of infectious diseases is always preferred. It is the responsibility of all DSU students, faculty, and staff to make sure immunizations are current. Influenza vaccine is available annually in the fall for those in high risk categories.

In the event of a significant outbreak of an infectious disease spread by respiratory secretions (Examples: influenza, whooping cough, SARS, TB, meningitis), students are advised to practice good respiratory hygiene:

- a. Cover your mouth when you cough
- b. If symptomatic, wear a mask in public
- c. Wash hands frequently with soap and water, and especially after coughing or handling nasal secretions
- d. Have available and use waterless antimicrobial hand cleaner if unable to wash with soap and water
- e. Use disposable tissues
- f. Do not share eating/drinking utensils

In the midst of an epidemic, do not attend class or go out in public if you have the following symptoms. Notify DSU Student Health Services, but do not come to the office.

Arrangements will be made for you to be seen.

- a. A fever of greater than 101, or if you have fever with chills
- b. Sore throat
- c. Cough with shortness of breath or cough to the point of vomiting
- d. Body aches/ stiff neck
- e. Conjunctivitis
- f. Photophobia (eyes sensitive to light)
- g. Altered mental status
- h. Purple petechiae rash

Containment measures during an epidemic may include:

- a. Notice to all students regarding respiratory hygiene (above)
- b. Vaccination and treatment as available
- c. Seeing symptomatic students in his/her residence, rather than in student health
- d. Advising students to not attend class or leave residence
- e. Following recommendations of the North Dakota Department of Health regarding isolation, quarantine, or campus closure

Level 3

- a. Call 911 to request assistance from the Dickinson Police Department and/or the Dickinson Fire Department.
- b. Contact the President, Vice President for Academic Affairs, Vice President for Finance and Administration, or Vice President for Student Development to notify them of the situation. They may ask for your assistance in contacting other appropriate university staff, including Campus Security, or they may choose to make those contacts in other ways.

Specific instructions for some Level 3 emergencies

- In the event of a fire or other urgent need to evacuate the building, activate the fire alarm as quickly as possible and evacuate the building as described in the Emergency Evacuation Procedure and assembly points information provided in this document. Assist in evacuating the building if you can do so safely. Do not re-enter the building once you have left it unless cleared to do so by the Dickinson Fire Department or the Dickinson Police Department.

- In the event of an active shooter or hostage situation, shelter in-place as described in the Shelter In-Place Procedure provided in this document. Emergency responders will be working to resolve the threat and will notify you when it is safe to leave shelter.

Emergency Evacuation Procedure

Prompt and orderly evacuation is important in helping to protect health and life in emergencies situations. All students, staff, and faculty should familiarize themselves with posted evacuation routes. To evacuate an area of a building, a building, or several buildings, follows these procedures:

- a. When the alarm sounds or the order is given to evacuate, begin leaving immediately using evacuation routes. Leave all books and other materials in the room.
- b. The last person leaving a room should shut the door as they exit.
- c. Walk. Do not run. Do not attempt to use an elevator to leave a building.
- d. Assist person with disabilities or limited mobility on the 1st floor of the building out of the building or to the stairwell landing if they are not located on the 1st floor of the building and if there is not an imminent threat of harm (assist the person out of the building in a safe manner if there is imminent danger). Assure the person that you will notify rescue personnel of their location, and then do so immediately upon evacuating the building. Trained rescue personnel should be responsible for assisting the person to safety from the landing.
 1. For people in wheelchairs, at least two people must be prepared to carry the individual down the stairs.
 2. Ask the disabled person how you can help before attempting any rescue technique. Ask how they can be moved and if there are any special considerations or items that need to come with them. Use proper lifting techniques (e.g., bending the knees, keeping the back straight, etc.) to avoid injury.
- e. Proceed to the designated exit as quickly as possible. If the designated exit is blocked, proceed to the closest available functioning exit.
- f. Once out of the building, proceed to the designated point of assembly. Do not return to the building once you have exited unless cleared to do so by the emergency responders on scene or by an appropriate university official.

Assembly Points: In the event of an emergency situation requiring the evacuation of one or more buildings, students, staff, faculty, and visitors will be directed to the assembly points through the emergency notification systems explained above.

Shelter In-Place Procedures

The strategy of sheltering in-place is used when evacuating the building would expose you to imminent danger or when evacuation is not possible (e.g., an active shooter or hostage situation in the building or on campus). A shelter in-place alarm will sound as soon as possible in the event such an incident should take place, but keep in mind you may become aware of the event before an alarm is sounded. Whether you hear the shelter in-place alarm or become aware of a situation requiring shelter in-place before an alarm is sounded, the following steps should be taken in the event of such an incident:

- a. Take shelter in the nearest room or office
- b. Close the door. Lock it if possible. Barricade the door with a desk or heavy object. If there is a window in the door, drape or shutter it if possible.
- c. Turn off the lights and remain quiet.
- d. Do not answer the door.
- e. Call 911 and inform them of the nature of the incident and your location.
- f. Do not leave the room unless instructed to do so by Dickinson Police Department, Dickinson Fire Department, or senior university staff.

Sex Offenses and Offenders Policy

The prevention, investigation, and prosecution of sexual assault are high priorities for Dickinson State University, whether the assault is committed by a stranger, a date or an acquaintance. The University strongly encourages victims to report sexual assault but will provide counseling, assistance and support regardless of the victim's decision to proceed with formal charges. Information is offered to help students, faculty, and staff reduce their risk of becoming a victim and to assure them that help is available if a sexual assault occurs.

Campus Sex Crimes Prevention Act Compliance Statement

The Campus Sex Crimes Prevention Act of 2000 provides the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. It requires sex offenders, already required to register in a state, to provide notice of each institution of higher education in that state at which that person is employed, carries on a vocation, or is a student. Law enforcement agency information provided by the state regarding sex offenders may be found at <http://www.ndsexoffender.com>.

Sexual Assault Policy

Sexual assault is strictly prohibited by the University. "Sexual assault" is defined as rape or any actual or attempted nonconsensual or forcible sexual touching, including fondling, kissing, groping, attempted intercourse (whether oral, anal or vaginal), penetration or attempted penetration with a digit or any other object. Per SC Code of Laws section 16-3-651, "sexual battery" is defined as "sexual intercourse, cunnilingus, fellatio, anal intercourse or any intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of another person's body, except when such intrusion is accomplished for medically recognized treatment or diagnostic purposes." Nonconsensual sexual assault includes those situations in which the victim is unable to consent.

"Rape" is defined as vaginal, anal or oral intercourse without consent, whether the victim is overcome by force, fear, intimidation resulting from threat of force, drugs administered without consent or when the victim is otherwise unable to consent.

Consent requires speech or conduct indicating a freely given agreement to have intercourse or participate in sexual activities. Previous sexual relationships, current relationships with the perpetrator or the use of alcohol and/or drugs may not be taken as an indication of consent. Use of alcohol and/or drugs by the perpetrator is not an excuse for violation of the sexual assault policy.

The term “unable to consent” means being unable to understand the circumstances and implications of the sexual advances; unable to make a reasoned decision concerning the sexual advances; or unable to communicate that decision in an unambiguous manner. Such a situation can result from illness, the influence of alcohol or some other substance, physical or psychological disabilities, unconsciousness or some other cause.

The University will impose sanctions on individuals who commit sexual assault. In cases involving a student, an interim (immediate) suspension may be imposed, which means the accused cannot attend classes or be on campus until an administrative hearing is held (within 10 days). In other cases, the accused may be permitted to attend classes pending a final recommendation from the director of the Community and Ethical Standards Office. If that recommendation is eviction (from University Housing), suspension (from the University) or expulsion (from the University), a hearing will also be held. Among the other disciplinary sanctions that may be imposed are the following: admonition, censure, probation and the restriction of privileges.

If you are the victim of a sexual assault or rape, you should take the following steps.

- Memorize as much detail as possible about the attacker.
- Call 911 immediately to reach the Dickinson Police Department or 701-225-4506 to reach the Domestic Violence and Rape Crisis Center. This *does not* obligate you to file charges or testify in court.
- Dickinson State University will comply with a student’s request for assistance in notifying law enforcement authorities about a sexual assault, you may contact any of the following Campus Security Authorities:
 - Campus Security (between 7 pm and 5 am), 701-290-1068
 - Vice President for Student Development, 701-483-2090
 - Director of Residential Life, 701-483-2091
 - Director of Student Health Services, 701-483-2304
 - Or any Resident Director in the Residence Halls, 701-290-2202/290-2791/290-2099
- Do not bathe, douche, change clothes or rinse your mouth. These actions may destroy evidence.
- You may call and request medical transportation without divulging that you have been sexually assaulted. Even if you choose not to become involved with the police, you should seek medical assistance at St. Joseph’s Hospital.

What Happens When a Campus Sexual Assault is Reported to a Campus Security Authority?

When you notify a DSU Security Authority of a campus sexual assault, the following will occur.

- A Security Authority will come to your location to help you obtain emergency medical treatment, ensure your safety and obtain a description of the suspect. He or she will ask you for the location and time of the assault, a description of the assailant and a description of your injuries.
- The Domestic Violence and Rape Crisis Center may be contacted for support for the victim.
- The Security Authority will request a medical examination at the local hospital to ensure that you have suffered no physical injury and so that a medical report can be completed for use in

a court proceeding if charges are pressed. You will be examined by a trained sexual assault specialist. Please note, you do NOT have to press charges to have this examination.

- You will be interviewed (you may specify the gender of the Security Authority). If you have asked a friend or counselor for support, he or she can be with you at this time.
- With your consent, a report of the incident will be sent to the Office of Student Development. If the suspect is a DSU student, disciplinary action may be initiated.

When you report a campus rape or sexual assault, you are not making a commitment to file charges or testify in court. By reporting the matter to a DSU Security Authority, you can be assured of immediate physical protection and transportation to a medical facility. The incident should be reported immediately, to assure preservation of evidence as well as effective treatment, legal assistance or counseling; however, victims are encouraged to seek support at any time, even weeks, months, or years after the incident. Confidentiality will be protected, and support for victims will be provided in every possible manner.

Off Campus Resources

Domestic Violence and Rape Crisis Center (701-225-4506)

- 24-hour/day confidential crisis intervention services
- referral for legal and medical assistance and/or counseling if desired
- shelter facilities
- personal advocacy services

Dickinson Police Department (911 for emergencies, 701-456-7759 for non-emergencies)

- immediate protection and emergency services
- charges will be filed if victim is a minor

St. Joseph's Hospital Emergency Room (701-456-4259)

- emergency medical treatment
- required to report incident to police if victim is a minor

Campus Violence/ Harassment Policy

Purpose

To reaffirm Dickinson State University's policy prohibiting all harassment; to clarify conduct that constitutes harassment.

Policy

It is the policy of Dickinson State University that all employees, students, and visitors to our campus enjoy a positive, respectful and productive work and learning environment free from behavior, actions or language constituting harassment. Engaging in harassment is unacceptable conduct which will not be tolerated. Any employee or student found to have engaged in harassment will be subject to disciplinary action up to and including termination or expulsion. Supervisors or other designated university staff (as identified in the Dickinson State University Harassment Complaint Procedure) who know or should have known of harassment and fail to report such behavior, or fail to take immediate, appropriate action, will be subject to disciplinary action up to and including termination or expulsion. This policy recognizes Dickinson State University's commitment to the understanding that the maintenance of ethical standards and the concerns for academic freedom prohibit the exploitation of employees and students. Dickinson

State University is required by law and State Board of Higher Education (SBHE) policy to take all steps necessary to prevent harassment. These steps include informing individuals of their rights and responsibilities, developing educational programs to sensitize the campus community to the issue, and developing sanctions against harassment. Employees and students may be held personally liable for acts of harassment.

Guidelines:

1. Harassment is a form of offensive treatment or behavior which, to a reasonable person, creates an intimidating, hostile or abusive work or learning environment. It may be sexual, racial, based on gender, national origin, age, disability, religion or a person's sexual orientation. It may also encompass other forms of hostile, intimidating, threatening, humiliating or violent behavior, which are not necessarily illegal discrimination, but are nonetheless prohibited by this policy. Harassment may take the form of verbal or physical behavior:
 - which relates to an individual's race, color, national origin, religion, gender, sexual orientation, age and/or disability when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working or learning environment;
 - which is derogatory, abusive, disparaging, bullying, threatening or disrespectful, even if unrelated to a legally protected status; or
 - Harassment in electronic form is also prohibited under NDUS Procedure 1901.2- Computer and Network Usage.
2. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or student status or is used as a basis for any employment or academic decision (granting leave, promotion, favorable performance appraisal, internship opportunity, grade, etc); or
 - such conduct has the purpose or effect of unreasonably interfering with an individual's work or learning performance or creating an intimidating, hostile or offensive working or learning environment.
3. It is misconduct for an employee or student to harass an employee, student, or visitor and is subject to appropriate disciplinary action.
4. To aid employees and students in identifying prohibited behavior, the following are examples of behavior which, whether in single instances or patterns, may constitute harassment. These examples are not meant to be all inclusive:
 - unwelcome touching of a personal nature, which can encompass leaning over, cornering or pinching; sexual innuendos, teasing and other sexual talk such as jokes, personal inquiries, persistent unwanted courting and sexist putdowns;
 - slurs, jokes, or derogatory comments about a class of persons, such as women, people who are disabled, sexual minorities or members of a racial minority;
 - display of explicit or offensive calendars, posters, pictures, drawings or cartoons which reflect disparagingly upon a class of persons or a particular person;
 - derogatory remarks about a person's national origin, race, language, accent;

- disparaging or disrespectful comments even if unrelated to a person's race, color, gender, national origin, religion, age, disability or sexual orientation; or
- loud, angry outbursts or obscenities directed toward an employee, student, or visitor.

Employee and Student Responsibility:

1. Harassment will not be tolerated on the campus of Dickinson State University. It is the University's expectation that the employees and students take an active part in preventing harassment. Individuals who believe they are being harassed are encouraged to pursue their concerns at the appropriate level in a timely fashion. Employees and students may report suspected harassment to their supervisors or through other designated University staff.
2. Supervisors and other designated University staff are expected to deal swiftly and vigorously with harassment complaints involving employees, students, and visitors to our campus who are harassing others.
3. An employee or student who engages in harassment is subject to University disciplinary procedures.
4. Supervisors and other designated University staff to whom harassment is reported or who otherwise learn of suspected harassment are required to promptly initiate an investigation or other appropriate action and are subject to discipline for failing to do so.
5. Students who feel they have been harassed by another student in a course or a course related activity may seek informal resolution under this policy through the supervising faculty member of the course. Should such an effort prove unsatisfactory or should the student wish to pursue a formal complaint rather than informal resolution, they should file that formal complaint with one of the designated University staff.
6. All supervisors or other designated University staff have responsibility for enforcement of this policy and are required to report or initiate other appropriate action in response to a complaint of harassment or information in any other form concerning suspected harassment. Other employees and students are encouraged to report suspected harassment to a supervisor or designated University staff or inform individuals who may be subject to harassment of procedures available to report harassment.
7. Employees and students shall not take adverse action or retaliate against any individual in response to the filing of a harassment complaint. Administrators and managers are restricted in the same manner.

Reporting Harassment:

The Dickinson State University Harassment Complaint Procedure form at <http://www2.dsu.nodak.edu/users/mcdermott/forms/Harassment-Procedure.pdf> is available for any person who wishes to file a complaint alleging a violation of this policy.

Notice of Nondiscrimination:

The Dickinson State University is an equal opportunity institution that does not discriminate on the basis of race, color, gender, national origin, age, religion, or disability in its admissions, student aid, employment practices, education programs or other related activities. Inquiries concerning Title VI, VII, ADA, ADEA, Title IX, and Section 504 may be referred to the AA/EOO (Affirmative Action/ Equal Opportunity Officer) in the Office of the Registrar, Dickinson State University, May Hall Room 111, Dickinson, ND 58601, telephone: (701) 483-

2535, or to the Office for Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, telephone: (816) 268-0550, fax: (816) 823-1404, TDD 1-800-437-0833, e-mail: ocr.KansasCity@ed.gov, website: <http://www.ed.gov/ocr/>.

Record Keeping and Public Awareness

The Vice President for Student Development is in charge of collecting, analyzing, and publicizing accounts of sexual assault and other acts of violence in the campus community. Summary statistics will be published annually and distributed to all current students and employees, and, upon request, to applicants for enrollment or employment.

Education Programming

Dickinson State University is committed to providing on-going educational programming to alert the campus community to the prevalence, penalties, and prevention of personal harassment, and the support available to victims.

Harassment Reporting Policy

Purpose:

To provide a complaint procedure for employees and students who believe they have been victims of harassment as defined in the Harassment Policy.

General Guidelines:

1. Where possible and appropriate, informal resolution is encouraged.
2. Formal written complaints will receive a hearing according to the procedures outlined below.
3. All hearing/investigative procedures will be completed according to the designated time lines outlined below.
4. Findings and recommendations from the formal hearing/investigative procedure will be registered with the Affirmative Action Officer who will keep the official file.

Procedures:

1. **Informal Resolution:** Informal resolution can be achieved by the complainant discussing the alleged harassment with the immediate supervisor of the employee, the supervising faculty member for the course, or an appropriate Student Development staff person who will mediate the issue.
2. **Formal Resolution:** If an informal resolution cannot be achieved or if the complainant chooses not to pursue an informal resolution, a formal written complaint may be filed using the "Harassment Complaint Form" with one of the following University officers within 20 business days of the alleged incident; the Vice President for Student Development, the Vice President for Academic Affairs, or the Human Resources Coordinator.

The initial complaint may be in oral or written form. The complainant will be asked to sign a completed Complaint Form or sign a letter of complaint detailing the alleged charges. In order to fully investigate a complaint, it is best if the complainant write an account of the alleged occurrences in his or her own words. This helps the complainant to be clear as to events and gives the interviewer/investigator the best understanding of what was alleged to

have occurred. If the complainant does not choose to or cannot write an account, the complainant may review and sign the written account taken by the interview/investigator. This review by the complainant is necessary to make sure that all issues are included and understood. Failure to sign a statement may impede the University's ability to effectively resolve the complaint.

The formal complaint will be registered with the Affirmative Action Officer who will exercise oversight of the hearing/investigative procedure according to the following guidelines:

- 1) Fact-finding investigations and results must be concluded within 20 business days of the complainant's filing with the University official. However, investigations may be extended due to difficulty in obtaining documentation or unforeseen circumstances. In those situations, complaint investigations will be concluded in 30 business days. Reasons for exceptions shall be noted for the file. The complainant and the accused party shall be informed as to the progress or status of the investigation by the investigating University staff.
- 2) A written report of the investigative procedure findings and resultant action(s) will be submitted in writing by the investigative officer to both parties involved and registered with the Affirmative Action Officer within 10 business days after the investigation is completed.
- 3) If either party disputes the findings or recommendations of the investigative officer, an appeal can be made to the Affirmative Action Officer to determine any error of fact. This appeal must be made in writing to the Affirmative Action Officer within 10 business days of receiving the investigation report.
- 4) If either party feels that any part of the complaint procedure has not been followed, a written grievance can be made through the appropriate grievance procedure (faculty, staff, and student) within 10 business days of receiving the investigation results.
- 5) All appeals or grievances must be resolved within 10 business days of filing for the review. A written record of the resolution will be forwarded to the filing party and placed in Affirmative Action case file.
- 6) The resolution of any appeal or grievance procedure will terminate University action regarding an official complaint of harassment.

Procedures for Complaints of Discrimination or Harassment are located at

<http://www.dickinsonstate.edu/personnel.asp>

Dickinson State University makes the following pledge to anyone who feels he or she is a victim of sexual assault, rape, or harassment on campus.

- We will meet with you privately, at a place of your choice, to take a complaint report.
- We will not prejudice you and you will not be blamed for what occurred.
- We will treat you and your particular case with courtesy, sensitivity, dignity, understanding and professionalism.
- If you feel more comfortable talking with a female or male staff member, we will do our best to accommodate your request.
- We will assist you in arranging hospital treatment or other medical needs.

- We will assist you in privately contacting counseling, safety, advising and other available resources.
- We will fully investigate your case and help you achieve the best possible outcome. This may involve the arrest and full prosecution of the suspect responsible. You will be kept up-to-date on the progress of the investigation and/or prosecution.
- We will continue to be available for you, to answer your questions, explain the system and processes involved (prosecutor, court, etc.) and be a listening ear if you need one.
- We will consider your case seriously, regardless of your gender or the gender of the suspect.

Victim's Rights

- The alleged victim has the right to be informed of the discipline process prior to any disciplinary action involving the incident and has the option of discontinuing the process if he or she is the only witness.
- The alleged victim has the right to attend the hearing involving the referred student. The alleged victim will have the option of providing testimony regarding the incident. DSU will attempt to make special accommodations when deemed necessary. The alleged victim will be listened to and treated with respect.
- The alleged victim is entitled to bring an adviser, friend, counselor, or parent during testimony at the hearing. All hearings are closed to the public and are confidential.
- The alleged victim shall be informed of the outcome of the disciplinary hearing. In the event the referred student appeals the decision, the alleged victim will be kept informed of the status of those appeals.
- The alleged victim may request changes in his/her academic and/ or living situation. The University will accommodate such changes if reasonably available.

Rights of the Referred Student

The University's complete Disciplinary Procedures can be found in the Student Code of Conduct, found in the Student Guide.

- When investigating alleged violations of student regulations, University judicial officials, student judicial board members and administrative hearing board members shall respect an individual's right to remain silent.
- Pending action on alleged violations of University regulations or pending final disposition of any appeal, the status of a student shall not be altered, nor shall there be a suspension of a student's right to be present on campus to attend classes, except when an interim suspension has been imposed.
- A student who is alleged to have violated a public law may also have violated a student regulation and will be subject to dual jurisdiction. This means that the University can process a student's case separately from any action taken by the criminal justice system.
- In the case of an alleged violation of a student regulation, a student is required to meet with a University judicial official, the student judicial board or an administrative hearing board to facilitate the resolution of the case. Prior cases of discipline cannot be used against a student in determining whether or not the action is a violation of a student regulation. However, prior discipline can be used in determining the sanction if the student is found in violation of a student regulation. Failure to meet with an University official may result in

an additional charge of failure to comply and may result in forfeiture of certain procedural rights.

- A University judicial official shall inform a student in writing of the reasons for any proposed disciplinary action in sufficient time to ensure that the student has an opportunity to prepare for a hearing, if applicable.
- The student is responsible for contacting any witnesses on his/her behalf.
- The referred student shall be informed of the outcome of each step of the disciplinary process.
- In the event a student is found to be in violation of the Student Code of Conduct for sexual assault, possible sanctions include but are not limited to an interim suspension, eviction (from University Housing), suspension (from the University) or expulsion (from the University).

Clery Act Report of Statistics

The following tables are published to comply with the Clery Act, as outlined earlier in this document. These statistics reflect activities reported to university officials or law enforcement officials for the main campus and contiguous areas. It is important to note that this number includes all referrals, regardless if the individuals were eventually found guilty. Also note that the Campus Residence number is a subset of, and thus also included in the general Campus number reported. Each of these crimes is further defined below.

Jan 1, 2011-December 31, 2011					
Alleged Crimes	Campus	Campus Residence*	Non-Campus	Public	Hate Crimes
Aggravated Assault	0	0	0	0	0
Arson	0	0	0	0	0
Manslaughter	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Murder	0	0	0	0	0
Robbery	0	0	0	0	0
Sexual Offences – Forcible	0	0	0	0	0
Sexual Offences - Nonforcible	0	0	0	0	0
Non-Arrest Campus Referrals:					
Alcohol	24	24	0	0	0
Other Drugs	3	3	0	0	0
Weapons	0	0	0	0	0
Other Hate Crimes:					
Larceny/Theft	0	0	0	0	0
Simple Assault/Personal Injury	0	0	0	0	0
Intimidation	0	0	0	0	0
Vandalism	1	1	0	0	0
Arrests:					
	Campus	Campus Residence*	Non-Campus	Public	
Liquor Law Violations	0	0	0	0	
Drug Abuse Violations	0	0	0	0	
Weapons Law Violations	0	0	0	0	

Jan 1, 2010-December 31, 2010					
Alleged Crimes	Campus	Campus Residence*	Non-Campus	Public	Hate Crimes
Aggravated Assault	0	0	0	0	0
Arson	0	0	0	0	0
Manslaughter	0	0	0	0	0
Burglary	4	0	0	0	0

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Motor Vehicle Theft	0	0	0	0	0
Murder	0	0	0	0	0
Robbery	3	0	0	0	0
Sexual Offences – Forcible	0	0	0	0	0
Sexual Offences - Nonforcible	1	0	0	0	0
Non-Arrest Campus Referrals:					
Alcohol	44	44	0	0	0
Other Drugs	3	3	0	0	0
Weapons	0	0	0	0	0
Other Hate Crimes:					
Larceny/Theft	0	0	0	0	0
Simple Assault/Personal Injury	0	0	0	0	0
Intimidation	0	0	0	0	0
Vandalism	0	0	0	0	0
Arrests:	Campus	Campus Residence*	Non-Campus	Public	
Liquor Law Violations	2	0	0	0	
Drug Abuse Violations	1	1	0	0	
Weapons Law Violations	0	0	0	0	

Jan 1, 2009-December 31, 2009					
Alleged Crimes	Campus	Campus Residence*	Non-Campus	Public	Hate Crimes
Aggravated Assault	1	0	0	0	0
Arson	0	0	0	0	0
Manslaughter	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Murder	0	0	0	0	0
Robbery	1	0	0	0	0
Sexual Offences – Forcible	0	0	0	0	0
Sexual Offences - Nonforcible	0	0	0	0	0
Non-Arrest Campus Referrals:					
Alcohol	66	66	0	0	0
Other Drugs	0	0	0	0	0
Weapons	0	0	0	0	0
Other Hate Crimes:					
Larceny/Theft	0	0	0	0	0
Simple Assault/Personal Injury	0	0	0	0	0
Intimidation	0	0	0	0	0
Vandalism	0	0	0	0	0
Arrests:	Campus	Campus Residence*	Non-Campus	Public	
Liquor Law Violations	0	0	0	0	
Drug Abuse Violations	0	0	0	0	
Weapons Law Violations	0	0	0	0	

* Campus Residence number is included in the general Campus number reported

Clery Reportable Crimes Defined

Aggravated Assault: Unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. Usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm

Arson: 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.

Negligent Manslaughter: the killing of another person through gross negligence

Burglary: Unlawful entry of a structure to commit a felony or theft

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (There are three classes of motor vehicles: autos, trucks and busses, and other vehicles.)

Murder/Non-Negligent Manslaughter: the willfull (non-negligent) killing of one human being by another

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

Forcible Sex Offenses: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. Examples include forcible rape, forcible sodomy, sexual assault with an object and forcible fondling.

Non-forcible Sex Offenses: Unlawful, non-forcible sexual intercourse. Example include Incest and non-forcible statutory rape.

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. This classification includes: the manufacture, sale, transporting, furnishing, possessing, etc. of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.

Drug Law Violations: The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those 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—manufactured

narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

Illegal Weapons Possession: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

Hate Crimes: A crime that manifests evidence that the victim was intentionally selected because of the perpetrator's bias or the perpetrator perceived the person to be in one of the protected group categories. These categories are: race, gender, religion, sexual orientation, ethnicity, and disability.

Annual Fire Report

Fire Safety System

All DSU Residential Facilities are equipped with battery-operated smoke detectors in each room and in common areas and hallways. Each building also has fire extinguishers for small, contained fires, and pull stations to alert the entire building in the event of a fire. Residential Life staff is trained in fire safety and is responsible for notifying emergency services of fires within the building. Currently, no residential facilities on campus are equipped with sprinkler systems. Fire Rated doors are in place, and fire drills conducted every semester. Batteries in smoke detectors are checked and replaced as needed during monthly health and safety checks, conducted by Residential Life Staff, or more frequently when requested by residents.

Dickinson State University has policies prohibiting portable electrical appliances, smoking and open flames (such as candles), as well as procedures for evacuation and policies regarding fire safety education and training programs that are provided to students and Residential Life staff.

Fire Identification, Notification, and Evacuation Procedures

In the event that an individual smells smoke or sees fire or smoke, he or she should immediately activate the fire alarm system to evacuate the building by using the nearest pull station. Even if the fire is known to be small, the fire alarm should be activated immediately. The fire could grow quickly, endangering building occupants. All building occupants should be familiar with fire alarm pull station location in their area.

Evacuate with all other buildings' occupants to the designated evacuation area and do not use elevators. If it is not safe to use the nearest exit, go to the next nearest available exit. Evacuation areas are at least 150 feet from the building structure.

After evacuating the building and from a safe distance, the person who discovered the fire should immediately call 911 for the fire department. Give the fire department the following information:

- Building name and address
- Exact location of the fire (floor, room number, side of the building, etc.)
- Type of fire (trash can, smoke, flames, etc.)
- Caller's name and phone number

Notify Residential Life staff in the building of the information about the fire. They will verify that you have called 911 and ask for the same information as above, as well as begin the procedure of taking role of the building's residents to ensure safety of all individuals.

Mandatory Supervised Fire Drills

DSU conducts periodical mandatory fire evacuation drills. These drills are conducted by activating the fire alarm system in each on-campus student housing facility at least once each semester.

Cooking and Food Preparation

Residence Halls — The ability to cook and prepare food in residence halls is very limited. Residents may prepare food in the hall kitchen areas. However, cooking in rooms or suites is

limited to what can be prepared in a microwave. Any residence hall resident who possesses or uses in their room any other cooking device will be fined \$50 and be required to remove the appliance. Microwave ovens are allowed in hall kitchens only.

Apartments — Most normal kitchen appliances, including microwave ovens, may be used in apartment kitchens. These include George Foreman grills, Panini presses, slow cookers and toasters.

Grills — Grills (charcoal or propane), propane gas tanks and gas or charcoal grill supplies cannot be stored, inside or outside, in any campus residential area, including apartments.

Electrical Equipment

Residents may not alter or repair any electrical equipment or fixture provided by the University. Defects in electrical equipment or wiring should be reported to the resident's Resident Assistant or to the Office of Residential Life by calling 701-483-2091. Extension cords shall not be used in succession or in conjunction with power strips. Extension cords shall not be used. Space heaters, air conditioner units, ceiling fans and similar items are prohibited.

Firearms, Explosives, Fireworks and Flammable Materials

The possession, storage or use of firearms, ammunition, bows and arrows, paintball guns, slingshots, explosives, stun guns, tasers, fireworks, candles, halogen lamps, incense, dangerous chemical mixtures, propelled missiles or similar items are prohibited. Pepper spray is permissible for defensive purposes. Persons authorized to carry a concealed weapon per North Dakota Law are not permitted to possess a concealed weapon in an on-campus residential facility.

Fire Evacuation

Evacuation of University buildings is mandatory when a fire alarm sounds. Sounding of false alarms or tampering with firefighting or safety equipment, including fire extinguishers, exit signs and the alarm system is prohibited.

Smoking

Smoking is prohibited on all DSU property.

Additional Fire Safety Information

Fire safety in a residence hall or apartment is everyone's responsibility. It is important that everyone not only follow fire safety procedures but report all violations or fire hazards to the Resident Assistant immediately.

- Turn off electric blankets, lamps and curling irons right after use.
- Never cover lamps with any material for any reason.
- Candles and other open flame devices are not allowed in residence halls or apartments (not even for decoration).
- Halogen lamps are not permitted in residence halls or apartments.
- Keep hallways and exit paths clear at all times.
- Do not overload circuits by plugging too many appliances into one outlet.
- Extension cords shall not be used. Instead, use a power strip with surge protector.

- If a fire is observed, immediately move to a safe area, and call 911 to report the fire.
- If clothing catches on fire, drop to the floor, and roll back and forth until the flame is out.
- Always take fire alarms seriously, and leave the building by assigned routes.
- Do not tamper with or remove any fire detection device, and do not hang anything from them.

The following is a summary of staff and student employee fire safety training:

1. All full-time Residential Life employees are required to complete fire extinguisher training annually.
2. Resident Assistant Staff training includes a session with the Dickinson Fire Department. Learning outcomes include the ability to:

- understand and learn expectations regarding room inspection
- recognize fire hazards
- know how to conduct fire drills
- know when and how to call the Dickinson Fire Department
- understand how to properly inspect equipment such as fire extinguishers
- view video related to residence hall fire safety
- understand their role in residence hall fire prevention and evacuation
- learn the correct P.A.S.S. method of putting out a fire with a fire extinguisher
- have the opportunity to practice putting out a fire with a fire extinguisher

Resident Assistants review procedures with their residents at the first floor meeting that includes fire safety and when/how to exit the building in an emergency. Fire drills are conducted each semester in coordination with the Dickinson Fire Department. The Department of Residential Life will meet with each student who has identified themselves as having special mobility needs to discuss their needs and establish a plan of action in case of an emergency. Each Resident Assistant conducts a fire safety inspection of all rooms in their area, monthly. This information is compiled and forwarded to the Director of Residential Life. Information in the report includes building, room, violation/concern, action, violation/concern corrected and who followed up on the matter.

Fire Log

Calendar Year 2011

Location	Date	Time	Cause	Injury	Death	Property Damage Value
No Fires Reported						

Calendar Year 2010

Location	Date	Time	Cause	Injury	Death	Property Damage Value
No Fires Reported						

Calendar Year 2009

Location	Date	Time	Cause	Injury	Death	Property Damage Value
Woods Hall Bsmnt Lounge	1-3-10	2:20 PM	Pizza left in oven	No	No	\$150