



Annual Security and Fire Safety Report

October 2010

I. Introduction

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

In accordance with the Jeanne Clery Disclosure of Public Safety Policy and Campus Crime Statistics Act (The Clery Act) of 1998 -- previously known as the Crime Awareness and Public Safety Act of 1990 --and the Higher Education Amendments of 1992. Minnesota State University Moorhead monitors criminal activity for the campus, off-campus sites owned or maintained by MSUM and/or recognized University organizations; and related curtilage. MSUM also documents a three-year statistical history of these incidents. Minnesota State University Moorhead provides the information and statistics herein to University students and employees and to others upon request. You may view MSUM's statistics by going to the Department of Education's Security Statistics search site at ope.ed.gov/security, as well viewing the Public Safety's web site at <http://www.mnstate.edu/publicsafety>. MSUM has a variety of policies and procedures relating to public safety. MSUM expressly reserves the right to modify them or adopt additional policies or procedures at any time without notice.

II. Crime Reporting Policies

A. General Information

The Public Safety Department for Minnesota State University Moorhead is on-duty 24-hours a day throughout the year. All requests for immediate assistance relating to issues of safety and security should be made by calling (218) 477-2449 or by visiting our facility at 1616 9th Avenue South, Moorhead, Minnesota, 56563. Public Safety Officers respond to all requests for service and assistance. These officers are full-time security staff and/or part-time student employees of the University. They are *not* police. In the event of any life-threatening emergency, or any apparent crime in progress, persons are strongly encouraged to immediately and directly contact the appropriate police, fire or medical assistance by calling:

“ 911” or Moorhead Police “non-emergency” (701) 451-7660

The Public Safety Director serves as the primary liaison with all law enforcement agencies for safety and security issues occurring on campus. When such incidents occur, the Director or his representative will determine the proper means of communicating these concerns to the campus community. The following media are used to inform the campus about safety and security issues, report to the campus community crimes considered to be an immediate threat to students and employees, and encourage students and employees to be responsible for following stated security procedures and practices: campus-wide e-mail and voice-mail, e2campus emergency notification system (text, email and voice alerts) The Advocate (student newspaper), Dragon Digest (internal publication), University television and radio stations, campus forums, residence hall and floor meetings conducted by Housing & Residential Life and Student Affairs staff, crime prevention literature, Student Government assistance, posted announcements and mailings. Your safety and security while on our campus is very important. A detailed list, including procedure for specific campus related emergencies can be found at <http://www.mnstate.edu/publicsafety>. Public Safety encourages all students and employees to familiarize yourself with this information in the event that an unplanned emergency occurs on our campus.

1. Public Safety officers are authorized, when appropriate, to make a citizen's arrest. Typically such arrests are made only in the presence or support of a law enforcement officer.
2. Public Safety works closely with local, state and federal law enforcement agencies to respond to criminal activity on campus. The Moorhead Police Department is the recognized law enforcement authority on all MSUM property on the main campus and any and all MSUM controlled property in the City of Moorhead city limits. The Clay County Sheriff's Office is the recognized law enforcement authority on the Regional Science Center property located east of the city of Glyndon, Minnesota.
3. All persons on campus are encouraged to immediately report any criminal activity to the Moorhead Police Department or to the MSUM Public Safety Department. Individuals who contact Public Safety will be strongly encouraged to also report incidents that are criminal in nature to the Moorhead Police Department. Public Safety normally requires a written report from the complainant/victim to begin an investigation and support the ability to address concerns through the University's Judicial System. MSUM will make exceptions to this immediate need to file a written report when necessary, including cases presenting clear and immediate danger to an individual or the University community.
4. **Crime Report:** MSUM will issue an annual report of crimes occurring on campus and related curtilage that are made known to Public Safety directly, or through other University departments or personnel and related law enforcement agencies. This report is made available by the Public Safety Department, requests for additional information regarding this report and its statistics may be made to the Public Safety Department, 1616 9th Avenue South, Moorhead, MN 56563, or phone (218) 477-2449. The statistics in this report follow the procedures of the Federal Bureau of Investigation Uniform Crime Report (UCR) reporting guidelines.

Campus Crime Log

The MSUM Public Safety Office must keep a daily log that records crimes by their nature, date, time, general location, and disposition of the complaint. To receive a copy, call or visit the Public Safety Office at 1616 9th Avenue South, Moorhead, MN 56563. The log is made available to the public within two business days of a request unless disclosure of such information would:

- be prohibited by law;
- jeopardize the confidentiality of the victim;
- jeopardize an ongoing criminal investigation;
- jeopardize the safety of an individual;
- cause a suspect to flee or evade detection; or
- result in the destruction of evidence.

Number of Incidents Reported (Calendar Year)

Incidents	2009 Crime Statistics					Bias Motivated Incidents					
	On Campus	Other University Property	Public Property	Grand Total	# in Residence Halls	# Racial Biased	# Ethnic Biased	# Religious Biased	# Sexual Orientation Biased	# Disability Biased	# Gender Biased
Murder	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	8	0	0	8	6	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0
Fires	0	0	0	0	0	0	0	0	0	0	0
False Fire Alarms	68	0	0	68	33	0	0	0	0	0	0
Burglary	2	0	0	2	2	0	0	0	0	0	0
Larceny/Theft	77	0	0	77	17	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0
Threats/Intimidation	18	0	0	18	11	0	0	0	0	0	0
Forcible Sex Offenses	3	0	0	3	3	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0
Missing Persons	0	0	0	0	0	0	0	0	0	0	0
Vandalism/Damage/Destruction	29	0	0	29	10	0	1	1	1	0	0

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*Arrest (Persons)											
Liquor Law Violations	76	0	6	82	43	N/A	N/A	N/A	N/A	N/A	N/A
Drug Abuse Violations	0	0	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A
Weapons Violations	0	0	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A
Disciplinary Referrals											
Liquor Law Violations	61	0	0	61	37	N/A	N/A	N/A	N/A	N/A	N/A
Drug Abuse Violations	1	0	0	1	1	N/A	N/A	N/A	N/A	N/A	N/A
Weapons Violations	1	0	0	1	0	N/A	N/A	N/A	N/A	N/A	N/A

*In regards to 2009 numbers, the increase or decrease from previous years may be due to a better understanding of regulations regarding how crimes should be classified and counted and may not be due to an actual increase or decrease in reported crimes.

2008 Crime Statistics						Bias Motivated Incidents					
Incidents	On Campus	Other University Property	Public Property	Grand Total	Residence Halls	Racial Bias	Ethnic Bias	Religious Bias	Sexual Orientation Bias	Bias Based on Disability	Gender Bias
Murder	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	7	0	0	7	5	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0
Fires	6	0	0	6	4	0	0	0	0	0	0
False Fire Alarms	63	0	0	63	30	0	0	0	0	0	0
Burglary	3	0	0	3	3	0	0	0	0	0	0
Theft	59	0	0	59	14	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0
Threats *	11	0	0	11	8	0	0	0	0	0	0
Forcible Sex Offenses	3	0	0	3	2	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0
Missing Persons	3	0	0	3	0	0	0	0	0	0	0
Vandalism	33	0	0	33	21	0	0	0	0	0	0
Arrest (Persons)											
Liquor Law Violations	184	4	1	189	130	N/A	N/A	N/A	N/A	N/A	N/A
Drug Abuse Violations	25	0	0	25	25	N/A	N/A	N/A	N/A	N/A	N/A
Weapons Violations	0	0	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A
Disciplinary Referrals											
Liquor Law Violations	147	0	0	147	130	N/A	N/A	N/A	N/A	N/A	N/A
Drug Abuse Violations	3	0	0	3	3	N/A	N/A	N/A	N/A	N/A	N/A
Weapons Violations	1	0	0	1	1	N/A	N/A	N/A	N/A	N/A	N/A

2007 Crime Statistics						Bias Motivated Incidents					
Incidents	On Campus	Other University Property	Public Property	Grand Total	Residence Halls	Racial Bias	Ethnic Bias	Religious Bias	Sexual Orientation Bias	Bias Based on Disability	Gender Bias
Murder	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	20	1	0	21	7	0	0	0	0	0	0
Arson	2	0	0	2	2	0	0	0	0	0	0
Fires	0	0	0	0	0	0	0	0	0	0	0
False Fire Alarms	68	0	0	68	36	0	0	0	0	0	0

Burglary	13	0	0	13	11	0	0	0	0	0	0
Theft	95	0	0	95	19	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	3	0	0	3	0	0	0	0	0	0	0
Threats *	18	0	0	18	8	0	0	0	0	0	0
Forcible Sex Offenses	3	0	0	3	3	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0
Missing Persons	5	0	0	5	1	0	0	0	0	0	0
Vandalism	61	0	0	61	21	0	0	0	0	0	0
Arrest (Persons)											
Liquor Law Violations	52	0	8	60	26	N/A	N/A	N/A	N/A	N/A	N/A
Drug Abuse Violations	2	0	0	2	1	N/A	N/A	N/A	N/A	N/A	N/A
Weapons Violations	0	0	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A
Disciplinary Referrals											
Liquor Law Violations	149	0	0	149	129	N/A	N/A	N/A	N/A	N/A	N/A
Drug Abuse Violations	27	0	0	27	24	N/A	N/A	N/A	N/A	N/A	N/A
Weapons Violations	7	0	0	7	5	N/A	N/A	N/A	N/A	N/A	N/A

Crime Definitions

The definitions listed are taken from the Federal Bureau of Investigation Uniform Crime Reporting (UCR) Handbook and National Incident Based Reporting System (NIBRS) and used to classify the criminal offenses previously listed:

- **Murder** - The willful (non-negligent) killing of one human being by another.
- **Forcible Sex Offense** - 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; to include forcible rape, forcible sodomy, sexual assault with an object and forcible fondling.
- **Non-forcible Sex Offense** - Unlawful, non-forcible sexual intercourse or other sexual act; to include incest and statutory rape.
- **Robbery** – The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault** – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- **Simple Assault** - A person is guilty of assault if he: (1) Attempts to cause or purposely, knowingly or recklessly causes bodily injury to another; or (2) Negligently causes bodily injury to another with a deadly weapon; or (3) Attempts by physical menace to put another in fear of imminent serious bodily injury. Simple assault is a disorderly persons offense unless committed in a fight or scuffle entered into by mutual consent, in which case it is a petty disorderly persons offense."
- **Terroristic Threat** - A terroristic threat is an incident generally involving a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. It may mean an offense against property or involving danger to another person that may include but is not limited to recklessly endangering another person, harassment, stalking, ethnic intimidation, and criminal mischief.
- **Burglary** – The unlawful entry into a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the above.
- **Motor Vehicle Theft** – The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where person not having lawful access even though the vehicles are later abandoned; including joyriding takes automobiles.)
- **Larceny/Theft** – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles or automobile accessories, shoplifting, pocket picking or the stealing of any property or article that is not taken by force and violence or by fraud. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

- **Arson** – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Alcohol Violations** - The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
- **Drug Abuse Violations** - Violation of Federal, State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroine, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- **Weapons Law Violations** - The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the above.

Hate Crime Reporting (New required information – 2010)

Hate crimes are crimes that manifest evidence that the victim was intentionally selected because of the perpetrator's bias. Under regulations that have been in place for some time, institutions must report, by category of prejudice, the following crimes to local police agencies or to Public Safety authority that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity or disability:

- | | |
|----------------------|---|
| • Arson | • Motor vehicle theft |
| • Aggravated assault | • Robbery |
| • Burglary | • Sex offenses |
| • Criminal homicide | • Any other crime involving bodily injury |

The revised regulations add and define four more types of hate crimes that must be reported:

- **Destruction / Damage / Vandalism of property-** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- **Intimidation-** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to physical attack.
- **Larceny-theft-** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.
- **Simple assault-** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

B. Reporting Procedures

1. All criminal activity occurring on campus should be reported immediately to Public Safety and/or the Moorhead Police Department. Public Safety will assist the complainant in completing reports. Public Safety will strongly encourage and support complainants and victims to report all crimes to the Moorhead Police Department. In appropriate cases, reports will also be shared with the University's Judicial Process. Public Safety will assist the Moorhead Police Department and the University's Judicial Process with investigations when requested. Public Safety also accepts reports of criminal activity occurring to or caused by persons involved in University sanctioned functions and groups off-campus locations. Such incidents are included in the University's annual report and may be addressed on and/or off-campus.

2. If you are a victim of a crime or witness a crime:
Call the Moorhead Police Department (911) and/or Public Safety (477-2449) for any emergency including medical emergencies, fires, suspicious people or activities, crime reports, traffic accidents, or other illegal activities:
 - a. Write down as much information as you can remember after a crime. If you cannot identify the perpetrator by name, try to recall as many details as possible about the offender(s):
 1. Gender;
 2. Approximate age;
 3. Height;
 4. Weight/build;
 5. Description of face (eye color, hair color/style, jaw, nose, facial hair, glasses, etc.);
 6. Dress/clothing;
 7. Distinguishing marks (scars, tattoos, etc.);
 8. Voice.
 - b. Attempt to obtain a description and license number of any vehicle involved. Note the direction taken by offenders or vehicles and report those to Public Safety and/or the Moorhead Police Department; 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 Public Safety and/or the Moorhead Police Department Officers arrive.

Individuals should report all emergencies to the Moorhead Police Department and to Minnesota State University Department of Public Safety. This can be done *“by calling 911 from any telephone, whether cellular, landline or campus extension, by pushing the emergency intercom button or the CodeBlue emergency phone buttons (Emergency Call Boxes), which are available at various locations on the campus properties.”*

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the Minnesota State University Moorhead will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The University will discuss and publish the MSUM Emergency Action Plan in part and disseminate relevant and public information in the Annual Campus Crime and Security Report, (on-line at <http://www.mnstate.edu/emergency.aspx>), or by presentation to student groups, student employees, classified and unclassified staff, and the public.

IV. Personal Safety and Access to Campus Facilities

When necessary to protect the victim’s identity, **in sexual assaults, Public Safety will accept third-party reports.** Whenever possible, Public Safety prefers to receive reports from the victim, as the detail is often more accurate in such situations. Victims should attempt to maintain all physical evidence; do not risk losing critical evidence. All employees who become aware of an allegation of violation of University policy, student code of conduct, civil or criminal law should report the allegation to their supervisor and Public Safety. The following people with significant responsibility for student and campus activities (not including counselors) must report potential criminal activity of which they are aware to Public Safety: President, Affirmative Action Officer, Human Resources Director, Personnel Officer(s), Athletic Director, Athletic Trainer(s), Coaches, Assistant Coaches, Intramural Director, Provost/Senior Vice President for Academic Affairs, Assistant Vice President for Academic Affairs, Registrar, Associate Registrar, Deans, Department Chairs, Early Education Center Director, Study Abroad Director, Vice President for Finance & Administration, Chief Information Officer, Physical Plant Director, University Comptroller, Vice President for Enrollment Management, Admissions Director, Financial Aid Director, Housing & Residential Life Director, Associate Director Housing & Residential Life, Housing & Residential Life Area Directors, Housing & Residential Life Resident Assistants, International Student Affairs Director, Judicial Affairs Officer, Office of First Year Programs Director, Office of First Year Programs Assistant Director, Vice President for Student Affairs, Assistant Vice President for Student Affairs, Career & Disability Services Director, Hendrix Health Center Director, Associate Director Health & Wellness, Nurses, Multicultural Affairs Program Coordinator, Student Union & Activities Director, Associate Director for Student Union & Activities, Assistant Director of Campus Activities, Assistant Director of Leadership and Organizations, Student Organization Advisors, Bookstore Director, Vice President for Alumni Foundation, Development Director(s), as well as any assistants and associates.

C. MSUM Response to Reports

1. All allegations will be investigated. These investigations may be made in conjunction with the Moorhead Police Department or other law enforcement agencies.
2. The Director of Public Safety will classify reports in conjunction with the appropriate police agency according to the FBI Uniform Crime Reporting Definitions.
3. When alleged perpetrators are identified as students, the case will be forwarded immediately to Judicial Affairs for appropriate action. Criminal investigation, arrest and prosecution can occur independently, before, during or after the campus judicial process.

D. MSUM Emergency Dissemination

MSUM will issue a timely warning to members of the campus community in cases of reported murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and any hate crimes (manifesting evidence of prejudice based on race, religion, sexual orientation or ethnicity), or murder, forcible rape or aggravated assault, in cases where the Director of Public Safety (or the Director's designee) determines there is a continuing threat to the University community. In such cases, warnings may be provided through campus bulletins (via e-mail), campus radio stations, campus newspapers, residence hall bulletins, electronic communication (multi-modal), and other significant means. *While a timely warning must be issued in response to specific crimes; emergency notification is required in cases of an immediate threat to the health or safety of student or employees occurring on campus.*

PURPOSE

The purpose of this directive is to codify this department's policy and procedures concerning the Timely Notifications/Crime Alerts issued by the MSUM Security Department.

POLICY

It is the policy of this department to issue Timely Notifications/Crime Alerts in an effort to notify community members about certain crimes in and around our community. For the purposes of this policy, "timely manner" generally means within 24 hours after an incident has been brought to the attention of a "Public Safety authority" as defined in the Clery Act. It is further the policy of this department to maintain compliance with applicable features of the Jeanne Clery Disclosure of Public Safety Policy and Campus Crime Statistics Act as mandated by the Department of Education.

GENERAL

The Director of Public Safety or his/her designee are responsible for consulting with department staff, local police department(s), and with other campus authorities (as deemed necessary) in making the determination on a case-by-case basis of when "Timely Notification" information in the form of a Crime Alert is disseminated.

When a Crime Alert is issued, it is the responsibility of the issuing authority to notify the MSUM Administration of the communication. Notification shall also be issued to the local police departments, if applicable.

In relation to the Clery Act, a two-prong test shall be applied to determine if a Crime Alert will be issued. The incident reported to Public Safety authorities or a local police agency:

1. Is identified as a Clery Act crime (Murder; Non-Negligent Manslaughter; Aggravated; Assault; Robbery Forcible Sex Offenses; Forcible Rape; Forcible Sodomy Sexual Assault with an Object; Burglary);
AND
2. Is the crime considered to represent a serious or continuing threat to students, faculty, staff, or visitors?

Determining whether to issue a Crime Alert for non-Clery Act crimes shall be evaluated on case-by-case, taking into account both the frequency of offense and likelihood for additional occurrence.

Timely Notifications/Crime Alerts contain in the subject line the phrase "Timely Notification" or "Crime Alert" depending on the severity of the threat. The body of the notification will include information regarding the Clery Act requirement; the corresponding university case number; a short description of the crime or incident giving the time and date, location, reported offense, suspect description, weapon used (if any), and suspect vehicle (if any) and method of operation (MO) used to facilitate the crime. The notification should also include personal safety

information to aid members of the University community in protecting themselves from becoming victims of a similar crime and to promote overall safety of our educational community. It is also the policy of the University to update the campus community with follow up information or if the Timely Notification is no longer needed.

Methods of dissemination may include, but are not limited to, electronic distribution through our emergency notification system, via e-mail, or phone, posting of hard copies in public areas, posting in University and Security web sites, and dissemination via local media outlets. Specifically available at; <http://www.mnstate.edu/publicsafety>

Following issuance, Timely Notifications/Crime Alerts should be posted in a conspicuous location within the public view. This posting should be for a period of no less than 60 days. Status updates as to the resolution and/or unbounding of a crime and issued Timely Notifications/Crime Alerts will be similar disseminated and updated as soon as possible or possible.

Reporting - Members of the community who know of a crime or other serious incident should report that incident as soon as possible to the Public Safety Department so that a determination as to issuing an alert can be made.

E. Emergency Notification

MSUM will without delay initiate our emergency notification system (ENS), which is used to transmit brief urgent messages to a large segment of the MSUM population as quickly as possible. Our ENS is designed as a multi-modal system that integrates with cellular text messaging, RSS, Code Blue Phone Systems, MSUM home page, PDAs, email, and Blackberry devices and Twitter. To sign up for e2campus go to <http://www.mnstate.edu/publicsafety> For questions email e2campus@mnstate.edu

This system will be used only for unplanned emergency events which have the opportunity to affect our community.

The use of this system for planned events, routine emergencies and routine utility failures reduces its effectiveness in a real emergency. Your safety and security while on our campus is very important. A detailed list, including procedure for specific campus related emergencies can be found at <http://www.mnstate.edu/publicsafety>. I encourage all students and employees to familiarize yourself with this information in the event that an unplanned emergency occurs on our campus.

Emergency notifications may include but are not limited to:

- Bomb threats or other imminent violent threats;
- Fire alarms, natural gas leaks and hazardous spills affecting MSUM;
- Building evacuations and lock downs affecting MSUM;
- Biological or pandemic emergency notifications;
- Natural disasters;
- Power outages and utility failures resulting in an imminent threat;
- Campus closure due to declared civil emergency; and
- Weather related closings effecting MSUM property.

Access Control

MSUM has designated members of the Emergency Management Team (EMT), who have access rights to the e2campus emergency notification network. EMT members have assigned user names and passwords that allow key members of the MSUM EMT to alert our community of an emergency situation. The primary contact for e2campus is the MSUM Director of Public Safety. Upon creditable information or notification of a campus disaster or emergency, any member of the Emergency Management Team can and should immediately contact local emergency response agencies, such as law enforcement, and fire department. Furthermore, an identified administrator or designated EMT member shall activate the emergency notification system using all available means and resources to alert the campus community without delay, unless the notification would further compromise the efforts or the safety of the campus community or the emergency responders. Emergency notifications may also include the issuances of periodic updates and information that would directly benefit the safety and security of the campus community and to further protect or expedite a successful mitigation.

System Testing

It is required that testing the e2campus emergency notification system occur on a monthly basis or more as needed to determine system functionality. The emergency message should clearly define that the communication is only a

test. Test messages should not include any reference to a real emergency event. Language should always include, "THIS IS A TEST... THIS IS ONLY A TEST." Specific testing dates will be defined by the MSUM Office of the President.

Sample Messages

Recommended Test Message

"This is a test, this is only a test. This is not an emergency. I repeat this is not an emergency. It is a routine test of the MSUM Emergency Notification System. In the event of an emergency you will be given further emergency instructions."

Emergency Message

An MSUM emergency has been declared.

The emergency message shall include:

- **The nature of emergency**
- **The location of emergency**
- **Specific instructions and actions required of recipients (or provide a timely follow-up message.**

The emergency notification system is required to be annually tested during the academic year in conjunction with our planned emergency evacuation and emergency response drills.

Personal Safety

1. Public Safety Officers are available to assist you in protecting yourself by providing regular foot and vehicle (mountain bike, automobile) patrol and various safety and security communication; however, only you can protect yourself by being aware of your surroundings and take appropriate steps in preventing crime. Remember to:
 - Use Public Safety's "escort service" and "blue light" phones.
 - Walk in a group, stay in well-lighted areas and wear light-colored clothing when walking at night.
2. Emergency Phones: Emergency elevator and Code Blue call box telephones are located throughout the campus. When properly activated, these phones directly dial the on-duty Public Safety dispatcher. To operate these phones you must follow this process:
 - Push the emergency button on the face of the box and wait for the call to be answered by the communications center. Identify yourself and communicate your emergency to the dispatcher.
3. Safety Escort Service:

Minnesota State University Moorhead provides safety escort services (primarily walking) by Public Safety. Safety Escorts may be requested by phoning ext. **2449** and will be provided as other safety and security duties permit.
4. Protection of student residence hall room or apartment:
 - Lock your door - even if you are only going out for a short time or only going a short distance. It only takes a matter of seconds to enter your open room and steal your valuables.
 - Always lock your door when you are asleep. You are also encouraged to lock your door when you are awake.
 - Do not prop open locked exterior building doors. These doors are locked for your protection and protection of others.

- Never open exterior doors of the building for strangers or non-residents. Always escort your guests to and from the main entrance doors.
- Do not loan your keys to anyone - even a classmate or a friend. They may not be careful with them and may misplace them, giving the wrong person access.
- Do not leave your keys lying around in public places or in your jacket pocket when you are not wearing it.
- Do not put your name or address on key rings as they may be used to steal your property if found by the wrong person.

5. Protect your property:

- Personal property (purses, backpacks, calculators, etc.) should never be left unattended. Take such items with you if you are leaving the office, classroom or residence hall room.
- Lock your door whenever you leave your room or office. Always lock your door when sleeping. Always lock your car doors.
- Never open the exterior doors of the building to strangers or non-residents. Always escort your guests to and from the main entrance doors.
- Protect all valuables in your room or office. Do not leave valuables in plain view.
- Take valuables home with you during vacations.
- You are encouraged to open a savings or checking account rather than allow large sums of money to accumulate in your room. If you open a checking account, remember the number of the last check written. The theft of a single check can go undetected until a bank statement discloses a forgery.
- Park your bike where you can keep an eye on it if possible. Always lock your bike to the bike racks provided. There are several good anti-theft devices available. Case hardened heavy (U-Bolt) locks and chains afford the best protection for security of these items.

6. Protect your automobile:

- Always lock your car doors and never leave your keys in the vehicle.
- Try to park your car in a well-lit area.
- Avoid leaving personal property where it is visible inside your vehicle.

7. Protect yourself:

- Avoid walking alone at night.
- Refrain from taking shortcuts; walk where there is plenty of light and traffic.
- Walk along well-lighted routes at night.
- 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.
- Have your keys ready when returning to your residence hall or apartment and keep your personal or valuable items concealed and close to your body. If you must travel alone at night, use Public Safety's Escort Service (218-477-2449) to escort you to your on-campus destination.

8. Help us protect you:

Watch for suspicious persons in and around University buildings and in parking lots. Do not pursue them. Call Public Safety immediately. Call Public Safety if you should enter your room and find a stranger, regardless of the "cover story" supplied.

Suspicious Activity:

- If you see any suspicious activity or people on or near campus, call Public Safety immediately (218-477-2449). Do not assume that what you observe is an innocent activity or that it has already been reported.
- Do not assume the person is a visitor or University staff member that you have not seen before.

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 in distress and need medical or psychiatric assistance.
- Carrying property that might be suspicious, depending on the circumstances, going from room to room trying door handles. Door-to-door soliciting is not permitted in MSUM residence halls. Violations of this rule should be reported to your area director immediately. Report all thefts and property loss immediately to Public Safety and/or the Moorhead Police Department.
- Be safety and security conscious at all times. Your safety and security while on our campus is very important. A detailed list, including procedure for specific campus related emergencies can be found at <http://www.mnstate.edu/publicsafety>. I encourage all students and employees to familiarize yourself with this information in the event that an unplanned emergency occurs on our campus.

Campus Facilities Security

1. Building access and maintenance:
 - The MSUM campus is for the use of the students, faculty, staff, guests and those on official business with MSUM.
 - Access to campus buildings is limited outside of normal business and class hours.
 - Students, faculty, staff and visitors are encouraged to report needed repairs to the Physical Plant Office (218-477-2400).
2. Policies and procedures for safe access to academic buildings:
 - Keys are issued to authorized faculty, staff and students only.
 - Exterior building doors should not be propped open when the doors are locked.
 - Building evacuation is mandatory for all fire alarms.
 - Individual academic buildings are normally open from 6 AM until 6pm or 10pm (closing times vary among buildings), or for scheduled weekend classes and special events. Employees and students in buildings after normal working hours must have an MSUM I.D. in their possession and present the I.D. when requested.
 - Faculty, staff, and students who see a suspicious or unauthorized person in a building may ask the individual for I.D. or contact Public Safety (218-477-2449). Public Safety will secure the building at closing time. In buildings with outside windows, employees should close and lock them before leaving the building.
 - On campus phones and pay phones are located in most buildings for emergency calls. Problems related to people in buildings after hours should be reported to Public Safety (218-477-2449) immediately.
3. Policies and procedures for safe access to residence halls:
 - Residence Hall exterior doors are locked 24 hours a day.
 - Residents are directed not to prop doors open and not to open these doors to anyone other than their guests.
 - Residents locked out of their rooms should contact their hall's front desk. After desk hours, contact Residential Life Office on duty RA's (701-361-4425 - Lead) or (701-238-4506 - Pro).
 - All overnight guests must be registered with the hall desk.
 - No person(s) other than hall residents will be allowed in residence hall lounges or lobbies without an escort present.
 - Your safety and security while on our campus is very important. A detailed list, including procedure for specific campus related emergencies can be found at <http://www.mnstate.edu/publicsafety>. I encourage all students and employees to familiarize yourself with this information in the event that an unplanned emergency occurs on our campus.

IV. Education Programs:

- A. Security staff provides assistance in presenting programs on campus safety and security issues. Security staff develops and present educational programs for both students and University employees in the areas of crime prevention, sexual assault awareness, fire prevention, harassing phone calls, personal safety, etc. Public Safety works closely with the Moorhead Police and Fire Departments and the F-M Rape and Abuse Crisis Center in presenting programs. Security has available brochures, flyers, pamphlets, movies, videos and posters concerning various safety and security issues. Contact the Director of Public Safety to schedule safety and security programs.
- B. The Minnesota State University Moorhead Hendrix Health Center and Counseling and Personal Growth Center provide staff to aid students in coping with a variety of issues including sexual assault awareness, personal safety, and alcohol and drug abuse. Specific programming by the Hendrix Health Center included presentations to each First Year Experiences classes on alcohol and drug abuse awareness and relationships issues.
- C. All MSUM students are required to participate in a 15 hour (one credit) Alcohol and College Life class (HLTH 122).

The Public Safety Department and Environmental Health and Safety conduct annual training on a variety of safety and security topics presented annually or by request.

V. Crime Alert Network

- Minnesota State University of Moorhead is a member of the Minnesota Bureau of Criminal Apprehension Crime Alert Network.

VI. University Alcohol and Other Drugs Policy & Procedures (Student Policy)

General Philosophy Statement

Minnesota State University Moorhead recognizes that the misuse of alcohol and other drugs is a serious problem in our society and our community. This University seeks to create a campus environment which promotes healthy and responsible living that is conducive to the intellectual and personal development of students. The University is committed to establishing and enforcing clear campus policies regarding the use of alcohol and other drugs.

Minnesota State University Moorhead complies with and supports the Minnesota State Colleges and University Board of Trustees policy governing alcohol and other drugs on campus, the Drug Free Schools and Community Act, the Drug Free Workplace Act, the Public Safety Act and Minnesota State law.

Definitions

1. **Recognized Student Organization** - any student organization that has successfully completed the recognition process as outlined in the Student Organization Handbook and registers each academic year with the Office of Student Activities.
2. **Travel Status** - the time period from departure until return to campus by students who have obtained travel authorization through the appropriate university representative for a university sponsored student event.
3. **University Sponsored Student Event** - activities that include, but are not limited to: official meetings, practices, competitions or trips involving students (who represent divisions, departments or majors), recognized student organizations or intercollegiate athletic teams of the University.

Policy Sections

1. The use, possession, distribution, manufacture, or sale of any alcoholic beverage or illegal drug is prohibited on the campus. The illegal or unauthorized use, possession, distribution, manufacture, or sale of any controlled substance or drugs is prohibited on the campus. The possession or display of alcohol “trophies,” or other form of empty alcohol containers, is not allowed on campus. An exception for instructional purposes in accordance with Board Policy 5.18 allows for the use of alcohol in laboratory and classroom instruction or experiments.
2. The use, possession, distribution, manufacture or sale of any alcoholic beverage, illegal drug and the illegal or unauthorized use, possession, distribution, manufacture or sale of a controlled substance is prohibited by individual students, recognized student organizations and athletic teams when in travel status representing the University.

3. For purposes of the National/International Student Exchange, Study Abroad and Eurospring Programs, the unlawful use, possession, distribution, manufacture or sale of any alcoholic beverage, illegal drug, and the illegal or unauthorized use, possession, distribution, manufacture or sale of a controlled substance will be determined by the law of the foreign state or country. Students are expected to comply with the laws of the foreign country. The standard applicable during travel status is to accommodate the educational aspect of exploring customs of culture of foreign countries.
4. The use, possession, distribution, manufacture or sale of any alcoholic beverage or illegal drug and the illegal or unauthorized use, possession, distribution, manufacture or sale of a controlled substance by MSUM students is prohibited at all off-campus university sponsored student events.
5. As members of the University community, students who live or visit off-campus are expected to behave responsibly when off-campus. University community members violating civil or criminal law may be subject to University conduct procedures for the same conduct when the conduct occurs off campus but adversely affects the educational, research, or service functions of the University. Students should be aware that a student's unlawful use, possession, distribution, manufacture or sale of any alcoholic beverage, illegal drug and the illegal or unauthorized use, possession, distribution, manufacture or sale of a controlled substance cited by local law enforcement may be reported to the University. If reported, the University will take appropriate disciplinary action under this policy.
6. A Good Samaritan exception for violations of the alcohol/other drug policy will be recognized and honored. A student, who may be in violation of the alcohol/other drug policies but comes to the aid of another student by seeking professional help, will not be cited for an alcohol/other drug university conduct violation. This exception will not be granted to those who flagrantly or repeatedly violate the University's Alcohol and Other Drug Policy.
7. The following advertising and promotional activities are prohibited:
 - a. Using alcoholic beverages as awards or prizes in connection with university sponsored student events;
 - b. Alcohol promotional activities and advertising associated with university sponsored student events; (this includes, but is not limited to, such items as: cups, t-shirts, beverage can coolers, and any other items carrying alcohol/beer advertising);
 - c. Advertising of alcohol or illegal drugs appearing in university controlled or affiliated publications including university affiliated web sites over which it has editorial control.

The University does not regulate content or advertisements in autonomous student-edited publications, such as student newspapers, but encourages the editorship to not include advertising that promotes the high-risk use of alcohol such as happy hour drink specials, two for ones or other advertisements that encourage rapid and excessive consumption of alcohol.

Sanctions for individuals in violation of the policies on alcohol & other drugs:

The University reserves the right, based on the severity of the incident, to automatically refer a student to a higher level (i.e. a student's first violation may result in Level Two or Level Three). Parental notification, in accordance with the University's FERPA Policy § IV (A)(5), may occur. At the discretion of the hearing officer, a student may be assigned a combination of disciplinary sanctions as defined in this policy and the Student Conduct Code.

Level One: Students will receive a written warning and will complete a screening tool and educational session facilitated by a licensed health professional or credentialed counselor. There will be a mandatory class fee of \$75.00, which will appear on the MSUM billing statement.

Level Two: Students will receive a notice of disciplinary probation and will complete coursework on the ramifications of Alcohol/Drug Abuse by a licensed health professional. Upon completion of the coursework, an exit interview will determine the need for further assessment and/or counseling for chemical dependency issues. The mandatory course fee is \$150.00.

Level Three: A student with a severe violation or a third violation of the Alcohol and Drug Policy during his or her college career is subject to a minimum of one semester suspension from the university unless extraordinary circumstances exist. The University reserves the right to waive suspension in the event that the student agrees to a referral to a licensed treatment facility for assessment and follows all recommendations. Any costs will be the responsibility of the student.

Upon re-admission following a suspension, any further alcohol or drug violation may result in expulsion from the University. Students who fail to follow the policy procedures will be subject to a registration and grade hold and may face separation from the university.

Sanctions for organizations in violation of the policies on alcohol & other drugs:

Level One: For one year from the date on which the discipline is imposed, the organization will be prohibited from conducting social functions and solicitation and acceptance of new members, and university recognition will be on probation. The University reserves the right, based on the severity of the incident, to suspend or revoke university recognition of the organization.

Level Two: If a second violation occurs within three years, university recognition will be suspended for a period of not less than three years. The University reserves the right, based on the severity of the incident, to revoke university recognition of the organization. In addition to the university's Student Alcohol and Other Drug Policy, departments and student organizations may have established rules that are more restrictive and indicate additional sanctions for violations. Sanctions may include action such as suspension from an activity, a team, or organization.

VII. Comprehensive Drug and Alcohol Free Policy:

- A. Minnesota State University Moorhead forbids the consumption, possession, manufacture, sale, transportation or furnishing of alcoholic beverages on campus. This policy of prohibition encompasses all ages. There is one exception to this policy. The President may authorize alcoholic beverages for special functions.
- B. Minnesota State University Moorhead forbids the use, growth, possession, manufacture and sale of illegal drugs on campus.
- C. Violations of these policies are subject to MSUM student disciplinary action, and possible prosecution by state or federal law enforcement agencies.

Smoking

As of January 1, 2008, smoking, tobacco use, and tobacco sales (including the use or sales of smokeless tobacco products) are prohibited on University-owned, -operated, -or leased property, and in University-owned, -leased, or -operated vehicles.

Policy Exceptions

- 1. An exception for instructional purposes allows for the use of tobacco products in laboratory and classroom instruction/experiments, or artistic purposes. All research, educational, and/or artistic purposes that involve the use of tobacco on campus, must be approved in advance by the President or his/her designee. Such use must be preceded by reasonable advance notice to the public.
- 2. This policy does 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. sections 1996 and 1996a. All ceremonial use exceptions must be approved in advance by the President of the University or his/her designee.

VIII. Sexual Violence Policy

Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Minnesota State University Moorhead. Minnesota State University Moorhead is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other Board Policies that may require separate proceedings. To further its commitment against sexual violence, Minnesota State University Moorhead provides reporting options, internal mechanisms for dispute resolution, and prevention training or other related services as appropriate.

Subpart A. Application of policy to students, employees, and others.

This policy applies to all Minnesota State University Moorhead students and employees and to others, as appropriate, where alleged incidents of sexual violence have occurred on System property. Incidents of sexual violence alleged to have been committed by a student at a location other than on System property are covered

by this policy pursuant to the factors listed in Minnesota State Colleges and Universities Board Policy 3.6, Part 5. Incidents of sexual violence alleged to have been committed by a Minnesota State University Moorhead employee at a location other than System property are covered by this policy.

Individuals alleged to have committed acts of sexual violence on System property who are not students or employees are subject to appropriate actions by Minnesota State University Moorhead, including, but not limited to, pursuing criminal or civil action against them.

Allegations of discrimination or harassment are governed by Board Policy 1B.1.

Part 2. Definitions.

The following definitions apply to this Policy and Procedure 1B.3.1.

Subpart A. Sexual violence. Sexual violence includes a continuum of conduct that includes sexual assault, and non-forcible sex acts, as well as aiding acts of sexual violence.

Subpart B. Sexual assault. “Sexual assault” means an actual, attempted, or threatened sexual act with another person without that person’s consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under Minnesota State University Moorhead student conduct codes and employee disciplinary standards. Sexual assault includes but is not limited to:

1. Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as “date rape” or “acquaintance rape.” This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.
2. Involvement in any sexual act when the victim is unable to give consent.
3. The intentional touching or coercing, forcing, or attempting to coerce or force another to touch an unwilling person’s intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast).
4. Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.

Subpart C. Consent. Consent is informed, freely given and mutually understood. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, and the condition was known or would be known to a reasonable person, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

Subpart D. Non-forcible sex acts. Non-forcible acts include unlawful sexual acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent, as defined by Minnesota law, or between persons who are related to each other within degrees wherein marriage is prohibited by law.

Subpart E. System property. “System property” means the facilities and land owned, leased, or under the primary control of the Minnesota State Colleges and Universities System that includes Minnesota State University Moorhead, its Board of Trustees, and the Office of the Chancellor.

Subpart F. Employee. “Employee” means any individual employed by the Minnesota State Colleges and Universities System that includes Minnesota State University Moorhead, and Office of the Chancellor, including student workers.

Subpart G. Student. “Student” means an individual who is:

1. admitted, enrolled, registered to take or is taking one or more courses, classes, or seminars, credit or noncredit, at any System college or university; or
2. between terms of a continuing course of study at the college or university, such as summer break between spring and fall academic terms; or
3. expelled or suspended from enrollment as a student at the college or university, during the pendency of any adjudication of the student disciplinary action.

IX. Options and Rights of a Student or Employee Who Reports a Complaint of Sexual Violence

Notice of complainant options (Public Safety will take third party sexual violence reports). Following a report of sexual violence the complainant shall be promptly notified of:

1. Where and how to obtain immediate medical assistance; complainants should be informed that timely reporting and a medical examination within 72 hours are critical in preserving evidence of sexual assault and providing a criminal or civil case against a perpetrator. Complainants should be told, however, that they may report incidents of sexual violence at any time.
2. Where and how to report incidents of sexual violence to local law enforcement officials, and/or appropriate Minnesota State Colleges and Universities system contacts for employees, students and others.
3. Resources for where and how complainants may obtain on- or off-campus counseling, mental health or other support services.

Notice of complainant rights. Complainants shall be notified of the following:

1. Their right to file criminal charges with local law enforcement officials in sexual assault cases.
2. Rights under the crime victims bill of rights, Minnesota Statutes Sections 611A.01-611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety.
3. Availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing and maintaining evidence in connection with a sexual violence incident.
4. Assistance available from campus authorities in preserving for sexual violence complainant materials relating to a campus disciplinary proceeding.
5. That complaints of incidents of sexual violence made to Public Safety authorities will be promptly and appropriately investigated and resolved.
6. That, at a sexual assault complainant's request, the college, university, or Office of the Chancellor may take action to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the complainant and/or the respondent to alternative classes, or a work site or to alternative college-owned housing, if such alternatives are available and feasible.

University Resources: Persons at Minnesota State University Moorhead who has been the subject of sexual discrimination/harassment or violence or who have witnessed others being subjected to sexual discrimination/harassment or violence can contact any of the University resource persons listed below for assistance. These people can listen, answer your questions, and discuss your options.

CONTACTS REGARDING REPORTING SEXUAL DISCRIMINATION/HARASSMENT

Barbara Seiler, Affirmative Action Officer, Hendrix 102, 477.2229 (Voice) – *Employee Investigations*

Ashley Atteberry, **Judicial Affairs Officer** Owens Hall 206D, Phone 477.2174 or email to aatteberry@mnstate.edu– *Student Investigations*

Director of Public Safety, 1616 9th Ave. S., 477.5869 (Voice) – *Employee Investigations*

CONTACT REGARDING REPORTING SEXUAL VIOLENCE

Director of Public Safety, 1616 9th Ave. S., 477.5869 (Voice) – *Employee Investigations*

Ashley Atteberry, **Judicial Affairs Officer** Owens Hall 206D, Phone 477.2174 or email to aatteberry@mnstate.edu– *Student Investigations*

For TTY Communication, contact the Minnesota Relay Service at 1.800.627.3529

Minnesota State University Moorhead is committed to providing an environment free from sexual discrimination/harassment and violence, and continues to seek ways to eliminate such behavior. You are strongly encouraged to talk with one of the people listed above about your experience or concerns.

Minnesota State University Moorhead is an equal opportunity educator and employer and a member of the Minnesota State Colleges and Universities System. This information will be made available in alternate format, such as Braille, large print or audio cassette tape upon request by contacting Disability Services at 218.477.2652/V or 218.477.2047/TTY.

Other University contacts include:

Hendrix Health Center	218.477.2211
Public Safety (24 hours)	218.477.2449
Counseling Center	218.477.2227

Local Resources: The following local resources are also available to provide assistance:

Emergency (24 hour-service)

Innovis Health.....	701.364.8400
Sanford Health.....	701.234.5121
Hotline.....	701.235.7335
Fargo Police.....	701.241.1437
Moorhead Police.....	218.299.5120
Rape and Abuse Crisis Line.....	701.293.7273
Suicide Line	701.232.4357

X. Report of Missing Student Policy and Procedure

It is the policy of Minnesota State University- Moorhead to actively investigate any report of a missing student who is enrolled at the University. Members of the University community shall immediately report missing persons to the MSUM Public Safety Department by calling **218-477-2449**. Within the University, responsibility for investigation of missing person reports rests with the Department of Public Safety and partnership with the MSUM Housing Department and the Moorhead Police Department. There is no waiting period for reporting a missing person. Responding officers will carefully record and investigate the factual circumstances surrounding the disappearance in accordance with Departmental directives. For the purposes of this policy, a student may be considered to be a missing student if the person’s absences is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence.

The Public Safety Department has established a Missing Student Emergency Contact database, where on-campus students may register a confidential emergency contact to be notified in the event they are reported missing. Registration in the database is voluntary, but is strongly encouraged. The information provided will be treated in a confidential manner and will only be used by University officials and local police to aid in locating a student who has been reported missing or where disclosure is legally required by a search warrant or subpoena. The registration form may be completed at <http://www.mnstate.edu/publicsafety> or by printed version at the MSUM Public Safety office located at 1616 9th Ave. S. Moorhead.

If the Public Safety Department, after investigation, determines that an on-campus residential student has been missing for 24 hours, the University will, within 24 hours after making such a determination, notify both the student’s designated contact person and local law enforcement that the student is missing. If the missing student is under the age of 18 and is unemancipated, the University will also notify the student’s parent or legal guardian within the 24 hour period after Public Safety has determined that the student is missing. Notice to others will be in compliance with applicable FERPA regulations.

The lead law enforcement agency in missing person cases originating from the University’s on-campus housing facilities is the Moorhead Police Department. The University’s Public Safety Department will notify the Moorhead Police Department within 24 hours of determining that an on-campus resident student has been missing for 24 hours.

Reports of students missing from off-campus residences will be referred to the police department having jurisdiction over the student’s local residence, if known, or the student’s permanent residence if a local residence cannot be determined.

XI. Missing Student Emergency Contact Information

The purpose of this form is to allow you to register a confidential emergency contact to be used in the event you are reported missing. MSUM Public Safety is responsible for investigating reports of missing persons on campus and will use the information provided only in an attempt to locate you in the event you are reported missing under the policy. This information will be accessible to local law enforcement. You are not required to supply this information; however, if you do not supply the information, Minnesota State University Moorhead may be delayed or unable to make appropriate contacts if you are reported missing.

The information you provide will remain active for six years unless changed by you. To change your confidential emergency contact, simply log on to the Missing Student Contact Info at <http://www.mnstate.edu/publicsafety> For other questions on use of this form, or the University’s missing student policy, please contact the Minnesota State University Public Safety Department at 218-477-2449.

Student's Information

Name and Date of Birth	
Dragon ID#	
Cell Phone Number	

Primary Emergency Person's Contact Information

Name	
Relationship	
Phone Number	
Alternative Phone Number	
Email	
Full Address	
State, City, Country, Zip Code	

Secondary Emergency Person's Contact Information

Name	
Relationship	
Phone Number	
Alternative Phone Number	
Email	
Full Address	
State, City, Country, Zip Code	

XII. Fire Safety Compliance and Fire Log

A new provision in the Higher Education Opportunity Act requires institutions to gather and report fire statistics.

The MSUM Public Safety Office keeps and maintains a fire safety log, recording all fires in on-campus student housing facilities, including the nature, date, time, and general location of each fire. The information is reported on and is made within two business days after receipt of the information. The log for the most recent 60 day period is open and is available for public inspection by contacting the Public Safety Department at 218-477-2449. . The MSUM Public Safety Department in addition collects and is for public dissemination:

1. the number of fires and the cause of each fire;
2. the number of injuries related to a fire that result in treatment at a medical facility;
3. the number of deaths related to a fire; and
4. the value of property damage caused by a fire.

POLICY STATEMENTS

This policy establishes procedures for the response to fire alarms and conduct of fire exit drills for all Minnesota State University Moorhead (MSUM) facilities. The evacuation procedures outlined in this policy apply to activation of any alarm including fire, fire exit drill, or other non-fire emergency.

The specific objectives of this policy are to:

- a. Assign administrative responsibility to Environmental Health and Safety (EHS) for fire drill, fire alarm, and facilities evacuation training.
- b. Require compliance with the training provisions of the National Fire Protection Association's Life Safety Code operating features regarding fire alarms and fire exit drills. The purpose of such training is to facilitate the orderly evacuation of university facilities by faculty, staff, students, and other occupants.
- c. Establish a program to evaluate fire alarm systems and fire exit drills to ensure that established procedures and fire alarm reporting systems operate efficiently and effectively.

- d. Establish procedures to address evacuation of persons with disabilities in accordance with the Americans with Disabilities Act (ADA). Fire and emergency evacuation procedures for persons with disabilities can be found on the University's Public Safety website at: <http://www.mnstate.edu/publicsafety>. These procedures should serve as a guide for developing individual departmental procedures.

Failure to comply with this policy may jeopardize the safety of the individual who is in non-compliance, as well as other university employees, students, or rescue personnel. Non-compliance is a serious issue and may result in disciplinary action.

This policy applies only to fire drills, fire alarms, and facilities evacuation. Refer to the Public Safety website <http://www.mnstate.edu/publicsafety> for procedures associated with all other emergencies or disaster situations.

DEFINITIONS

Fire Drill – A pre-planned activity designed to test the fire alarm/safety system and evacuation procedures

Fire Alarm – Audible or visual signal from a fire safety system, designed to warn of a potential fire danger or other emergency

Emergency – A situation that threatens the physical safety of university personnel or property, e.g. fire, bomb threat, environmental conditions, etc.

Fire Official – Fire Department Officer at the scene

FIRE DRILL REQUIREMENTS

EHS has responsibility for conducting fire evacuation drills as detailed below and will coordinate such drills with the director of each area.

- a. Residence Halls - as required by MN State Fire Code will conduct a minimum of four fire drills annually with all occupants participating. The first drill is to be held within 10 days of the start of classes and another drill scheduled to be after sunset but before sunrise (night). A fire alarm activated accidentally cannot be credited toward the fire drill requirement. If deemed necessary, Residential Life Area Directors may request additional fire drills to ensure the resident staff and students are familiar with the building evacuation procedures and the fire alarm/safety system is working properly.
- b. Hendrix Health Care Facility – for accreditation will conduct a minimum of three fire drills during the academic year.
- c. Early Education Center – to comply with the minimum standards for daycare centers will conduct a fire drill once a month.
- d. All other buildings – as required under OSHA 1910.38 will conduct an annual fire drill.
- e. EHS will include the Moorhead Fire Department in university fire drills and training, on an as-needed basis, to assure they are familiar with the university procedures, building floor plans, and emergency personnel.

FIRE RESPONSE TRAINING PROCEDURES

EHS has primary responsibility for conducting training programs under this policy. EHS provides fire response training in several ways:

- a. Campus Community – Fire response training will be provided to the campus community during emergency procedure workshops where discussions on preparing and responding to fires, tornados, criminal acts of violence, hazardous material incidents, etc. take place.

- b. Residence Halls – Fire drill and evacuation procedure training for Residential Life Area Directors and Resident Assistants will be provided at the beginning of each academic year.
- c. Hendrix Health Center – Training for HHC employees will be provided consistent with accreditation requirements.
- d. Assembly Occupancies – Local, state, and federal fire codes require that owner/operators of facilities with assembly occupancies greater than 1000 have fully-trained crowd managers. These staff members are to be versed on techniques which are essential to effective crowd management in large assembly halls or other required areas. EHS will ensure that crowd managers are designated and trained as needed.
- e. At the request of a department head, EHS will conduct a fire safety class in the workplace for department employees.

Fire Training Programs will include the following subjects:

- a. Fire chemistry – prevention and extinguishment
- b. Fire alarm systems
- c. Use of building fire extinguishers
- d. Crowd management

Department heads will assure their employees are familiar with the fire exit and building evacuation procedures. Procedures should include the following requirements:

- a. When the alarm is activated, all building occupants are required to evacuate the building.
- b. The building fire alarm should be activated as a means of alerting the occupants. When a fire drill is conducted, alert all building personnel that a fire drill is in progress.
- c. The building communication intercom system may be utilized, if available, to notify occupants of the nature of the alarm. During fire drills, an announcement should be made stating that a fire drill is in progress and directing all occupants to evacuate the building.
- d. Locate those persons with special needs, and provide assistance if possible. Assist those with mobility impairments to the nearest area of safe refuge. Provide their location to emergency responders.
- e. Direct rescue operations to the building zone of the alarm.
- f. Have personnel report to a designated central location outside the building.
- g. Remain outside of the building until the building has been checked for fire and occupants. Public Safety or Moorhead Fire Dept. officers on the scene will give the building occupants permission to re-enter the building.

Residential Life Area Directors will conduct a training session with their residence hall staff and provide each staff member with a copy of detailed evacuation procedures prior to each fall and spring semester. The session will cover at least the following items:

- a. The identification of students with disabilities, their location of residence in campus residence halls, and procedures for the evacuation of persons with disabilities in the event of a fire or fire drill.
- b. Identification of all fire extinguisher and fire alarm equipment located in the residence hall;
- c. Procedures for spreading the alarm and ensuring evacuation of all building occupants from the building.
- d. A complete review of the hall evacuation plan.
- e. Requirement that all entrances and exit routes (corridors, hallways, and aisles) are clear of furniture, storage items, or other obstructions.

PROCEDURES FOR CONDUCTING FIRE EXIT DRILLS

The Director of EHS or his or her representative is the only University official authorized to conduct a fire drill and to initiate a fire alarm for such drills. Alarms will be activated utilizing the building's fire alarm pull station and should not be activated through use of the fire panel.

Minimally, once each year Physical Plant staff and/or Residential Life Area Directors will participate in a planned fire exit drill in every building on campus to insure the following:

- Fire alarm devices are functioning (horns, strobes, intercom, etc.)
- Automatic fire doors close and latch
- Electromagnetic doors release
- Alarm relay system is working properly at Public Safety's Dispatch area
- Alarm decibel readings meet the minimal audible requirements throughout the entire building

The Director of EHS will coordinate with Moorhead Fire Dept. for joint participation.

The occupants of each residence hall, academic or administrative building are expected to participate fully in the drill.

Fire drills in academic buildings will be scheduled within the first week of fall semester. Advance notice will be provided to the campus community indicating the fire drills will take place.

Residential Life Area Directors/Resident Assistants

- a. Upon sounding of the building fire alarm or having been notified, Residential Life Area Directors and Resident Assistants will:
 - 1) Alert occupants within their complex and cause them to evacuate according to drill procedures and assemble at the assigned evacuation location outside of the building.
 - 2) Insure occupants do not attempt to use elevators. Evacuation must be accomplished by the use of stairwells.
 - 3) Assist, if possible, persons with disabilities to the designated areas of safe refuge.
- b. The Residential Life Area Director will hold the Resident Assistants accountable for:
 - 1) Adhering strictly to the emergency evacuation procedures during fire drills.

Director of Housing and Residential Life

- a. The Director of Housing and Residential Life or designee will:
 - 1) Notify the Director of EHS of the impending drill.
 - 2) Report to the scene (when necessary) to observe the drill procedure for compliance.
 - 3) Take notice of any procedural problems for the purpose of discussion with the Area Director.
 - 4) Upon completion of a fire drill, secure all pertinent data for evaluation purposes and arrange for a debriefing with the Resident Director.

Director of EHS

- a. The Director of EHS will review the results of all fire drill and evacuation procedures.
- b. Prior to initiating the alarm for a fire drill, the Director of EHS will take the following actions:
 - 1) Alert Public Safety, allowing sufficient time for their participation, if desired.
 - 2) Alert Physical Plant, allowing sufficient time for their participation if desired.
 - 3) Alert Moorhead Fire Dept., allowing sufficient time for their participation if desired.
 - 4) Alert Red River Regional Dispatch Center of impending fire drill.
 - 5) Report to the residence hall or building involved to observe the procedures.
 - 6) Have available the Fire /Evacuation Drill Observer's Report form.
- c. Upon sounding the building fire alarm, the Director of EHS will:
 - 1) Closely observe the practices used for compliance to the written procedures.
 - 2) Closely evaluate all the factors and note appropriately on the Fire/Evacuation Drill Observer's Report.
 - 3) Coordinate the services of Public Safety to direct traffic from the area.
 - 4) Upon determination that the building is ready to be reoccupied, the Director of EHS will advise the Residential Life Area Director and/or Public Safety to notify occupants that re-entry is authorized.

Unauthorized activation of a fire alarm in a non-emergency situation by a student or employee may result in disciplinary action. This is also a criminal offense and criminal prosecution may result in addition to any university sanction.

PROCEDURES DURING AN ACTUAL FIRE OR OTHER NON-FIRE EMERGENCY

Because of the danger posed by an actual fire or other non-fire emergency, any individual may activate a fire alarm to alert others to an imminent danger in or near a university facility.

Public Safety has primary authority during an actual fire and other non-fire emergency. Public Safety will coordinate response with Moorhead Fire Dept., Moorhead Police Dept., and other emergency/rescue personnel. EHS and other university departments will serve as support staff for the emergency situation, as needed by Public Safety.

In the event of a fire in a Residence Hall requiring relocation of students, the Director of Housing and Residential Life will initiate emergency housing procedures.

Evacuation procedures for buildings and other university facilities will be as follows:

- a. The facility will be evacuated according to the procedures outlined for fire drills. Residents or building occupants should proceed to a designated area outside and away from the building.
- b. If possible, Public Safety and the Moorhead Fire Dept. should be contacted by telephone immediately after an alarm has been sounded. The person calling will identify the location, type and extent of the fire, and any personal knowledge of persons in imminent danger.
- c. Upon arrival of fire officials at the scene, Public Safety and the building managers will report to the senior fire official for information and instructions.

Re-entry procedures will be as follows:

- a. Moorhead Fire Dept. will return control of the building to the occupants through Public Safety. Public Safety will notify the building manager when the building is cleared for occupancy.
- b. The building manager will assist Public Safety in notifying occupants that the building is cleared for occupancy.
- c. No one will be allowed to re-enter the building for any reason until the building is released by the fire official or Public Safety.

EVALUATION OF FIRE EXIT DRILLS AND FACILITES EVACUATION

Upon completion of each fire drill a written evaluation will be prepared by the Director of EHS. The fire drill evaluation will address:

- a. Evacuation time and efficiency
- b. Student, faculty, and staff safety
- c. Response time:
 - 1) Moorhead Fire Dept. (where appropriate)
 - 2) Public Safety
- d. Effectiveness of evacuation procedures:
 - 1) Training
 - 2) Routes and exits
- e. Procedural deficiencies
- f. Recommendations for improvement in procedures
- g. Recommendations for alterations in the facility

Distribution of the evaluation will be as follows:

- a. For residence halls:
 - 1) Vice President for Enrollment Management

- 2) Director of Housing and Residential Life
- 3) Director of Public Safety
- 4) University Safety Committee
- b. For other facilities (non-residence)
 - 1) Divisional vice president/provost (where appropriate)
 - 2) Department heads of facilities involved
 - 3) Director of Public Safety
 - 4) University Safety Committee

REVIEWERS OF THE POLICY

Reviewers of this policy include:

- a. Director, Environmental Health & Safety
- b. Director, Public Safety
- c. Director, Housing and Residential Life
- d. Director, Physical Plant
- e. Moorhead Fire Marshall

Residence Halls

All of the MSUM residential housing units have fire alarms and fire safety systems in the building. The fire alarm system is monitored 24 hours a day by the MSUM Public Safety Office. MSUM has specific policies that outline and regulate fire safety on campus.

Our primary goal is your safety and this means ensuring that the building is emptied of all occupants in the shortest amount of time each time the fire alarm sounds. For this reason, unannounced, planned fire drills will be conducted regularly in each residence halls, according to state fire department regulations and MNSCU policy.

When the alarm sounds:

- Grab a coat and shoes
- Close and lock your door
- Evacuate the building immediately, following the posted evacuation route
- Never use an elevator
- You will remain outside the building until the fire department authorized entry into the building.
- Notify emergency staff or housing personnel if you believe anyone failed to evacuate the building.
- All exits must be kept clear

1. Fire Safety

- a. When fire alarms are activated, including during scheduled fire drills, all occupants must evacuate the building. Residents must wait outside the building until a member of the hall staff indicates they may return.
- b. Fire Safety equipment is provided to help ensure everyone's safety. Tampering with alarms, extinguishers, or smoke detectors is a violation of local, state, and federal laws, as well as a violation of University policies.
- c. Batteries may not be removed from smoke detectors except to replace them. *Replacement batteries are available at your hall main desk.*
- d. Any activity that could potentially compromise fire safety in the halls is a violation of policy. This includes such behavior as falsely pulling a fire alarm, obstructing egress by chaining a bike to a stairwell or blocking a corridor with furniture or other items that impedes firefighters' access to a fire and endangers others during an evacuation.

- e. Withholding information/evidence concerning a fire is a serious offense.
- f. Prohibited items: Smoking or anything that smolders (incense) or with an open flame or open heating elements (e.g. candles, hotplates, hotpots, coffee makers, toasters, etc.).

Appliances, Power Cords and Room Decorations

MSUM has policies and procedures regarding appliances, power cords and room decorations in residential housing units. For further information, contact the MSUM Housing Office 218-477-2118 located at Ballard Hall Room 120 or by visiting <http://www.mnstate.edu/housing/>.

Minnesota State University Moorhead Fire Report

	2007	2008	2009
Total Number of Fires in Resident Halls (Ballard, Dahl, Grantham, Holmquist, Nelson, Neumaier, East Snarr, South Snarr, West Snarr)	2	4	0
Fires Categorized by Severity	2007	2008	2009
Large Loss (Fatality and/or property damage greater than or equal to 5 million dollars)	0	0	0
Minor Loss (No fatalities, moderate property damage and/or human injury)	0	0	0
Incidental (No fatalities, no injuries, minimal or no property damage)	2	4	0
Fires Categorized by Cause	2007	2008	2009
Unintentional	0	4	0
Intentional	2	0	0
Fire Alarms	2007	2008	2009
Intentional	4	3	4
Accidental (Activation by cooking, airborne dust, steam, tobacco smoke, etc)	25	17	21
Other (Mechanical problem, inadvertent activation by maintenance activities, contractors, etc)	7	10	7
Fire and Evacuation Drills	2007	2008	2009
Number of regular supervised mandatory fire drills*	N/A	N/A	9**
*NEW 2009 Reporting Requirement			
**Number listed may be lower than actual due to lack of proper record keeping of fire drills and requirements in residential halls.			

Minnesota State University Moorhead On-campus Student Housing Facility Fire Safety System

Following is a listing of MSU Moorhead’s on-campus student housing facilities and a description of their fire safety systems, including the building’s automatic fire sprinkler system. Individual components of the fire alarm systems and automatic sprinkler systems are tested annually by a certified fire alarm company in accordance with NFPA. Fire extinguishers are inspected monthly and an annual inspection is conducted by a qualified vendor in accordance with NFPA.

Building Name: Ballard Hall

Year Built: 1948

Occupancy: Residence Hall

Capacity: 168 beds

Type of Construction: Brick 3-story

Fire Alarm System Description

Fire Alarm Panel: Simplex 4002

General Description: Fire alarm system consists of manual pull stations, visual/audible alarm devices, smoke detectors, and magnetic door holder/release systems in corridors and common areas. Heat detectors are located in mechanical room areas. 120v smoke detectors with battery backup are located in individual sleeping rooms.

Automatic Sprinkler System Description

Type of System: None

Coverage: NA

Building Name: Dahl Hall

Year Built: 1958

Occupancy: Residence Hall

Capacity: 295 beds

Type of Construction: Brick 3-story

Fire Alarm System Description

Fire Alarm Panel: Simplex 4002

General Description: Fire alarm system consists of manual pull stations, visual/audible alarm devices, smoke detectors, and magnetic door holder/release systems in corridors and common areas. Heat detectors are located in mechanical room areas. 120v smoke detectors with battery backup are located in individual sleeping rooms.

Automatic Sprinkler System Description

Type of System: None

Coverage: NA

Building Name: Grantham Hall

Year Built: 1965

Occupancy: Residence Hall

Capacity: 196 beds

Type of Construction: Brick 4-story

Fire Alarm System Description

Fire Alarm Panel: Honeywell Excel 1000

General Description: Fire alarm system consists of manual pull stations, visual/audible alarm devices and integrated automatic detection devices; addressable smoke detectors, duct smoke detectors, magnetic door holder/release systems, and heat detectors located in individual sleeping rooms, corridors, common areas, and mechanical spaces.

Automatic Sprinkler System Description

Type of System: Wet system

Coverage: Fully sprinkled

Building Name: Holmquist Hall

Year Built: 1969

Occupancy: Residence Hall

Capacity: 182 beds

Type of Construction: Brick 3-story

Fire Alarm System Description

Fire Alarm Panel: Honeywell Excel 1000

General Description: Fire alarm system consists of manual pull stations, visual/audible alarm devices, smoke detectors, and magnetic door holder/release systems in corridors and common areas. Heat detectors are located in mechanical room areas. 120v smoke detectors with battery backup are located in individual sleeping rooms.

Automatic Sprinkler System Description

Type of System: None

Coverage: NA

Building Name: Nelson Hall

Year Built: 1966

Occupancy: Residence Hall

Capacity: 356 beds

Type of Construction: Brick 12-story

Fire Alarm System Description

Fire Alarm Panel: FCI 7200

General Description: Fire alarm system consists of manual pull stations, visual/audible alarm devices and integrated automatic detection devices; addressable smoke detectors, duct smoke detectors, magnetic door holder/release system, and heat detectors located in individual sleeping rooms, corridors, common areas, and mechanical spaces.

Automatic Sprinkler System Description

Type of System: Wet system

Coverage: Fully sprinkled

Building Name: John Neumaier Hall

Year Built: 2002

Occupancy: Residence Hall

Capacity: 144 beds

Type of Construction: Wood frame/brick exterior 3-story

Fire Alarm System Description

Fire Alarm Panel: Honeywell Excel 1000

General Description: Fire alarm system consists of manual pull stations, visual/audible alarm devices and integrated automatic detection devices; addressable smoke detectors/sounder bases, magnetic door holders, and heat detectors located in individual sleeping rooms, corridors, common areas, and mechanical spaces.

Automatic Sprinkler System Description

Type of System: Wet System

Coverage: Fully sprinkled

Building Name: Snarr East Hall

Year Built: 1964

Occupancy: Residence Hall

Capacity: 195 beds

Type of Construction: Brick 3-story

Fire Alarm System Description

Fire Alarm Panel: Simplex 4002

General Description: Fire alarm system consists of manual pull stations, visual/audible alarm devices, smoke detectors, and magnetic door holder/release systems in corridors and common areas. Heat detectors are located in mechanical room areas. 120v smoke detectors with battery backup are located in individual sleeping rooms.

Automatic Sprinkler System Description

Type of System: None

Coverage: NA

Building Name: Snarr South Hall

Year Built: 1967

Occupancy: Residence Hall

Capacity: 155 beds

Type of Construction: Brick 4-story

Fire Alarm System Description

Fire Alarm Panel: Simplex 4002

General Description: Fire alarm system consists of manual pull stations, visual/audible alarm devices, smoke detectors, and magnetic door holder/release systems in corridors and common areas. Heat detectors are located in mechanical room areas. 120v smoke detectors with battery backup are located in individual sleeping rooms.

Automatic Sprinkler System Description

Type of System: None

Coverage: NA

Building Name: Snarr West Hall

Year Built: 1962

Occupancy: Residence Hall

Capacity: 94 beds

Type of Construction: Brick 4-story

Fire Alarm System Description

Fire Alarm Panel: Simplex 4002

General Description: Fire alarm system consists of manual pull stations, visual/audible alarm devices, smoke detectors, and magnetic door holder/release systems in corridors and common areas. Heat detectors are located in mechanical room areas. 120v smoke detectors with battery backup are located in individual sleeping rooms.

Automatic Sprinkler System Description

Type of System: None

Coverage: NA

Building Name: Delta Zeta Sorority

Year Built: 1940

Occupancy: Sorority House

Capacity: 12 beds

Type of Construction: Wood frame 2-story

Fire Alarm System Description

Fire Alarm Panel: None

General Description: 120v smoke detectors with battery backup are located in individual sleeping rooms, corridors, common areas, and mechanical spaces. 120v carbon monoxide detectors with battery backup are located in corridors immediately outside all individual sleeping rooms.

Automatic Sprinkler System Description

Type of System: None

Coverage: NA

XIII. Community Notification of Sexual Offenders

In 1996 the Minnesota Legislature passed the Community Notification Law (Minnesota Statutes 244.052) that permitted the release of information about certain offenders in Minnesota. The intent of the legislature was as follows: "If members of the public are provided adequate notice and information about an offender's release, the community can develop constructive plans to prepare themselves."

Prior to this law, law enforcement agencies, and others knew the information regarding predatory offenders within the criminal justice system, but beyond those agencies and individuals the information about offenders was classified as either private or confidential.

Community Notification allows some information about some offenders to be converted from private or confidential information to public information. In Minnesota the amount of information, and the scope of individuals to whom information is released, is indicated by the risk level assigned to the offender by an End of Confinement Review Committee (ECRC) established by the notification law, and operated by the Department of Corrections (DOC). The higher number risk level assigned to the offenders, the more information can be released, and the broader the audience that will receive that information. Law enforcement agencies where the offenders reside have the responsibility for the notification of their communities under this law.

*** Information regarding Level 3 sex offenders can be found at <https://coms.doc.state.mn.us/Level3/> and information regarding Level 2 offenders is available at the Moorhead Police Department.**

Level 1

Level One offenders are offenders who are determined to be at a lower risk to re-offend. Police agencies may open a file on these offenders and may release information about the release of the offender to victims of, and witnesses to the crime, other law enforcement agencies, and anyone identified by the prosecuting attorney to receive the information

Level 2

Level Two offenders are determined to be at a moderate risk to re-offend. Police agencies may release information to anyone included in the Level One information release, and in addition may notify organizations about the offender's release. These organizations may include schools, daycare centers, and other organizations where individuals who may become victims of the offender are regularly found. Law enforcement will make the decision on which organizations to notify based on the offender's past pattern of behavior. Law enforcement officials may also choose to notify certain individuals that they determine to be at possible risk from the offender, but this is not a wide spread community notification. Organizations notified about a Level Two offender are given this information to protect individuals in their care while they are on or near the premises of those organizations. The information is not to be re-distributed by those organizations that have been notified.

Level 3

Level Three offenders have been determined to be at the highest risk for re-offense out of all of the three risk levels. Law enforcement may notify all individuals and agencies included in Level One and Level Two notifications, and may also distribute information about the offender to everyone else in the community. In addition, officials may use the media and other distribution methods to get this information to the public. According to law enforcement policy, enforcement officials hold public meetings in the areas where Level Three offenders reside. At those meetings, information about the notification process, about the registration of predatory offenders, and information about the general population of these offenders is distributed and discussed. In addition, information about a specific offender or offenders is released. The information includes a general area of residence, a description of the offender (with photograph), and a description of the pattern of behavior that this offender has been known to display in the past. This disclosure does not apply to offenders that are in licensed residential facilities where staffs have been trained to manage sexual offenders (halfway houses), nor does it apply to offenders in secure hospital facilities operated by the Department of Human Services (hospitals at Moose Lake and St. Peter, Minnesota).

End of Report