

## MAYVILLE STATE UNIVERSITY

### Campus Security Act Provisions

#### I. Statistics and Reporting of Criminal Activities

Mayville State University has a student population of approximately 887, and approximately 150 faculty and staff members. MSU is concerned about the safety and well-being of all students, staff, faculty, and visitors who are on the campus and attempts to ensure a safe and secure environment in which to live, work, and learn.

In accordance with the Campus Security Act of 1990, 1992 and 1998, Mayville State University provides information relating to crime statistics and security measures to prospective students, active students, and all employees. Crime statistics for the most recent five year period are available through the Student Services Office and are detailed below.

#### Mayville State University Crime Statistics

(In Accordance with the Campus Security Act of 1990,1992, 1998)

Nature of Offense	1/2004 to 12/2004	1/2005 to 12/2005	1/2006 to 12/2006	1/2007 to 12/2007	1/2008 to 12/2008
Murder	0	0	0	0	0
Forcible sex	0	0	0	0	0
Non -forcible sex	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	On Campus Property=1	0	0	Campus residence=1
Motor Vehicle Theft	0	0	0	0	0
Burglary	0	Campus Residence=1	Campus Residence=3 On Campus Property=5	Campus Residence=1	On Campus Property=2
Arson	0	0	0	0	0
Manslaughter	0	0	0	0	0
Hate/Bias Crimes	0	0	0	0	0
Liquor Law Violations	On Campus Property Arrests = 23 Campus Residence Violations = 30	Campus Residence Violations =11	Campus Residence Violations=21	Campus Residence Violations = 3	Campus Residence Violations=18
Drug Abuse violations	Campus Residence Arrests = 1	Campus Residence Arrests = 1 Campus Residence Violations = 3	0	Campus Residence Violations = 1	Campus Residence Violations=3
Weapons Violations	0	0	0	0	0

Arson, manslaughter, and Hate/Bias crimes are first reported for the period of 10/1/98 to 12/31/98. All other crimes are reported for the full calendar year. Prior to 1998 only **arrests** for liquor law, drug abuse and weapons violations that occurred on campus were reported. Since 1/1/98 liquor law, drug abuse, and weapons violations include on campus arrests as well as referrals for campus disciplinary action. Since 1/1/98 all reports of crime incidents are identified as occurring in a campus residence, on/about campus property, on/about non-campus property used by the institution, or on/about public property adjacent to the institution. All violations cited above involved students residing in university operated residence halls or occurring on/about campus facilities or on property adjacent to the campus.

Any suspected incident of a crime or criminal activity should be reported to an appropriate University official and/or to local police officials. The following individuals should be contacted if a suspected crime or criminal activity has occurred on campus:

Scott Berry, Director of Housing and Chief Conduct Officer - Main 107, 788-4771

Ray Gerszewski, Vice President for Student Affairs - Main 107, 788-4770

Bob Kozojed, Nightwatch Supervisor and Custodial Services Supervisor – Campus Center Building, 788-4872.

In addition, students residing on campus should contact their appropriate hall director if a crime has occurred in a residence hall. Any MSU faculty or staff member who has knowledge of an alleged criminal incident must report that information to one of the above named officials as soon as possible. Staff members who are in a professional counseling relationship with a student who reports an alleged criminal incident are exempt from this reporting requirement. However, counselors are encouraged to inform the person making a confidential report of a crime of the appropriate procedures for voluntarily disclosing such information to an appropriate university or police official. When a report of a suspected crime is received, an appropriate university official will conduct a preliminary investigation and will contact the Mayville police and/or Traill County Sheriff for assistance. Students or employees who have knowledge of criminal activity are encouraged to file a written report with university officials and local police, although verbal reports will also be investigated.

Based on a preliminary investigation, university officials will determine appropriate courses of action, including, but not limited to the following:

1. Await results of a formal investigation by police officials before proceeding with institutional actions;
2. Conduct a full and thorough investigation of the reported incident and proceed with appropriate disciplinary actions, if warranted;
3. Determine that there is not enough information to proceed with formal disciplinary action.

Once appropriate action has been determined, all parties involved in the alleged criminal incident will be notified of their rights and responsibilities according to the Student Code of Conduct. Any action taken by university officials will not preclude further legal and/or civil action by the university or any victim(s). If necessary to protect students and employees, a general announcement will be made in a timely matter to the university community about the alleged criminal incidents. In all cases, a report of an alleged crime as detailed above will be recorded and included in subsequent Campus Security Reports. The Student Services Office is responsible for preparing and distributing the annual Campus Security report and does so in coordination with local law enforcement personnel. Periodically, the Mayville Chief of Police updates the Director of Housing, the Vice President for Student Affairs and the Chief Security Officer of criminal activity that occurs both on and off campus by individual students and/or groups of students (including any officially recognized student organizations). At least once each year the Mayville Police provide data to the institution of any crimes committed on campus, as well as in/on non-campus buildings owned by the institution. This data is included as part of the annual statistical report referenced above. In addition, the Mayville City Police maintain a list of registered sex offenders who reside in the Mayville and Portland communities. Interested individuals may contact the police at 788-2555 for more information. Should a registered sex offender enroll for classes at the university, the institution may decide to disclose the identity of that individual if it is deemed to be necessary to protect the safety and security of other enrolled students. Such disclosure is consistent with recently issued guidelines of the Family Educational Rights and Privacy Act (FERPA).

## II. Security and Access to Campus Facilities

### **A. Campus Security**

University Nightwatch staff conduct foot patrols in University buildings and grounds between the hours of 9:00 pm and 5:00 am, seven days a week. They document violations of university regulations and report violations of state and local laws.. Two way radio contact is maintained by nightwatch personnel with local police for incidents where police support is necessary. Mayville State University's Chief Security Officer

coordinates the efforts of the University Nightwatch staff (NWP) and works closely with the Mayville City Police as well as the Traill County Sheriff's Department. Mayville State University does not employ law enforcement or security personnel, but relies on the local Mayville Police Department staff for professional support when incidents of criminal activity occur.

A building lock-up schedule is maintained by the University and campus nightwatch staff lock and check each building on the schedule. Nightwatch staff, and university housing directors/managers, together with the Mayville Police Department enforce laws regulating underage drinking, and the use of controlled substances, (Alcoholic beverages and illegal drugs are not permitted on campus) as outlined in policies implemented as part of the Drug Free Schools and Community Act. Information regarding policy provisions are available from the Student Services Office.

Firearms and dangerous weapons of any type are not allowed in residence halls. Possession or use of fire arms or fire works of any type is not permitted anywhere on campus without written permission of the Chief Security Officer. Suspicious activity of any kind can be reported directly by any student, faculty member, or employee to the Chief Security Officer, nightwatch staff, or university housing directors/managers.

Nightwatch staff maintain a schedule of daily patrols throughout campus and note any unusual activity and/or circumstances on written summary sheets. These summary sheets are reviewed by the Chief Security Officer and shared with the Director of Housing and Vice President for Student Affairs when necessary. Residence hall staff also report regularly to the Director of Housing about any unusual activities within the residence halls. Certain noted situations require an administrative response along with action by nightwatch staff, housing directors, or police officers. The Vice President for Student Affairs office works closely with the aforementioned entities to handle such incidents.

## **B. Security in University Housing**

MSU has both residence halls and apartment housing units on campus. Each residence hall has their wing doors locked on a 24 hour basis. Student room locks are of quality construction and key security has been improved through the use of check out forms and billing for lost keys. Each residence hall student is issued an outside door key which opens only the outside door locks for their residence hall, and some halls issue wing keys as well. Phones are available in hall entryways or in each of the hall lounges for visitors to use to contact hall residents. All visitors must be escorted by a resident of the hall.

***A special student worker is employed in the residence halls and conducts regular 'patrols' in the buildings and communicates regularly with resident assistants and the residence hall director when inappropriate or illegal activities are observed.***

One professional is employed to direct/manage each hall. Resident assistants or student building managers are employed in each campus residence building. The ratio of residents to student assistants is approximately 25:1. Residence hall staff make rounds through each building several times per evening. The residence hall staff are an immediate link with the police department should the need arise. Staff training includes information on safety and security. Awareness programs for residents are held yearly and information about such topics such as personal safety, acquaintance rape, and campus resources responsible for counseling and alcohol awareness are provided.

## **C. Student, Faculty, and Staff Responsibility**

The cooperation and involvement of the campus community is absolutely necessary to maintain a secure environment. Students, faculty members, and staff must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. For example, although the campus is well lighted, any student--male or female--may feel more comfortable walking with someone they know (rather than alone) when returning to the residence halls late at night. Room doors should be locked at night and whenever the room is unoccupied. Serial numbers of valuable items such as stereos, cameras, and televisions should be recorded and those numbers should be kept in a safe place. Bicycles should be licensed and secured with a sturdy lock. Cars must be parked in the

assigned areas and kept locked. Valuable items should be locked in the trunk. Any suspicious incidents or individuals should be reported to a Residence Hall Director, to a university official listed above or directly to law enforcement personnel listed below.

Mayville Police 788-2555 Traill County Sheriff 636-4510

Information sessions are held for students, and informational materials are distributed to students and faculty/staff each year to remind the campus community of security procedures and practices and to acquaint them with common crime prevention measures.

#### **D. Alcohol and Drug Abuse Provisions.**

The abuse of alcohol and drugs represents a major health problem in the United States today and poses a serious threat to the health and welfare of the members of the Mayville State University community. For these reasons the following statement regarding drug and alcohol use by students and employees at Mayville State has been issued:

As a condition of their employment or enrollment at Mayville State University, a student or employee will not engage in the unlawful manufacture, distribution, possession, or use of a controlled substance nor engage in the unlawful possession, distribution, or use of alcohol on university property or as part of any university activity during the period of employment or enrollment. Furthermore, any employee or student at Mayville State University agrees to obey federal, state, and local laws relating to the unlawful possession or distribution of illicit drugs and alcohol, and to abide by sanctions which the institution may impose for violations of its standards of conduct, up to and including termination or suspension. If an employee or student is convicted of an alcohol or drug related offense occurring on-campus, he/she must notify the institution within five days of such a conviction. In addition, federal law mandates that Mayville State must communicate information regarding the conviction of a student or employee for a drug or alcohol related offense which occurs on- campus to the appropriate federal agency within ten days.

The University's response to alcohol and other substance abuse is detailed in it's Drug Free Schools and Community Policy.

### III. Reporting of Campus Security ACT Provisions

#### **A. Reporting to campus constituencies.**

Each year (prior to October 1) every enrolled student and employed faculty/staff member receives a written notice that the Campus Security Act information is available electronically at the MSU Website ([www.mayvillestate.edu/about\\_msu/policies\\_reports.cfm](http://www.mayvillestate.edu/about_msu/policies_reports.cfm)) or in printed format. Students or faculty/staff may request a printed version from the Student Services Office in Main 107. Likewise, printed copies of the policy are available, upon request, to any prospective student, parent or member of the general public from the Student Services Office. These crime statistics are also reported to the US Department of Education as part of the annual Campus Security Report.

When necessary, reports of alleged crimes that pose a threat to students and employees, will be reported to the entire campus community on a timely basis. Electronic notices via campus e-mail will be used as appropriate, along with phone voice mail, mail box notices and other traditional methods of crime prevention. **An immediate threat of violence, such as a report of someone on campus with a weapon, will be shared with the campus community via NOTIFIND, which is a multi notification system using phone, e-mail, and text messages.** All faculty, staff and student employees are required to provide notification information to a central data base maintained by the North Dakota University system. All other students are strongly encouraged to provide phone (including cell) numbers and off campus e-mail addresses to be used in the event of a situation requiring immediate and prompt notice. The university has developed a process and procedure to assess any immediate threats of violence and has developed a protocol for initiating an emergency notification, using the NOTIFIND system.