2019 ANNUAL SECURITY & FIRE SAFETY REPORT

A guide to policies, procedures, practices, and programs implemented to keep students, faculty, and staff safe and facilities secure.
The safety and security of the entire campus community is extremely important to Montana State University Billings (MSUB). It is our pleasure to provide this year’s edition of the Annual Security & Fire Safety Report (ASFSR). This publication represents the University’s information and data in compliance with the provisions of the Crime Awareness and Campus Security Act of 1990 and the Jeanne Clery Act of 1998. This report includes statistics for the previous three years concerning reported crimes that occurred on campus, on property owned or controlled by MSUB, and on public property within or immediately adjacent to and accessible from, the campus.

This report is also intended to be a resource guide, directing readers to campus safety and security services, providing crime prevention, and offering personal safety strategies. It includes information and policy statements regarding crime prevention, security awareness, fire safety, alcohol and substance abuse prevention, sexual misconduct, dating violence, domestic violence, stalking prevention, policies, resources and procedures for reporting a crime, emergency and evacuation policies and procedures, and missing student policies, as well as other matters of importance to the campus community.

Each year, the office of the Vice Chancellor for Student Access and Success sends a paper postcard notification to all enrolled students, faculty, and staff, which provides the web address for this online Annual Security Report, along with a brief description of the report and instructions for obtaining a paper copy. New Student and Retention Services provides prospective students and staff the web address of the report, along with information about how to obtain paper copies. Note: Paper copies are available at the University Police Department in the lower level of the Parking Garage on Poly Drive.

MSUB is committed to providing a safe and secure educational and working environment. All members of our campus community (students, employees, and visitors) are encouraged to read and understand the security, personal safety, and other useful information contained in this report. Personal safety is the responsibility of each individual, and as such, MSUB encourages each student, employee, and visitor to be aware of how to most effectively protect themselves and report crimes and suspicious incidents.

Campus community members can also use this information to prevent and report misconduct and unsafe or illegal activity. Personal awareness, practicing personal safety, and reporting incidents of concern are the foundation of a safe community.

All policy statements contained in this report apply to both the University Campus and City College unless otherwise indicated.
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About the University Police Department

Under Montana Code Annotated 20-25-321, the Board of Regents has empowered the MSU Billings Chancellor to establish a Police Department for MSU Billings.

The MSU Billings Chief of Police/Safety Director is responsible for the management of the University Police Department and reports directly to the Vice Chancellor for Administration and Finance. However, all public safety services are closely coordinated with other key University administrators as well as local officials.

The Department consists of eight sworn officers, three office personnel, a permanent part-time parking enforcement officer, and a revolving number of student workers. University Police officers have received and maintain their Police Officer Standards and Training (POST) certification, enabling them to enforce Federal, State, and Local laws on University properties. All university police officers have the power to make arrests within their jurisdiction. Officers are also responsible for enforcing university policies. In addition, the department provides other services to the University community, which include fire safety, parking enforcement, emergency management, fire code inspections, building safety, security, and workplace safety. The department is committed to upholding a community oriented policing philosophy, maintaining a belief in treating people with professionalism and courtesy. University Police officers train to assist victims of bias crimes (incidents related to race, religion, or sexual orientation), sexual violence (including acquaintance rape and stranger rape), and domestic violence. Officers participate in Crisis Intervention Training, where they learn and practice techniques for providing service to persons suffering mental illness, the emotionally disturbed, and those with chemical dependencies.

The University Police provides 24/7, year-round security and law enforcement protection to the MSU Billings community. Services are provided with access to municipal fire and emergency medical services. University Police patrols two campuses within the City of Billings: MSUB University Campus at 1500 University Drive and MSUB City College at 3803 Central Avenue. As of July 2016, MSUB offices located at 112 N 28th Street were closed.

Working Relationships with Outside Law Enforcement Agencies

Pursuant to MCA 20-25-321 and MCA 7-32-303, MSU Billings maintains a Memorandum of Understanding and Agreement with the City of Billings that extends the jurisdiction of University Police Officers throughout the city of Billings and within a 5 mile radius of city limits. Under this agreement, University Police Officers may enforce Billings Municipal Ordinances, traffic laws, and all criminal codes found within Montana Code Annotated. Under the MOU, university officers are also able to issue citations within their patrol jurisdiction for parking violations as defined by state or municipal laws. It is agreed that University Police will assume first jurisdiction on all University-related
property for events sponsored by the University. University Police officers will provide mutual aid and support to Billings Police on request, as available.

The University Police Department maintains a close working relationship with Billings Police, Yellowstone County Sheriff’s Office, and the Federal Bureau of Investigation, the local Probation and Parole office, and other agencies within the criminal justice system. University Police maintain direct radio contact with Billings Police to ensure officer safety, as well as effective coordination during emergency situations. An additional formal written agreement outlines the University Police involvement with the enforcement of alcohol laws within Yellowstone County.

Montana State University Billings does not have a Memorandum of Understanding with Billings Police or any other agency regarding the investigation of criminal incidents.

**Reporting Crime or Emergencies**

It is important that all crime and suspicious activity be promptly reported to the University Police. Crime is a reality, and preventing crime is everyone’s responsibility. We ask you to please take preventive measures. Unreported crime is a criminal’s greatest ally. If you suspect a criminal act has taken place, visit the University Police Department located in the lower level of the Parking Garage on Poly Drive or:

- Call 911 and (657-2222 University Police Emergency Line) for emergencies
- Call 657-2147 for inquiries and non-emergency situations

Suspicion of crime does not require proof. If you suspect a crime has been committed or is being committed, immediately contact the University Police Department. You can make a difference by making a call.

**MSUB General Incident and Student Behavior Report Form:**

To report an incident online, click on the [Report an Incident link](#). This link is also found on the bottom of the Faculty & Staff [See Something, Say Something page](#). Students may go to the [Information for Students page](#). Both the Faculty & Staff and Student pages can be accessed from the [See Something, Say Something Campaign homepage](http://www.msubillings.edu/seesomething/index.htm).

If you are a victim or witness of a crime:

Report the incident immediately to University Police. If you can, gather pertinent information, such as sex; race; hair color, length, and texture; body size; clothing description; scars and other noticeable characteristics; modes of travel; and type of vehicle, color, and license information.

**Suspicious Persons:**

If you see anyone acting suspiciously, call 657-2222. Do not approach the individual yourself. Report the type of suspicious behavior and the location. Relay pertinent information concerning involved person including age, sex, dress, vehicle, and direction of travel.
Bomb Threats:
If you receive a bomb threat, it is important to obtain as much information as possible from the caller. The majority of these types of threats are received over the telephone. An updated Telephone Bomb Threat Checklist is available online through the University Police website. The University Police department encourages staff members to keep a copy nearby in the event of such a threat. Things to ask are: (1) location of bomb, (2) time of planned explosion, and (3) type of bomb. Make mental notes about the caller’s voice and any background noises you may hear. Call 657-2222 immediately. Do not panic. The University Police will search the area, notify properly trained personnel, and alert emergency services. The University Police, in conjunction with the building supervisor and administration, will determine if evacuation is necessary.

What to Report:
When calling the University Police Department to report an incident, please provide the following information:

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

Anonymous Reports:
MSUB offers anonymous reporting through the Silent Witness Form for anyone who has witnessed, or knows about, a crime committed on campus. You are encouraged to provide information you feel may aid in keeping the campus safe and secure. The Silent Witness Form can be found on the main University Police page located at http://www.msubillings.edu/police/default.htm.

Voluntary Confidential Reporting
The University Police Department encourages anyone who is the victim or witness of any crime to promptly report the incident to the police. UPD does not have a voluntary confidential reporting process because police reports are public records under Montana state law. Thus, UPD cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can be made to any campus security authorities (CSAs). However, some of the CSAs are also Responsible Employees under Title IX, and they are obligated to share reported information involving sexual misconduct, domestic/dating violence and stalking, including information about the identity of the victim and accused, with the Title IX Coordinator. Reports to professional and pastoral counselors can be kept confidential. Professional and pastoral counselors are encouraged to inform their clients, if and when they deem it appropriate, of the procedures to confidentially report crimes to primary CSAs.
Reporting to Pastoral and Professional Counselors

When functioning within these roles, campus Pastoral Counselors and Professional Counselors are not considered to be campus security authorities for Clery Act purposes. They are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of procedure, the professional counselors at MSU Billings are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary confidential basis to UPD for inclusion in the annual disclosure of crime statistics.

Pastoral Counselor
A pastoral counselor is an employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that role.

Professional Counselor
A professional counselor is a licensed or certified employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and is functioning within the scope of that role.

Please note that reports of sexual violence and other violations that may be sex or gender-based will be reported to the Title IX Coordinator and cannot be held in confidence. The University Police Department does not have a voluntary confidential reporting procedure and therefore, professional and pastoral counselors cannot notify their clients of that type of reporting option at MSU Billings.

Accurate and Prompt Reporting

Crimes should be accurately and promptly reported to the University Police Department or the appropriate police agency when the victim of a crime elects to, or is unable to, make such a report.

Reporting to Meet Disclosure Requirements

Members of the community are helpful when they immediately report crimes or emergencies to the University Police Department, Human Resources, Vice Chancellor of Student Access and Success, or the Dean of Student Engagement for purposes of including them in the annual statistical disclosure and assessing them for issuing Timely Warnings when deemed necessary.

Campus Security Authorities

Under the Clery Act, MSUB is required to designate certain individuals and organizations as Campus Security Authorities (CSAs). Crimes reported to any CSA will be included in the annual crime statistics. As explained above, students, employees, and visitors are encouraged to report crimes to the University Police. However, students may contact any CSA for appropriate assistance in reporting crimes. Confidentiality of crime reports made to CSAs cannot be promised. The Clery Act requires statistical reporting, but CSAs are also reporters under the requirements of Title IX and as such, may not be able to maintain confidentiality. There may be
instances where the University must act, regardless of the wishes of the complainant or reporter. Nevertheless, in such cases MSUB will take care to protect identities to the extent allowed by the circumstances and law.

A CSA who has been informed of an alleged Clery-reportable crime must follow MSUB guidelines for submitting the incident for the annual crime statistics report. In addition, the CSA must report to University Police and other university officials as appropriate to initiate any applicable investigative or other procedure. Other officials may include the Human Resources Office, Title IX Coordinator, Vice Chancellor for Student Affairs, or Dean of Student Engagement. MSUB has designated multiple positions as CSAs and crime reported to any persons in the stated positions will be included in the annual disclosure of crime statistics.

**Preparation of the Annual Disclosure of Crime Statistics**

Under the Clery Act, Montana State University Billings is required to report annual crime statistics showing reported occurrences of specific types of crime for the benefit of current/prospective students and employees. These statistics are provided on pages 76-77.

Crimes reported under the Silent Witness Program are included in the annual disclosure of crime statistics. The Phoenix Center staff report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. The Phoenix Center staff will inform the persons they are counseling that they will make these confidential reports.

All statistics for alcohol, drug, and weapons violations pertain to incidents where Montana State University Billings students were referred to the student disciplinary process but were not charged criminally. The procedures for preparing the annual disclosure of crime statistics include requesting crime statistics from the following sources: Montana State University Billings University Police; Montana State University Billings Title IX Office; Billings Police; Fish, Wildlife, and Parks; Yellowstone County Sheriff’s Department; Montana Highway Patrol, and non-police officials identified by Federal Law as Campus Security Authorities. The annual disclosure may include reports obtained from any or all of these sources. Crime statistics are recorded in the calendar year the crime was reported.

**University Police Response to Reported Crimes**

The University Police Department will respond to reports of crime on all property owned, controlled, leased, or operated by Montana State University Billings, which includes rental properties within a one-mile radius of the University campus. Police office staff answer incoming calls from 8am-5pm weekdays. Calls between 5:01pm and 7:59am Monday through Friday and all calls on weekends and university holidays are forwarded from the department’s landlines to a cell phone carried by the on-duty officer. Officers can be reached through the (406) 657-2147 and (406) 657-2222 numbers 24 hours a day, seven days a week. If a call is placed to 911, the City of Billings/Yellowstone County Communication Center dispatch can instantly contact the University Police through their department-issued police radios.
All reports of criminal activity occurring within the jurisdiction of the University Police Department will be investigated. If the investigation confirms a violation of state or municipal criminal code, the matter will be referred to either the Yellowstone County Attorney’s or City of Billings Attorney’s Office for prosecution. Reports of criminal activity received by the University Police occurring outside of its jurisdiction will be referred to the appropriate city or county law enforcement agency.

MSUB will make timely reports to the campus community regarding the occurrence of crime on campus.

**Daily Crime Log**

A log of daily crime reports is maintained and available for review by the campus community and the public at large. The crime log is accessible at the front counter of the University Police Department. The police office is located on the first level of the Poly Drive parking garage on the University Campus at 1500 University Drive. The garage is located between the intersections of N27th and N29th Street on Poly Drive. At City College (3803 Central Ave), the crime log is available in room A026 of the business office in the Tech building.

**Access to and Security of Campus Facilities**

MSUB has established policies and practices designed to provide security in its facilities, whether in classrooms, offices, residences, or other campus locations.

**Cameras in Safety**

MSUB utilizes Closed Circuit Television (CCTV) monitors installed in a variety of locations throughout the University. These cameras are intended to prevent, detect, and record events that violate University regulations and municipal, state, or federal laws. Refer to University Police Policy 107.5.

**Security in Academic and Administrative (non-residence) Campus Buildings**

Security in buildings is primarily maintained by the individual Building Manager. Access is controlled through a master key system managed by Facilities Services. Some buildings are equipped with a U-Card electronic access system managed by the Facilities Services locksmith. This key system provides access with written supervisory approval. Campus buildings (non-residence) are normally open and accessible to campus community members, as well as guests and visitors, from 8:00 AM until 5:00 PM (closing times may vary) Monday through Friday. Buildings may also be open for scheduled weekend classes and special events, but they are locked at all other times.

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

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

Access and Security in Residence Halls

The Residence Halls are staffed with a full-time night watch employee 5 days a week. The front desk in each hall is staffed regularly 7 days a week. Petro Hall controls guests checking into the building after 10:00 PM. Both halls have hand reader systems to ensure secure accessibility. The security policies and measures, including restricted access, monitored desks, guest log-in and escort requirements, check-in policies, lockdowns, and other measures are detailed within the Housing & Residential Life Student Handbook & Planner. Upon check in, all residents of the Residence Halls are made aware of the policy/planner. View it online at 2018-2019 MSUB Housing & Residential Life Student Handbook.

Residential facilities are only accessible to building tenants and their authorized guests. Residents should avoid allowing unknown individuals to access the residential buildings. Housing staff and UPD officers monitor Rimrock and Petro halls and encourage students to report suspicious or unusual activity.

Security in Building Maintenance

MSUB’s master key system also controls security for maintenance staff. All Facilities Services and Tradesmen employees authorized to carry master keys are required to store these keys in a secure cabinet during all non-working hours. Some buildings are part of a security system that requires the use of a staff-assigned U-Card to gain entrance into the building.

Facilities Services provides a voluntary call-out program to provide maintenance services during after-hour, weekend, and holiday periods. Facilities Services Tradesmen employees are responsible to access their assigned keys if called in to assist with after-hours maintenance issues. Facilities Services contractors will be allowed access to a designated area by contacting the University Police office, whereupon providing proper identification and permission, access may be granted.

Security Considerations in the Maintenance of Campus Facilities

MSU Billings maintains campus facilities in a manner that minimizes hazardous conditions. University Police works closely with Facilities Services to address issues in a timely manner. Parking lots and pathways are illuminated to enhance safety throughout campus. Facilities Services staff work diligently to replace burned out lights, repair malfunctioning door locks, and perform other maintenance that increases security. Please report damaged equipment and unsafe conditions to Facilities Services or University Police.
Timely Warnings and Emergency Notifications

In the event a crime is reported or a situation arises within the MSUB Clery geography that, in the judgment of the MSUB Police Department and in consultation with responsible authorities when time permits, constitutes a serious or continuing threat, a campus wide “timely warning” notice will be issued. MSUB Clery geography includes on campus and non-campus property, in addition to public property within or immediately adjacent to campus.

Timely Warnings

Timely Warning Notices are usually distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: major incidents of arson, murder/non-negligent manslaughter, and robbery. Incidents of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the University Police. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to the other campus community members and a Timely Warning Notice would not be distributed. In cases involving sexual assault, the cases are often reported long after the incident occurred, thus, there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case-by-case basis, depending on when and where the incident occurred, when it was reported, and the amount of information known by the University Police.

MSUB takes a collaborative approach in broadcasting Timely Warnings and Emergency Notifications. Designated personnel from University Communications and Marketing and University Police are the responsible parties for distributing Timely Warnings and Emergency Notifications.

The Chief of University Police or designated personnel will quickly decide whether to issue a public safety advisory or timely warning after reviewing factors such as the nature of the crime, the continuing danger to the campus community, and the risk of compromising law enforcement efforts.

Timely Warning Notices are typically written by the Chief of Police, Assistant Chief of Police, or a staff member from University Communications and Marketing. If the content is written by the police office, it is sent to University Communications and Marketing for review prior to distribution.

Through the MSUB Emergency Notification System (ENS), MSUB will issue timely warnings to the campus community in the event of a crime that represents a serious or continuing threat to the campus.

The primary method of communicating a Timely Warning Notice is via email. If deemed appropriate, posters may be placed in strategic buildings. The Timely Warning Notices will be distributed by the police department or University Communications and Marketing.

Timely Warnings may include information such as a brief statement of the incident, physical description of the suspect, appropriate safety tips, and other relevant, available information. The warnings will be distributed as soon as pertinent.
The purpose of a timely warning is to maintain an informed campus. In the event anyone has information regarding crimes on campus, they should immediately notify the MSUB Police. All efforts will be made to release additional information as it becomes available and its validity is confirmed through law enforcement channels. The university community will be informed if the incident is resolved and no longer poses a threat.

**Emergency Notifications**

In the event of an emergency, an effective campus-wide communications process is vital in order to provide the greatest safety possible for the campus community. As part of its Emergency Notification System, the university has adopted a formalized procedure for issuing immediate notifications to the campus community.

The immediate notification capability of the Emergency Notification System is designed to assist the college in immediately notifying the campus community upon confirmation of a significant emergency or dangerous situation occurring on or near the campus that involves an immediate threat to the health or safety of students or employees. A threat is imminent when the need for action is instant, overwhelming, and leaves no moment for deliberation. Such situations would include, but are not limited to: a hazardous materials incident requiring shelter-in-place or evacuation, an armed intruder on or near campus, an approaching tornado, or a fire actively raging in a campus building.

The college will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system to the appropriate segment or segments of the campus community, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency.

When on-duty police officers become aware of a situation that may warrant the issuing of an immediate notification, the on-duty police officer confirms (through response, investigation, or collaboration with emergency responders) that there is a significant emergency and then immediately contacts the university Chief of Police or Assistant Chief of Police, who quickly evaluates the situation to determine if an alert is warranted.

The University Police Department may (time permitting) consult with individual members of the MSUB Emergency Crisis Communications Committee (ECCC) to determine the appropriate audiences in the campus community to receive the
Emergency Notification and whether the emergency information should be provided to the larger community. Designated personnel from University Communications and Marketing and University Police are the staff members who are primarily responsible for developing the content and distributing Emergency Notifications. If those staff members are unavailable, senior leaders at MSUB may direct the following staff members to develop the content and distribute a message: Chief information Officer, Associate Dean of Students, and Business Manager for City College.

MSU Billings 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 a notification will, in the professional judgment of the first responders (including, but not limited to: UPD, Billings Police, Billings Fire, and/or American Medical Response), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Emergency notifications will be distributed by various means, including text messaging through the MSUB Emergency Notification System (text message, email, desktop phones and outdoor speaker system), Facebook, Twitter, banners on MSUB’s web pages, and door to door notification in student and community residences located on University property, when appropriate. Face to face communication and fire alarm systems may be used, as deemed necessary. University officials will notify campus community members of the emergency situation, its exact location, and will most likely request community members to protect themselves by evacuating the affected area if it is safe to do so and/or by employing the “shelter-in-place” concept.

Anyone with information about a situation that may require the issuance of a timely warning or emergency notification should report the circumstances to the MSUB Police Department, by calling 657-2222 or 657-2147, or in person at the University Police Department, located in the lower level of the Parking garage on Poly Drive.

Follow-up information will be distributed using some or all of the identified communication systems, excluding the fire alarm.

The local/national news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents and other interested parties. The larger community can also access emergency information via the MSUB Emergency Notifications System (text only), check the website homepage, or view posts on social media.

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

**Public Safety Advisory**

An MSUB Public Safety Advisory is a tier below both the MSUB Emergency Notification and the Timely Warning. A Public Safety Advisory may be issued periodically when the nature of the issue is not immediate or life-threatening. A Public Safety Advisory may or may not be associated with a crime. It contains important information for the campus
community to stay informed about a situation or incident that may be a safety or security concern. Students, faculty, and staff will receive a Public Safety Advisory via email.

**MSUB Emergency Notification System (ENS)**

MSUB ENS is a text-message and email-based system to transmit brief, urgent messages to a large segment of the MSUB population as quickly as possible. The system is voluntary for campus community members who enroll. Enrollment is strongly recommended. For more information, go to the MSUB ENS website located at [http://www.msubillings.edu/ens/](http://www.msubillings.edu/ens/). Enrollment is free of charge. Students and employees are strongly encouraged to familiarize themselves with this information.

**Emergency Response Plan**

MSUB established an Emergency Response Plan. Key components of the plan are contained in the University Police Emergency Procedures page. These individual Emergency Procedures have been compiled to benefit the MSU Billings community in the event of potential life-threatening emergencies. The delineated procedures are intended to provide basic step-by-step responses to specific types of emergency or disaster situations. MSUB will test its emergency response and evacuation procedures on at least an annual basis through scheduled drills, exercises, and appropriate follow-through activities designed to assess and evaluate the emergency plans and capabilities. MSUB will test evacuation procedures in academic/office buildings, residence halls, and family student housing. The tests may be announced or unannounced. The tests will be documented, including a description of the exercise, the date, time, and whether it is announced or unannounced. The campus publicizes a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with a test (exercise and drill) that meets all the requirements of the Higher Education Opportunity Act.

**Emergency Evacuation Procedures**

The emergency evacuation procedures are tested at least twice each year. The UPD does not tell building occupants in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, emergency response personnel on scene will communicate information to students regarding the developing situation or any evacuation status change. In addition, in the event of an evacuation, the institution would communicate to the campus community via the Emergency Notification System.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At MSU Billings, evacuation drills are used to educate and train occupants on fire safety issues specific to their building. During the drill, occupants ‘practice’ drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.
General Evacuation Procedures

At the sound of a fire alarm or instructions to evacuate, leave your work area immediately, proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and dial 911. Please also notify the University Police at 406-657-2222.

1. Remain Calm.
2. Do NOT use the elevators. Use the stairs.
3. Assist the physically impaired. If they are unable to exit without using an elevator, secure a safe location near a stairwell and immediately inform UPD or Billings Fire Department of the individual's location.
4. Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
5. Make sure all personnel are out of the building.
6. Do not re-enter the building.

Shelter-in-Place Procedures –What it means to “Shelter-in-Place”

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

Basic “Shelter-in-Place” Guidance

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

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources: UPD, Housing staff members, other University employees, Billings Police, or other authorities utilizing the University’s emergency communications tools.

How to “Shelter–in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are
outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.

2. Locate a room to shelter inside. It should be:
   - An interior room
   - Above ground level
   - Without windows or with as few windows as possible. If there is a large group of people inside the building, using several rooms may be necessary.

3. Shut and lock all windows and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems if you are able. (University staff will turn off the ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (hall staff, faculty, or other staff) to call the list in to the police so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

**Campus Security Awareness Information and Education**

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of the MSU Billings to inform students of good crime prevention and security awareness practices.

During the 2018 calendar year, MSU Billings offered approximately **46** crime prevention and security awareness programs. Topics such as personal safety, residence hall security, drug and alcohol abuse awareness, and sexual assault prevention are some examples of programs offered during the prior academic year.

All crime prevention and security awareness programs encourage students and employees to be responsible for their own safety and the security of others. Participants in these programs are asked to be alert, security-conscious, and involved. Participants are advised to call the University Police Department to report suspicious behavior. For additional questions regarding crime prevention, contact the department directly at (406)-657-2147.

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

Educational programs concerning personal safety; crime prevention, including the prevention of sexual assault and date/acquaintance rape; and personal safety techniques are offered by a variety of groups and individuals on campus each year. Groups offering programs may include, but are not limited to: the University Police, Student Health Services, Housing Department, Phoenix Center, and others.

Presentations provided in 2018 are as follows:

- Alcohol awareness- 1 event
- Active Shooter Response- 5 trainings
- Active Shooter Response Tabletop Exercise- 1 event
• University Building Explosion Exercise- 1 drill  
• Student Employee Engagement Day (Emergency Procedures)- 1 presentation  
• Pizza and Police- 1 event  
• Fire extinguisher training- 4 trainings  
• Earthquake Drill (Great Montana Shakeout)- 1 drill  
• New Employee Orientation (personal safety & property security, the Clery Act)- 2 events  
• Sex Signals (consent, healthy relationships, Title IX, rape myths)- 1 presentation  
• The Love Doctor (healthy relationships, consent)- 1 presentation  
• Clothesline Project (sexual violence awareness campaign)- 5 days  
• Red Sand Project (sex trafficking awareness campaign)- 1 day  
• Reporting Sexual Violence- 1 event  
• Step Up (bystander intervention)- 6 trainings  
• Resident Advisor Training (healthy relationships, consent, bystander intervention, survivor dynamics)- 1 training  
• Behind Closed Doors (misconduct scenarios for Resident Advisors)- 1 training  
• Resident Advisor Legal Issues (Title IX, Clery)- 1 presentation  
• Resident Advisor Emergency Procedures- 1 presentation  
• QPR Suicide Prevention- 6 trainings  
• Sex and the Law (consent, bystander intervention)- 1 presentation  
• One in Five Film Festival (healthy relationships and consent)- 3 days  
• Condom Bingo (consent)- 1 event  
• Choices Class (alcohol education and bystander intervention)- 4 trainings  
• Halloween alcohol and consent program- 1 event  

Students living in residence halls are provided with security information at check-in. Residence Life staff regularly address residence hall safety and security rules and precautions, and personal safety considerations with all residents at floor and hall meetings. Safety and security rules and guidance are provided in the 2018-2019 MSUB Housing & Residential Life Handbook & Planner.

Crime Prevention Programs

The University’s crime prevention/safety program stresses community awareness and interaction though the dissemination of material and presentations designed to familiarize students, faculty, and staff with their responsibility in reducing criminal opportunity. The University Police Department also plays an active role in the DUI task force and Enforcement of Underage Drinking Laws (EUDL). University officers provide education throughout the University community ranging from discussion sessions in residence halls to classroom presentations. Electronic prevention materials and brochures are also distributed to the campus community via email and in person during events such as new employee orientation. In addition, the University Police Website provides useful information for the campus, including the MSUB Sexual or Violent Offender List. Montana State University Billings promotes crime prevention as a shared responsibility. Everyone in the campus community should play an active role in making the University environment safe, secure, and free of criminal activity.
Missing Student Policies and Procedures

MSU Billings follows the procedures established by the MSU Bozeman Missing Student Policy for reporting and responding to reports of missing students. When students are unaccounted for after 24 hours, they are presumed missing and the missing student procedures are invoked. When a student completes a housing application, each student will have the annual option to designate a confidential contact within the housing application portal. The confidential contact is to be notified by MSU Billings no later than 24 hours after the time the student is determined to be missing. This determination is made by the University Police or the local law enforcement agency in which the student went missing. Confidential contact information will be accessible ONLY to authorized campus officials and will not be disclosed, except to law enforcement officials in furtherance of a missing person investigation. In the event a student is under 18 years of age and not emancipated, MSU Billings must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. Local law enforcement officials will also be notified within 24 hours after the student has been deemed missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

Students are encouraged to keep confidential contact information and their whereabouts up to date, as this will help considerably during an investigation.

When a student is reported missing, by any source, the University will determine whether the report is valid and, if so, institute action to find the student. It will also notify other appropriate law enforcement agencies and specified University officials. If the student has designated a missing person contact as provided in the policy, a university official will notify that contact. If the missing student is under 18 years old and not emancipated, a university official will notify a parent, or listed legal guardian and any other designated contact person within 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, MSU Billings will inform the local PD (or the local law enforcement with jurisdiction) that the student is missing within 24 hours.

Reports of missing students must be made to the immediately University Police Department by calling 406-657-2222. Reports of students who have been missing for 24 hours and who reside in campus housing can also be made to University housing officials or the Dean of Student Engagement. University Police Policy 107.8 and Procedure 107.8 delineate departmental procedures.

Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking Prevention

Introduction

Students, staff, and faculty at Montana State University Billings have the right to live, learn, and work in an environment that is free from all forms of sexual misconduct (including sexual assault), domestic violence, dating violence, and stalking. Montana State University’s Discrimination, Harassment, Sexual Misconduct (including Sexual Assault), Dating Violence, Domestic Violence, and Stalking policies apply to all MSU affiliated campuses. The MSU Billings Student Code of Conduct also prohibits such
conduct. MSU Billings’ guiding philosophy and procedures are to inform the campus community of our programs to address domestic violence, dating violence, sexual assault, and stalking, as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking when it is reported to a University official. These procedures will be followed regardless of whether the incident occurs on or off campus.

This part of the Report describes:

- How and where to report incidents of sexual misconduct (including sexual assault), dating violence, domestic violence, and stalking;
- How the University will respond to such reports;
- The University’s educational and prevention programs;
- Procedures for considering reports of violations of the Discrimination Policy; and
- Support services for victims of such conduct.

For the purposes of this Report, the terms sexual misconduct (including sexual assault), dating violence, domestic violence, and stalking mean the same as the definition in Montana State University’s Discrimination Policy. Sexual misconduct is defined in Section 225.00 of the Policy to include sexual assault (including rape and other nonconsensual sexual contact), causing incapacitation for sexual purposes, and sexual exploitation.

Victims or witnesses of sexual misconduct, domestic violence, dating violence, or stalking may come forward to various offices on campus as described below. The MSUB Phoenix Center serves as the University’s primary office that provides 24-hour response and support for victims.

Distressed Student Guide:

MSUB is committed to creating a safe and healthy learning, working, and living environment. The Distressed Student Guide provides guidance to students who may need mental health assistance and provides help coping with the stress associated with college life.

Reporting Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault, or Stalking Occurs

MSUB encourages accurate and prompt reporting of all crimes to campus police and local law enforcement when the victim elects to, when there is an obligation under state law, or when there is an emergency. Although MSUB strongly encourages all members of its community to report violations of sexual misconduct to law enforcement, it is the victim’s choice whether or not to make the report and may decline involvement at any time throughout the process.

If requested, University officials such as the Phoenix Center staff, the Title IX coordinator (head of Human Resources), and the Dean of Student Engagement, are available to assist students in reporting to the University Police or other law enforcement agencies.
Reports to Law Enforcement

MSUB’s law enforcement officials are available 24 hours a day to help respond to reports of sexual assault, rape, dating or domestic violence, and stalking. MSUB encourages reporting to the police as soon as possible. If a student chooses not to report immediately, a report can be made later. At the MSUB police department, a student can meet with an officer to learn more about their options, the process and make an informed decision. For sexual assaults, if the victim is under the age of consent, which is 16 in Montana, the law requires them to identify themselves when making a report. Victims over the age of consent have the option to remain anonymous, though victims are encouraged to provide their information when reporting. MSUB UPD can provide and assist students with no contact orders and discuss information relating to restraining orders outside of the university grounds.

A police report will document the incident and take the first steps toward filing criminal charges. When you contact the police to make the report, a patrol officer will meet with you at a location that you choose and take the report. You have the right to have a support person or advocate with you during the conversation. The officer will ask you detailed questions about the incident and gather information about any witnesses and the perpetrator. The process may end here if you do not want to go further. Typically, the report goes to the police department with jurisdiction over the location where the assault occurred. An officer will be assigned to your case to continue the investigation, including collecting evidence and conducting follow-up interviews with witnesses and the alleged perpetrator.

In the event that a victim wants to file criminal charges, the prosecuting attorney assigned to their case will review the case and determine if there is enough evidence to move forward and officially charge the alleged perpetrator with a crime. The prosecuting attorney decides if there is enough evidence to prove the case “beyond a reasonable doubt.”

Although the victim will not be able to control whether their case is prosecuted, most prosecutors will not go forward without a victim’s consent. Once you report an assault to the police, you become a witness in the state’s case against the alleged perpetrator. Prosecutors typically consider various factors in determining whether to prosecute without the victim’s consent, including whether there is sufficient evidence to support a conviction without the victim’s testimony, whether the victim has been threatened into not cooperating and whether there are other reasons for not participating. Rarely will a sexual assault victim be forced to participate as a witness in criminal proceedings against their will.

If the prosecutor does not think there is strong evidence, the case will not go forward. This does not mean that the assault did not occur. Victims still have other options; for example, they may want to consider filing a civil lawsuit.

NOTE: In the State of Montana, employees of institutions of higher
learning who suspect incidents of child abuse (including incidents of suspected child sex abuse) must report such incidents to the Montana Department of Public Health and Human Services, Child and Family Services Division Child Abuse hotline at 1-866-820-5437. Montana recognizes matriculated students under the age of 18 as “children” for purposes of this law and, as such, the university is mandated to report a criminal complaint of abuse or sexual abuse involving any student victim under the age of 18 immediately. Law Enforcement authorities may notify the victim’s parents or guardians as stipulated by law.

What to do immediately after someone has been sexually assaulted:

- Get to a safe place
- Contact someone you trust: police, a friend, family member, MSUB Phoenix Center, Billings YWCA, hospital, or any resource that supports survivors.
- Do not:
  - Shower,
  - Eat or drink
  - Use the bathroom, if possible
  - Brush your teeth
  - Douche
  - Change your clothes, no matter how dirty or violated it may make you feel.

These activities destroy important physical evidence in the event that you decide to prosecute the person who assaulted you. However, if you cannot refrain from urinating before seeking help, urinate into a clean glass jar. If you must change your clothes before seeking help, place them (including underwear) in a brown PAPER bag. Placing clothes or all other possible pieces of evidence in a plastic bag will chemically render them useless during evidence collection procedures.

- If able, secure the scene where the assault took place.
- Do not clean, tidy, or remove anything from the location the assault took place.
- Seek medical attention.

You may have hidden injuries and may want to explore options for preventing pregnancy or sexually transmitted diseases. The decision to undergo a sexual assault medical exam is most often performed by a specially trained Sexual Assault Nurse Examiner (SANE). The exam is free and only available at Billings Clinic, located in Billings, Montana. The decision to complete an exam does not hinge upon the immediate reporting of the sexual assault to law enforcement. The evidence will be sealed and frozen immediately after completing the procedure and can be stored within a medical facility for up to one year after being collected. During this one-year period, it may be used as admissible evidence if a survivor feels that he/she wants to report their experience to law enforcement.
Write down everything that you remember happening, with as much detail as possible. This can help in any legal action you might decide to take. This is also helpful if a survivor decides to report immediately to law enforcement. The process of reporting will involve questions calling for distinct detail about the sexual assault. The more detail a survivor can recall about their experience, the stronger their case may become when presented to the County Attorney’s office.

**Reports to MSUB’s Title IX Coordinator**

Individuals may also report an incident of Domestic Violence, Dating Violence, Sexual Assault or Stalking to the institution’s Title IX Coordinator or designee. Title IX is a federal statute that requires the educational services of a university be provided without discrimination on the basis of sex. Sexual misconduct, dating violence, domestic violence, or stalking is prohibited by [MSU’s Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking and Retaliation Policy](https://www.montana.edu/policy/discrimination) and may also violate Title IX. Montana State University Billings has designated the Director of Human Resources as the Title IX Coordinator for Montana State University Billings. The Title IX Coordinator or designee is responsible for assuring compliance with Title IX and will initiate investigation of reports of discrimination, harassment, sexual misconduct, dating violence, domestic violence, and stalking. Students or employees who have been the victim of such conduct may file a complaint under the University’s Discrimination Policy and Grievance Procedures with the Title IX Coordinator.

Anyone can report to the Title IX coordinator. These reports are not confidential, but they are private, and student records are protected under federal privacy law (FERPA). Reporting to the coordinator does not mean a person is obligated to pursue any formal action or speak with law enforcement. Those who report to the Title IX Coordinator will be made aware of their rights, options, and resources and will receive assistance as reasonable and necessary.

Reports can be made by phone, email, online, or in person.

Title IX Coordinator  
1500 University Drive  
Billings, MT 59101  
McMullen Hall Rm 310  
P: 406-657-2278  
employment@msubillings.edu

Reports of all domestic violence, dating violence, sexual assault, and stalking made to University Police will automatically be referred to the Title IX Director. The Title IX Director is not a confidential reporting entity and is required to report criminal incidents to the police.

Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking and Retaliation Policy: [https://www.montana.edu/policy/discrimination](https://www.montana.edu/policy/discrimination)

Discrimination Grievance Procedures for Allegations of Violations of the Policy Above: [https://www.montana.edu/policy/discrimination/procedures](https://www.montana.edu/policy/discrimination/procedures)
Reports to the Office of the Dean of Student Engagement (DSE):

If the accused violator is a student at MSU Billings, the incident may be reported to the Office of the Dean of Student Engagement. Although reports of discrimination, harassment, sexual misconduct, domestic violence, and stalking are referred to the Title IX Coordinator for investigation in accordance with Montana State University’s Discrimination Grievance Procedures, the DSE office will work with students and the Title IX Coordinator as necessary to take interim measures to protect the student’s health and well-being. Examples of the measures that can be taken include providing informal consultation, issuing a no-contact order to the alleged perpetrator, adjusting classes to avoid contact with the perpetrator, and providing other corrective and remedial assistance as outlined in the Discrimination Grievance Procedure Section 310 & 340. Students can contact the Office of the Dean of Student Engagement by calling 406-657-1696 or visiting the office in Student Union Building Office 223.

Usually, the decision to take action against the accused rests with the aggrieved student. However, there are certain circumstances in which the University must act if it receives a report that requires the University to protect the student and members of the University community from repetition of the offense or to eliminate risk of future harm.

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

Alternate Reporting Options

- Report and/or seek confidential support at the MSUB Phoenix Center.
- Report anonymously through the Silent Witness program.
- Do none of the above (the victim is still encouraged to seek support).

Although MSU Billings strongly encourages all members of its community to report violations of domestic violence, dating violence, sexual assault, or stalking to the Montana State University Billings Police, it is the victim’s choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement. However, the University will assist any victim with notifying law enforcement if the victim so desires. The MSU Billings Police Department may also be reached directly by calling (406) 657-2222/ (406) 657-2147 or in person at the MSU Billings Police Department located on the first floor of the Poly Drive parking garage at 1500 University Drive.

Victims have the right to decline to notify law enforcement. Although it is important for the victim to make the decision about the kind of service they desire, timing is an important factor in many of these decisions. It may be important to take action to preserve any evidence for use in a criminal case. Medical forensic evidence may be collected within 120 hours of the occurrence of sexual assault. The victim may request an exam and forensic evidence collection at no cost and without having to file a police report. The costs of the evidence collection will be covered as part of Montana’s Forensic Rape Examination Payment Program. The Billings Clinic Emergency Room (406-238-2500) is the only location in Billings which conducts forensic examinations.
Billings Clinic health care providers are specially trained and are sensitive to the needs of sexual assault victims.

Other evidence of a crime should also be preserved in case criminal charges are pursued. Evidence might include pictures of injuries, forensic examination, written and electronic communications, text messages, emails, photos, or other evidence that may show a course of conduct. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with the University Police or other law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the University at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order. A Phoenix Center advocate, mental health counselor, or MSUB Police can discuss all of these options confidentially with the survivor.

**Phoenix Center:**

The [Phoenix Center](#) provides a safe and confidential place on campus to support survivors of interpersonal violence. This includes sexual assault, rape, domestic violence, relationship violence, and stalking. Phoenix Center Advocates work with students to explain reporting options; this includes discussing the differences between a criminal investigation and a campus investigation. Phoenix Center Advocates will assist the victim in notifying authorities if they request assistance and will advise the victim of the importance of preserving evidence if they choose to bring criminal charges in the future. The Phoenix Center strives to support the survivor regardless of their decision to report.

MSUB’s Phoenix Center is confidential and free, which is covered under the privilege afforded to communications with victim advocates under state law. [§26-1-812, Montana Code Annotated.]

The Phoenix Center is located in the Student Health Services office in Petro Hall and provides primary support and response for victims of interpersonal violence. The MSUB Phoenix Center has a 24-hour support helpline (406-794-3829) that provides advocacy and support to students, family, and friends, or anyone who has questions regarding interpersonal violence. The Billings YWCA provides coverage for the support line for evening, holiday, and weekend hours.

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

Other services available 24 hours a day within the Billings community include the YWCA Domestic and Sexual Violence Services/Gateway House at 406-245-4472 (Hotline: 406-259-8100) and a 24-hour Text Line at 406-702-0229. Refer to the [YWCA Billings](#) web page.
University Employee Requirements:

University Employees (except medical professionals, counselors, MSUB Police, and Phoenix Center advocates) are required to report incidents of sexual misconduct. Employees who receive information concerning such conduct against a student are required to report this information promptly to the Title IX Coordinator as provided in the Discrimination Policy.

Employees who are hired by the University to work under a license or statutory privilege under the Montana law (advocacy privilege) that provides confidentiality are not required to report but may be required to provide de-identified statistics annually. This includes mental health counselors located in Student Health Services and any Phoenix Center advocates. Victims who are also required reporters are not required to report to MSUB about their own experiences. Reports made to employees will be provided to the Human Resources/Title IX Coordinator to ensure the victim is aware of their rights, options, and resources.

University employees who are dealing with domestic/dating violence and stalking in their personal lives may seek assistance from the Phoenix Center, Title IX Coordinator, or the University Police.

Procedures the University Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported

The University has procedures in place to assist students who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges, and their right to file a report under university policy, as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as changes to housing, academic, protective orders, and working situations, if reasonably available. The University will make such accommodations or protective measures, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the University Police Department or Billings Police. Students and employees should contact the Title IX Coordinator or Dean of Student Engagement. If a report of domestic violence, dating violence, sexual assault or stalking is reported to the University, below are the procedures that the University will follow:
<table>
<thead>
<tr>
<th>Incident of Sexual Assault Reported</th>
<th>Incident of Stalking Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procedure MSU Billings Will Follow:</td>
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</tr>
<tr>
<td>1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care.</td>
<td>1. Institution will assess immediate safety needs of complainant.</td>
</tr>
<tr>
<td>2. Institution will assess immediate safety needs of complainant.</td>
<td>2. Institution will assist complainant with contacting local police if complainant requests and provide the complainant with contact information for local police department.</td>
</tr>
<tr>
<td>3. Institution will assist complainant with contacting local police if complainant requests and provide the complainant with contact information for local police department.</td>
<td>3. Institution will provide instructions on how to apply for Protective Order.</td>
</tr>
<tr>
<td>4. Institution will provide complainant with referrals to on and off campus mental health providers.</td>
<td>4. Institution will provide information to complainant on how to preserve evidence.</td>
</tr>
<tr>
<td>5. Institution will assess need to implement interim or long-term protective measures, if appropriate.</td>
<td>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.</td>
</tr>
<tr>
<td>6. Institution will provide the victim with a written explanation of the victim’s rights and options.</td>
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<td>7. Institution will provide a “No trespass” directive to accused party if deemed appropriate.</td>
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<td>8. Institution will provide instructions on how to apply for Protective Order.</td>
<td></td>
</tr>
<tr>
<td>9. Institution will inform the complainant regarding timeframes for inquiry, investigation and resolution.</td>
<td></td>
</tr>
<tr>
<td>10. Institution will inform the complainant of the outcome of the investigation, whether the accused will be administratively charged, and what the outcome of the hearing is.</td>
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</tr>
<tr>
<td>11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.</td>
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### Expert Assistance:

No matter where on campus a student, faculty, or staff member comes forward to report sexual misconduct, dating violence, domestic violence, or stalking, the office or department receiving the report should consult with the MSUB experts on sexual violence located in the MSUB Phoenix Center and refer the student for services.

### Remedial Action:

The University, through the Title IX Coordinator or designee, in consultation with the Dean of Student Engagement or other University officials may also take remedial action to prevent serious and immediate harm to the complainant and others, prevent retaliation against the complainant, the alleged perpetrator and/or witnesses, end discriminatory or harassing behavior and prevent its recurrence, and provide appropriate training in issues related to discrimination, sexual misconduct, domestic violence, or stalking.

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, the University may take interim measures to assist or protect all parties during the grievance process, as necessary, and with the reporting party’s consent. Remedial Actions such as those described above may be implemented on an interim basis.

The Montana State University Discrimination Grievance Procedure Section 340.00 provides that remedial action shall include but not be limited to:

- Altering the reporting party’s or responding party’s work or academic environment;

<table>
<thead>
<tr>
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</table>
Providing training on discrimination or harassment;
Meeting with Respondent and his/her supervisor to discuss changes of behavior;
Reassignment or transfer;
Changes in residence hall assignments;
Changing advisors, mentors, supervisors, or evaluators;
Providing academic support services such as tutoring;
Obtaining counseling or medical services;
Providing escort service for a party’s safety in moving about campus;
Arranging for retaking or withdrawing from a course without penalty; and
Suspending an employee pending investigation.

The aggrieved student may request a remedial action by contacting the Dean of Student Engagement or the Title IX Coordinator or designee. Employees may contact the Title IX Coordinator or designee at 406-657-2278.

Victims in Yellowstone County may also seek orders of protection (e.g. no contact orders) through the following local courts:

- Billings Municipal Court
- Yellowstone County Justice Court
- Yellowstone County District Court

The following locations can provide assistance to victims of crime such as domestic violence, stalking, and sexual assault in obtaining protection or no contact orders:

- Yellowstone County Attorney’s Office-Victims Witness Coordinator, 217N. 27th St., Billings, MT or 406-256-2870.
- Billings Municipal Court-Victims Witness Specialists, 220 N. 27th St., Billings, MT or 406-657-8205.
- YWCA Gateway House-Victim Advocates, 909 Wyoming Ave., Billings, MT or 406-245-4472

**Assistance for Victims: Rights & Options**

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the university will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- a statement regarding the institution’s provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action.
Rights of Victims and the Institution’s Responsibilities for Orders of Protection, “No Contact” Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution

MSU Billings complies with Montana law in recognizing orders of protection. In Montana, a reporting party can receive a temporary order quickly issued by the court and subsequently, a full order of protection, which is granted after a court hearing is held. A reporting party can petition to receive temporary protection order by going to the Yellowstone County Courthouse, 217 N. 27th St., rooms 603/702 or at Billings Municipal Court at City Hall, 220 N. 27th St., 2nd floor. Police can also issue a temporary order at the police department after hours if necessary. The University cannot legally apply for a legal order of protection or restraining order for the reporting party in this jurisdiction. The reporting party is required to apply directly for these services. Any person who obtains an order of protection from Montana or any other state should provide a copy to the University Police Department. The reporting party may, if they desire, meet with the University Police Department, the Dean of Student Engagement, and the Title IX Coordinator to develop a plan to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to, escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc.

The University may issue an institutional “No Contact” directive, if deemed appropriate, at the request of the victim or accused. If the University receives a report that an institutional no contact order has been violated, the University will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no contact order.

University-Initiated Protective Measures

The Title IX Coordinator or their designee will determine whether interim interventions and protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to, a University order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator’s directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Montana State University Billings.

Accommodations and Protective Measures Available for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, MSU Billings will provide written notification to students and employees about accommodations available to them, including academic, living, transportation and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will
include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the reporting party’s request, and to the extent of the reporting party’s cooperation and consent, University offices will work cooperatively to assist the reporting party in obtaining accommodations. If reasonably available, a reporting party may be offered changes to academic, living, working or transportation situations regardless of whether the reporting party chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To request changes to academic, living, transportation and/or working situations or protective measures, MSU Billings students should contact The Dean of Student Engagement in person by visiting the Office of the Dean of Student Engagement (SUB 223), via phone at (406) 657-1660. Students or employees can contact the Title IX Coordinator at the Human Resources Office (McMullen 310) or 406-657-2117.

Confidentiality of Complaints and Reports

Parties in these processes have privacy rights and reasonable expectations of confidentiality in the investigation of matters subject to this procedure. In addition, the integrity of the process depends on ensuring reasonable expectations of confidentiality.

The Title IX Coordinator or designee will keep confidential the complaint, report, witness statements, and any other information provided to the extent possible, but may disclose such information as follows:

- To the affected parties, as necessary to give fair notice of the allegations and to conduct the investigation;
- To law enforcement consistent with state and federal law and University Policy;
- To other University officials who have a need to know in performing their official University business;
- To government agencies who review the University’s compliance with federal law;
• To Montana University System Officials and the Montana Board of Regents of Higher education as necessary to perform their duties; and
• As necessary to respond to litigation or formal investigation of a complaint filed or appealed to the Board of Regents, State and federal agencies and the court, or to respond to lawfully issued subpoenas.

The investigation Report of Findings and any written decision resulting from the appeals process will be disclosed only to the reporting party (Complainant), the responding party (Respondent), Title IX Coordinator or designee, and Discipline Authorities subject to the protection of confidentiality as may be appropriate under the circumstances and in accordance with the requirements of FERPA. This information will also be provided to University officials as necessary to prepare for subsequent proceedings (e.g., University President, CEO, Appeals Officer, and University Legal Counsel). If otherwise required by law or legal process, the Report may be provided to other entities subject to the requirements of FERPA.

Information about complaints and reports, absent personally identifiable information, may be reported to University officials and external entities for statistical and analysis purposes pursuant to federal and state law and University policy. The University does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

If the reporting party desires full confidentiality, he/she should speak to on-campus mental health counselors or health service providers or to on or off-campus victim advocate counselors who are not mandated reporters and can maintain confidentiality.

As another remedial action of protection, victims may request that directory information on file with the University be withheld by request to the Registrar’s Office. Contact the Registrar by phone at (406) 657-2880 or in person on the first floor of McMullen Hall.

**Discrimination Grievance Procedures**

(Effective for affiliated MSU Campuses) All reports and complaints of violation of MSUB’s Discrimination, Harassment, Sexual Misconduct, Domestic Violence, and Stalking Policy are considered in accordance with MSU’s Discrimination Grievance Procedure. Those procedures include the following:

- A prompt, fair, and initial impartial investigation and final resolution of such reports and complaints;
- In all instances, the process will be conducted in a manner that is consistent with the institution’s policy and that is transparent to the accuser and the accused. In compliance with the Montana State University Discrimination Procedures, part 320.00 "Resolution", Section B, Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 40 days of the report. However, each proceeding allows for
extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay.

- Investigators receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an objective and impartial investigation and hearing processing that protects the safety of victims, promotes accountability, and ensures investigative techniques do not apply sex stereotypes and generalizations.
- The investigation is designed to provide a fair and reliable gathering of the facts. The investigation will be thorough, impartial, and fair.
- The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
- The accuser, the accused and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings;
- The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
- A process in which the accusing party and the accused have the same opportunities to present during any disciplinary process, including the right to be accompanied to any related meeting by an adviser of their choice and the right to any appeal; The University will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding. However, the role of the advisor is limited to being present at hearings or meetings only to advise the parties. He or she may not participate directly.
- Policy Violations are established when the evidence shows that it is more likely than not the proscribed conduct occurred (referred to as a “preponderance of the evidence standard”);
- The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking, including the determination of whether a policy violation occurred and the sanction imposed, will be disclosed simultaneously in writing to both the accusing party and the accused;
- Where an appeal is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing, of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the accuser and the accused will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.
- A written statement will be provided to any student or employee victim of sexual misconduct, dating violence, domestic violence, or stalking providing an explanation of their rights under the Discrimination Grievance Procedure.

**Sanctions:**

If a student is found to have violated the Discrimination Policy and, thus, the Student Conduct Code, the University may impose sanctions against the student. These sanctions may include counseling, education, or other sanctions up to and including
suspension or expulsion from the University. Please review the MSUB Student Code of Conduct for further information regarding sanctions. If an employee is found to have violated the Discrimination Policy, sanctions may be imposed in accordance with the applicable University personnel policy and Collective Bargaining Agreements.

**Disclosure of Student Disciplinary Proceedings:**

The Discrimination Grievance Procedure provides that Montana State University Billings will disclose the outcome of any student disciplinary action related to violation of the Discrimination Policy to both the charging student and the charged student. The outcome of a proceeding is the institution’s final determination regarding whether there was a violation of the Discrimination Policy and the sanction imposed.

**Policy and Procedures Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking**

All reports and complaints of violation of MSUB’s Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking and Retaliation Policy are considered in accordance with MSU’s Discrimination Grievance Procedure.

Policy: https://www.montana.edu/policy/discrimination

Procedure: https://www.montana.edu/policy/discrimination/procedures

Please do not wait to report conduct of concern until harassment becomes sufficiently serious (i.e., severe, pervasive, or persistent) to create a hostile environment. The Title IX Coordinator or designee can take proactive steps to prevent harassment from continuing and perhaps escalating and to protect or otherwise assist the person harassed. The Title IX Coordinator or designee can also provide expertise and advice to help identify conduct that might be a warning sign of or constitute sexual harassment or hostile environment harassment prohibited by this policy and address concerns appropriately.

**Filing a Report under University Policy in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault, and Stalking**

The Montana State University system-wide Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, and Retaliation Policy is
applicable to **students, faculty, and staff** accused of domestic violence, dating violence, sexual assault, and stalking.

1. **How to File a Title IX Complaint Under this Policy**

   A complaint alleging misconduct against any student or organization at the University may be filed by anyone to the Dean of Student Engagement. A complaint alleging violations of MSU Billings' policy on Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking Policy (http://www.montana.edu/policy/discrimination/) may be filed with the Title IX Coordinator.

   Students, faculty members, administrators and other employees of the University shall have concurrent authority to request the commencement of the educational proceedings provided for all in this section. A person filing a complaint shall be complainant of record.

   Reports of Policy Violations under the Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking and Retaliation Policy whether by recipients of unwelcome behavior or by third-parties, shall be made to the Title IX Coordinator. The Title IX Coordinator, their staff members and designees are trained to assist in finding resources, explain all reporting options, and to respond appropriately to conduct of concern. All instances of retaliation should be reported and will be addressed in the same manner.

**Retaliation Prohibited**

Retaliation against an individual who takes any action in support of the Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking and Retaliation Policy is prohibited. It is central to the values of this University that any individual who believes they may have been the target of unlawful discrimination or harassment feel free to report their concerns for appropriate investigation and response, without fear of retaliation or retribution.

The contact information for the Title IX Coordinator is:

   MSU Billings  
   Director of Human Resources/Title IX Coordinator  
   Human Resources Office  
   McMullen Hall 310  
   Montana State University Billings  
   1500 University Drive  
   Billings MT 59101  
   Tel: (406) 657-2278  
   Fax: (406) 657-2120  
   Email: employment@msubillings.edu
Reports should be made as soon as possible after an incident and there are several avenues available for submitting a report:

- Leave a voice message for the Title IX Coordinator or designee
- File a report on the forms found on site
- Send an email
- Mail a letter to the MSU Billings Title IX Coordinator or designee
- Visit the Title IX Coordinator or designee (you may wish to make an appointment first to ensure availability); or
- Report to another trusted University official (e.g., Resident Assistant, Professor, Coach, Advisor) who will provide information to the Title IX Coordinator as required under the policy.

Filing an Appeal
An appeal requesting a hearing must be filed within five (5) days of the receipt of the Title IX Coordinator or designee Report of Findings. The request for hearing shall be submitted to the Chancellor. The Chancellor may designate in writing another University official to receive appeals, and in such case, the Title IX Coordinator shall advise the parties of the Chancellor’s designee to whom appeals must be submitted. A copy of the request for hearing shall be provided to the Title IX Coordinator or designee, who shall provide a copy to the non-appealing party.

The request for hearing must be in writing and must describe the appellant’s desired outcome and a statement of one or more of the following grounds for appeal:

a. The investigation was not conducted in compliance with the procedures and the non-compliance materially affected the outcome of the investigation;
b. The Title IX Coordinator or designee failed to conduct an adequate investigation;
c. The Title IX Coordinator or designee had a conflict of interest which resulted in unfair bias against the appellant; and
d. The appellant has discovered new evidence, not previously available, which would have materially affected the outcome of the investigation.
The Title IX Coordinator or designee may continue to impose interim remedial measures during the pendency of the appeal, as required by the circumstances.

2. **Applying University Policy in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking**

The Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking and Retaliation Policy prohibits discrimination and harassment of employees by the employer and between members of the University community. The Title IX Coordinator or designee utilizes this policy and the Discrimination Grievance Procedures as guidance throughout the process.

Upon receiving a report of alleged or possible actions that could violate the Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking and Retaliation Policy, the Title IX Coordinator or designee will evaluate the information, determine the possible violation(s), and determine what further action should be taken following the procedures described in the Discrimination Grievance Procedures. The Title IX Coordinator or designee will take steps, either directly or through a reporting person, to provide information about the University’s Discrimination Grievance Procedures, as well as available health and advocacy resources, and options for criminal reporting.

To enable the University to respond effectively and to stop instances of discrimination, harassment, violence, and retaliation proactively, all University employees must promptly (normally within 24 hours) report all known or suspected discrimination, harassment, sexual misconduct, dating or domestic violence, stalking, or retaliation as defined in this Policy to the Title IX Coordinator or designee. An employee is strongly encouraged, but is not required, to report if they themselves are the victim of one of these types of prohibited behavior.

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

Off Campus Conduct: Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this policy, e.g., if off-campus harassment has continuing effects that create a hostile environment on campus. Allegations of off-campus sexual misconduct are of particular concern and should be brought to the University’s attention.
3. **Steps of the Process & Anticipated Timelines**

The Title IX Coordinator or designee is charged with coordinating the University’s compliance with federal civil rights laws, all of which are listed at the end of these Procedures. The Title IX Coordinator will explain to all parties the informal and formal processes outlined below and confidentiality provisions. The Title IX Coordinator or designee is available to provide both parties the following information:

- options for obtaining medical and counseling services;
- making a criminal report;
- receiving advocacy services;
- options for changing academic, living, transportation, and working situations; and
- other helpful campus and community resources.

The Title IX Coordinator or designee will describe the investigation process. The Title IX Coordinator or designee will offer to coordinate with other campus officials, when appropriate, to implement interim remedial measures.

If an individual does not want to pursue a complaint (Complainant), the Title IX Coordinator or designee will inform the individual that the University is limited in the actions it can take without the cooperation of the individual. The Title IX Coordinator or designee will also explain to parties and witnesses that retaliation for reporting alleged violations of the policy, or participating in an investigation of an alleged violation, is strictly prohibited and that any retaliation should be immediately reported and will be promptly addressed.

The Title IX Coordinator or designee will provide to any student or employee who reports that he/she has been a victim of sexual misconduct, dating violence, domestic violence, or stalking, whether occurring on or off campus, a written explanation of the student or employee’s rights and options under this Discrimination Grievance Procedure.

The Title IX Coordinator or designee will be responsible for collecting and maintaining investigation records. Such records shall be kept for a period of seven years.
4. Decision-Making Process

If an individual chooses to file a complaint, there are two avenues for resolution of an alleged Policy Violation: formal and informal resolution. The Complainant has the option to proceed informally, except cases involving allegations of sexual misconduct. In cases involving allegations of sexual misconduct, informal resolution is not appropriate, even if both parties indicate a preference for informal resolution. The Title IX Coordinator or designee is available to explain the informal and formal resolution procedures.

A. Informal Process and Resolution

If the Complainant, the responding party (Respondent), and the Title IX Coordinator or designee all agree that an informal resolution should be pursued, the Title IX Coordinator or designee shall attempt to facilitate a resolution of the conflict that is agreeable to all parties. Under the informal process the Title IX Coordinator or designee shall be required only to conduct such fact-finding as is useful to resolve the conflict and as is necessary to protect the interests of the parties, the University and the community. Typically, an informal investigation will be completed within twenty (20) calendar days of receipt of the complaint. If it becomes necessary to extend the process, both parties will be notified of a revised expected resolution timeframe.

A Complainant or Respondent always has the option to request a formal investigation. The Title IX Coordinator or designee also always has the discretion to initiate a formal investigation. If at any point during the informal process, the Complainant, the Respondent, or the Title IX Coordinator or designee wishes to cease the informal process and to proceed through formal grievance procedures, the formal process will be initiated.

The informal resolution must adequately address the concerns of the Complainant, as well as the rights of the Respondent, and the overall intent of the University to stop, remedy and prevent Policy Violations. Informal actions might include, but are not limited to: providing training to a work unit; having an informal discussion with an individual whose conduct, if not stopped, could rise to the level of discrimination or hostile environment harassment; having a confidential conversation with a supervisor or instructor; or taking appropriate personnel action.

B. Formal Process

Step 1: The Title IX Coordinator or designee discusses concerns with Complainant, and the Respondent as appropriate, including providing information about the policy and procedures and other helpful resources.

Title IX Coordinator or designee also considers whether immediate or interim actions or involvement of other University offices is appropriate. The Title IX Coordinator or designee determines whether the office has jurisdiction to investigate the matter. The Title IX Coordinator or designee’s jurisdiction is limited to reports of Policy Violations. Provided however, where non-jurisdictional, interconnected allegations are made, information
collected during the investigation concerning the allegations will be referred to appropriate University authorities for consideration.

Option 1: If the Title IX Coordinator or designee determines that there is no jurisdiction, the Title IX Coordinator or designee will offer to assist the Complainant and, as appropriate, the Respondent, in finding appropriate campus and off-campus resources for addressing the issue of concern.

Option 2: If the Title IX Coordinator or designee determines that there is jurisdiction, the Title IX Coordinator or designee will proceed to Step 2.

Step 2: The Title IX Coordinator or designee conducts or oversees the conducting of a fair and impartial investigation of the alleged Policy Violation and proceeds to Step 3. Typically, an investigation will be completed within forty (40) days of receipt of the complaint unless it is necessary to extend the time because of the complexity of the case, availability of witnesses, or other factors which unavoidably delay the investigation. If the investigation is extended, both parties will be promptly notified of a revised expected resolution timeframe.

The Title IX Coordinator or designee will notify and update both parties of the timeframe for the investigation, their right to identify witnesses, provide any supporting evidence at any time during the investigation, and the opportunity for appeal. The Title IX Coordinator or designee will provide a written update to the parties if the investigation is not complete within 30 days.

The Title IX Coordinator or designee will advise each party of his/her right, at their own expense, to have an attorney or other advisor (including a union representative for union employees) with them during their own interviews and during any stage of these procedures. Such advisor may be present at interviews, meetings, or hearings only to advise the parties; he/she may not participate directly.

The Title IX Coordinator or designee will confer with and interview the Complainant to clarify the allegations, identify desired outcomes and obtain detailed information about the allegations.

The Title IX Coordinator or designee will provide the Respondent with a written summary of the allegations and the Respondent shall have the opportunity to respond to the allegations during the investigator interview and, if desired, in writing.

The Title IX Coordinator or designee will collect and review written documents, interview the Complainant, the Respondent (unless a party is unwilling or unable to be interviewed), identify and interview relevant witnesses, and collect such other evidence as may be relevant to the investigation.

Step 3: The Title IX Coordinator or designee determines whether there is a preponderance of the evidence to conclude that an individual engaged in a Policy Violation. This “preponderance of the evidence” standard requires that the evidence supporting each finding be more convincing than the evidence in opposition to it; that is, it is more likely than not that the alleged conduct occurred.
The decision shall be presented in the form of a written Report of Findings which:

1. Presents the contentions of the parties;
2. Describes the evidence considered, including general testimony of witnesses, if any;
3. Sets forth the analysis and findings and summarizes the basis for each; and
4. Makes recommendations for remedial actions, if any.

Option 1: If the Title IX Coordinator or designee finds a Policy Violation did not occur, the investigation is complete; in this case the Complainant may file an appeal of the finding to the President or CEO in accordance with the Appeal Procedure.

Option 2: If the Title IX Coordinator or designee finds that a Policy Violation occurred, the written Report of Findings will include steps to take to prevent recurrence of any such violation, including, as appropriate, remedial actions. The Respondent may appeal the finding to the President or CEO. If the Respondent does not appeal the Report of Finding within the time period for appeal, the Report will be forwarded to the Discipline Authority for a determination of appropriate sanctions.

Each party will be provided with a copy of the Report of Findings, subject to the protection of confidentiality as may be appropriate under the circumstances and as may be required by laws or regulations, including the Family Educational Rights and Privacy Act [FERPA].

**Appeal Hearing Decisions:**

Within twenty (20) days of the conclusion of the Appeal Hearing as laid out in the Discrimination Grievance Procedures, the appointed Appeal Hearings Officer will submit a decision in writing to the Chancellor or Designee approving, overturning, or modifying the Report of Findings.

The written decision will include the following:

- A summary of the allegations;
- A summary of the response to the allegations;
- A statement of the relief sought by the Complainant if known, or of the recommendation of the Title IX Coordinator or designee, if applicable;
- Specific reference to the portion(s) of the policy or procedures alleged to have been violated;
- Analysis of whether the alleged grounds for appeal have or have not been substantiated; and
- Remedial action, if any, regarding redress of the complaint as well as any other recommendations, as applicable, for precluding further policy violations.
The Appeal Hearing Officer is not responsible for determining sanctions or discipline to be taken against a person determined to have violated the policy.

The Chancellor or Designee will review the Appeal Hearing Officer’s decision. The review is limited to determining: (1) Whether the evidence provides a reasonable basis for the resulting decision; and (2) Whether specified procedural errors were so substantial as to deny a fair hearing to either party. Within ten (10) days of receipt of the Hearing Officer's decision, the Chancellor or Designee will notify the Hearing Officer, the Title IX Coordinator or designee, and the parties, in writing, of his/her decision upon review, including providing a copy of the Hearing Officer decision to the Title IX Coordinator or designee and the parties. If the Chancellor or Designee upholds a finding of Policy Violation, a copy of his/her decision and Hearing Officer decision shall be forwarded to the appropriate Discipline Authority for disciplinary action in accordance with applicable University policies, procedures, and collective bargaining agreements.

5. **Sanctions and Corrective Action**

Violations of the Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking and Retaliation Policy will be forwarded to the Discipline Authority for a determination of appropriate sanctions. In the case of students, the Discipline Authority is the Dean of Students or other University official with the authority to impose discipline on students in accordance with applicable policies and procedures. In the case of employees, the Discipline Authority is the University administrator with the authority to impose discipline in accordance with applicable employment policies and procedures and collective bargaining agreements.

Consequences for violating University policy will depend upon the facts and circumstances of each situation. In determining the severity of sanctions or corrective actions, factors such as the frequency and severity of the offense and any history of past discriminatory, harassing or retaliatory conduct are relevant. A finding of discrimination, harassment that creates a hostile environment or results in a tangible employment or educational action, or sexual misconduct may be cause for disciplinary action up to and including the discharge of employees and the expulsion of students, in accordance with applicable University policies and procedures and collective bargaining agreements.

**Possible Student Sanctions**

Individual Sanctions - In determining a sanction, the Dean of Student Engagement or designated Hearing Officer may consider the student's present and past disciplinary record, including Residence Hall disciplinary record, the nature of the offense, the severity of any damage, injury, or harm resulting from the violation, and other factors relevant to the case.
If the student is found to have violated the Code of Student Conduct, the Dean of Student Engagement or Designated Hearing Officer may impose one or more of the following sanctions:

**Expulsion** - Permanent separation of the student from the University. The student may also be barred from University premises.

**Suspension** - Separation of the student from the University for a specified period of time, but not less than the remainder of the semester. Eligibility for return to the University may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within twenty-four (24) hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Dean of Student Engagement. During the suspension period, the student is banned from University property, functions, events and activities without prior written approval from the Dean of Student Engagement. This sanction may be enforced with a trespass action as necessary.

**Conduct Probation/Suspension Warning** - A status that is imposed for a designated period of time and includes the probability of more severe disciplinary sanctions, including suspension or expulsion, if the student is found to have violated the Code of Student Conduct during the period.

**Disciplinary Reprimand** - A formal reprimand which may be imposed either in verbal or written form for violating the Code of Student Conduct and a warning that further misconduct may result in more severe disciplinary action.

**Restitution** - Compensation for actual loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

**Residence Hall Sanctions** - Disciplinary action for violations in the residence halls may consist of, but is not limited to a Warning, Residence Hall Probation, Restrictions of Residence Hall Privileges, Restitution, Constructive Work Projects, Removal from Floor, Hall, or Residence Hall System, or a combination of sanctions.

**Community or University Service Requirements** – Completion of a specific, supervised University or community service.

**Loss of Privileges** - The student will be denied specified privileges for a designated period of time.

**Other Sanctions** - Other sanctions may be imposed instead of, or in addition to, the sanctions specified above, such as work requirements, restrictions, loss of privileges, withholding class registration, limitation of
access to University housing facilities or other property, imposition of mandatory educational or counseling requirements or other sanction appropriate under the circumstances.

**Employee Sanctions**

In accordance with MSU Billings policy number 406.6, Discipline and Discharge from Employment, Montana State University Billings shall administer disciplinary action, including discharge from employment, in accordance with collective bargaining agreements, Montana University System policies, Montana State law, and the principles of due process and progressive discipline. MSU Billings recognizes that there may be instances when progressive discipline is inappropriate, and immediate discharge from employment is necessary.

**How to Be an Active Bystander**

Bystanders play a critical role in the prevention of sexual and relationship violence. They are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it."1 We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list2 of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

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

**Risk Reduction**

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or

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2 Bystander intervention strategies adapted from Stanford University’s Office of Sexual Assault & Relationship Abuse
harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you don’t know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cab money.
7. **Don't allow yourself to be isolated** with someone you don’t trust or someone you don’t know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you’ve left your drink alone, just get a new one.
12. **Don't accept drinks from people you don't know or trust**. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don’t drink from the punch bowls or other large, common open containers.
13. **Watch out for your friends, and vice versa**. If a friend seems out of it, is way too intoxicated for the amount of alcohol they’ve had, or is acting out of character, get him or her to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately** (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
   a. **Remember that being in this situation is not your fault**. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
   b. **Be true to yourself**. Don’t feel obligated to do anything you don’t want to do. "I don’t want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
   c. **Have a code word with your friends or family** so that if you
don’t feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.

d. Lie. If you don’t want to hurt the person’s feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

**Educational Programs**

MSUB’s discrimination policy requires primary prevention, risk reduction, and awareness training programs for all incoming students and new employees concerning sexual misconduct, domestic violence, and stalking. It further requires that the University maintain an ongoing training program for employees and students. MSUB accomplishes this training through the programs described below.

Student Health Services and the Title IX Coordinator provide various education programs. These programs are intended to promote awareness of cultural myths surrounding sexual violence, prevent and reduce the risks of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking through annual campus-wide mailings, awareness campaigns, and educational presentations. The Phoenix Center in Student Health Services also promotes victim advocacy services. These programs are provided to all incoming students and new employees. In addition, the Title IX Coordinator(s), Phoenix Center staff, and trained peer educators are available, upon request, to provide primary prevention and risk reduction programs on sexual and relationship violence to classes, student groups, and residence halls.

New freshmen students, new transfer students, and new graduate students are required to complete an on-line alcohol and sexual assault awareness education program as part of the Montana University System’s [Alcohol Edu for College and Sexual Assault Prevention for the Undergraduate OR the Adult Learner](#) program.

The Phoenix Center, in collaboration with MSUB Police Department, Office of the Dean of Student Engagement, and the Title IX Coordinator provide annual training to relevant campus staff on responding to sexual misconduct, dating violence, domestic violence, and stalking.

The Title IX Coordinator offers annual training on Title IX compliance to MSUB faculty/staff/students who participate as campus Conduct officers, Hearing Officers or hearing board members.

The Title IX Coordinator, Department of Residence Life, and MSUB Police Department also provide additional training upon request.
MSUB HEROES (Health Educators Reaching Others & Encouraging Success):*

HEROES joins the BACCHUS (Boosting Alcohol Consciousness Concerning the Health of University Students) Peer Education Network in order to provide primary prevention efforts to help alleviate the problem of alcohol misuse and abuse on campus; to promote responsible decision about drinking within the campus community; to help educate and inform student, faculty, administrators, and staff about health issues that affect the campus community, including: alcohol use, abuse, and misuse, HIV/AIDS, tobacco awareness and cessation, fitness and nutrition, and sexual health; and to increase awareness and communication within the academic community regarding health-related matter for college students.

Definitions of Sexual Crime Categories under Montana Law

The terms Domestic Violence, Dating Violence, Sexual Assault, Stalking, and Consent are defined in the applicable jurisdiction as outlined by Montana Code Annotated (MCA) 2017, Title 45. Crimes, Chapter 5. Offenses Against the Person, Part 5. Sexual Crimes.

**Domestic Violence:** The state of Montana does not have a definition of domestic violence.

**Dating Violence:** The state of Montana does not have a definition of dating violence.

**45-5-502. Sexual assault.**

(1) A person who knowingly subjects another person to any sexual contact without consent commits the offense of sexual assault.

(2) (a) On a first conviction for sexual assault, the offender shall be fined an amount not to exceed $500 or be imprisoned in the county jail for a term not to exceed 6 months, or both.

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

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

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

(5) (a) Subject to subsections (5)(b) and (5)(c), consent is ineffective under this section if the victim is:

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

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

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

45-5-220. Stalking -- exemption -- penalty.

(1) A person commits the offense of stalking if the person purposely or knowingly causes another person substantial emotional distress or reasonable apprehension of bodily injury or death by repeatedly:

- (a) following the stalked person; or (b) harassing, threatening, or intimidating the stalked person, in person or by mail, electronic communication, as defined in 45-8-213, or any other action, device, or method.

(2) This section does not apply to a constitutionally protected activity.

(3) For the first offense, a person convicted of stalking shall be imprisoned in the county jail for a term not to exceed 1 year or fined an amount not to exceed $1,000, or
both. For a second or subsequent offense or for a first offense against a victim who was under the protection of a restraining order directed at the offender, the offender shall be imprisoned in the state prison for a term not to exceed 5 years or fined an amount not to exceed $10,000, or both. A person convicted of stalking may be sentenced to pay all medical, counseling, and other costs incurred by or on behalf of the victim as a result of the offense.

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

(5) For the purpose of determining the number of convictions under this section, "conviction" means:

(a) a conviction, as defined in 45-2-101, in this state;

(b) a conviction for a violation of a statute similar to this section in another state; or

(c) a forfeiture of bail or collateral deposited to secure the defendant's appearance in court in this state or another state for a violation of a statute similar to this section, which forfeiture has not been vacated.

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

Consent:

a) As used in 45-5-502, 45-5-503, and 45-5-508, the term "consent" means words or overt actions indicating a freely given agreement to have sexual intercourse or sexual contact and is further defined but not limited by the following:

   i. An expression of lack of consent through word or conduct means there is no consent or that consent has been withdrawn;

   ii. A current or previous dating, social, or sexual relationship by itself or the manner of dress of the person involved with the accused in the conduct at issue does not constitute consent; and

   iii. Lack of consent may be inferred based on all of the surrounding circumstances and must be considered in determining whether a person gave consent.

   iv. Subject to subsections (1)(c) and (1)(d), the victim is incapable of consent because the victim is: Mentally disordered or incapacitated;

   v. Physically helpless;

   vi. Overcome by deception, coercion, or surprise;

   vii. Less than 16 years old;

   viii. Incarcerated in an adult or juvenile correctional, detention, or treatment facility or is on probation or parole and the perpetrator is an employee, contractor, or volunteer of the supervising authority and has
supervisory or disciplinary authority over the victim, unless the act is part of a lawful search;

ix. Receiving services from a youth care facility, as defined in 52-2-602, and the perpetrator:
   A. Has supervisory or disciplinary authority over the victim or is providing treatment to the victim; and
   B. Is an employee, contractor, or volunteer of the youth care facility; or

x. Admitted to a mental health facility, as defined in 53-21-102, is admitted to a community-based facility or a residential facility, as those terms are defined in 53-20-102, or is receiving community-based services, as defined in 53-20-102, and the perpetrator:
   A. Has supervisory or disciplinary authority over the victim or is providing treatment to the victim; and
   B. Is an employee, contractor, or volunteer of the facility or community-based service.

b) Subsection (1)(b)(v) does not apply if the individuals are married to each other and one of the individuals involved is on probation or parole and the other individual is a probation or parole officer of a supervising authority.

c) Subsections (1)(b)(vi) and (1)(b)(vii) do not apply if the individuals are married to each other and one of the individuals involved is a patient in or resident of a facility, is a recipient of community-based services, or is receiving services from a youth care facility and the other individual is an employee, contractor, or volunteer of the facility or community-based service.

d) Subsections (1)(b)(vi) and (1)(b)(vii) do not apply if the individuals are married to each other and one of the individuals involved is a patient in or resident of a facility, is a recipient of community-based services, or is receiving services from a youth care facility and the other individual is an employee, contractor, or volunteer of the facility or community-based service.

**MSU Billings Definition**

MSUB’s policy and procedures mirrors MSU’s.

Consent is an understandable exchange of affirmative words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. If coercion, intimidation, threats, or physical force are used there is no consent.

There is no consent if a person is mentally or physically incapacitated so that such person cannot understand the fact of, or make a reasonable judgement as to, the nature, potential harmfulness of the conduct, or extent of the sexual situation. This includes incapacitation due to mental disability, alcohol or drug consumption, or being asleep or unconscious. A person who knows or reasonably should have known that another person is incapacitated may not engage in sexual activity with that person.
There is no consent when there is force, expressed or implied, or use of duress or deception upon the victim. In the absence of mutually understandable words or actions, it is the responsibility of the initiator, or the person who wants to engage in the specific sexual activity, to make sure that he/she has the consent from his/her partner(s). Silence does not necessarily constitute consent. Past consent to sexual activities does not imply ongoing future consent. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent. Effective consent may not be given by minors less than 16 years old.

**Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault, and Stalking**

The University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

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

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

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

A. MSU Billings prohibits the crimes of domestic violence, dating violence, sexual assault and stalking as those terms are defined by the Clery Act;

B. Defines using definitions provided by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;

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

D. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

E. Information regarding:

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

c. existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community; and

d. options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures; and

e. procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking.

Primary Prevention and Awareness Programs

The University offered the following **primary prevention and awareness programs** for all **new employees** in 2018:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location Held</th>
<th>Which Prohibited Behavior* Covered?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clothesline Project</td>
<td>April 2nd-April 6th 2018</td>
<td>Outside Petro Hall</td>
<td>Awareness campaign, SA, S, DaV, DoV</td>
</tr>
<tr>
<td>Domestic violence sticker campaign</td>
<td>October 2018</td>
<td>All campus faculty/staff</td>
<td>DaV, DoV</td>
</tr>
<tr>
<td>Title IX training (offered through Title IX office)</td>
<td>August 22, 2018</td>
<td>Library 148</td>
<td>S, SA, DoV, DaV, mandatory reporting</td>
</tr>
</tbody>
</table>

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

University offered the following **ongoing awareness and prevention programs** for **students** in 2018:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location Held</th>
<th>Which Prohibited Behavior* Covered?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consent posters</td>
<td>All year</td>
<td>All around campus</td>
<td>consent</td>
</tr>
<tr>
<td>Resident advisor training</td>
<td>August 29th</td>
<td>SUB Beartooth</td>
<td>Healthy relationships, consent, bystander intervention, DoV, SA, S, DaV</td>
</tr>
<tr>
<td>StepUp Bystander intervention</td>
<td>Feb 26th, April 16, Oct 15th, Nov. 19th</td>
<td>LA 205</td>
<td>Bystander intervention, consent</td>
</tr>
</tbody>
</table>

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking
The University offered the following ongoing awareness and prevention programs for employees in 2018:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location Held</th>
<th>Which Prohibited Behavior* Covered?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title IX training</td>
<td>August 22, 2018</td>
<td>Library 148</td>
<td>S, SA, DoV, DaV, mandatory reporting</td>
</tr>
<tr>
<td>Domestic violence sticker campaign</td>
<td>October 2018</td>
<td>All campus faculty/staff</td>
<td>DaV, DoV</td>
</tr>
</tbody>
</table>

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

Specifically, the University offered the following primary prevention and awareness programs for all incoming students in 2018:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location Held</th>
<th>Which Prohibited Behavior Covered?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sex Signals</td>
<td>January 29th, 2018</td>
<td>Petro Theater</td>
<td>Healthy relationships, consent, SA, S, DaV, DoV</td>
</tr>
<tr>
<td>Resident advisor training</td>
<td>August 29th, 2018</td>
<td>SUB Beartooth</td>
<td>Healthy relationships, consent, SA, S, DaV, DoV</td>
</tr>
<tr>
<td>David Coleman</td>
<td>April 2nd, 2018</td>
<td>Petro Theater</td>
<td>DoV, DaV, SA, consent, healthy relationships</td>
</tr>
<tr>
<td>Clothesline Project</td>
<td>April 2nd-April 6th, 2018</td>
<td>Outside Petro Hall</td>
<td>Awareness campaign, SA, S, DaV, DoV</td>
</tr>
<tr>
<td>StepUp Bystander Intervention</td>
<td>Feb. 26th, April 16th, Oct 15th, Nov. 19th</td>
<td>LA 205</td>
<td>SA, healthy relationships, consent, alcohol</td>
</tr>
<tr>
<td>Everfi Programming (alcohol Edu, sexual violence)</td>
<td>Spring &amp; fall 2018</td>
<td>Online</td>
<td>SA, S, DoV, DaV, alcohol</td>
</tr>
<tr>
<td>One in five film festival</td>
<td>October 15th, 22nd, 29th</td>
<td>LA 205, Art House Cinema (Billings)</td>
<td>Sexual violence</td>
</tr>
<tr>
<td>C.L Lindsey, “Sex and the Law”</td>
<td>Sept. 10th, 2018</td>
<td>Petro Theater</td>
<td>Bystander intervention, sexual violence, Montana law</td>
</tr>
</tbody>
</table>

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking
The programs listed above include a variety of strategies focused on educating our new students and employees as well as our current students and employees on the issues involving sexual assault, domestic violence, dating violence and stalking. Some of these programs may involve the distribution of educational materials, inviting guest speakers to campus, providing programs to the community, programs during orientation, and addressing topics during academic classes (i.e. First Year Experience), etc.

**Resources, Support Programs, and Service- On Campus**

**Phoenix Center**

The Phoenix Center provides free and confidential services to male and female survivors of sexual assault/offenses, domestic and dating violence, and stalking. They also provide a 24-hour advocacy service. Services are available to anyone, regardless of sex, ethnic background, or identity. The Phoenix Center is located across from the entrance to Petro Hall inside the Student Health Services, and operates a 24-hour support line, 406-794-3829, that gives survivors the option to speak with a trained advocate. Advocates are available to accompany students to the hospital, police department, or court if necessary.

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

**MSUB Counseling Services:**

Talking with a counselor can be an important step in learning about available options as well as helping the recovery process. MSUB Counseling Services, 406-657-2153, offers confidential counseling to all MSUB students. For more information and to schedule an appointment visit [Counseling at Student Health Services](#) or visit either office at the University campus or City College.

**MSUB Counseling and Psychological Services Locations:**

**MSUB Student Health Services:**

Regardless of the length of the time since an assault, health care providers recommend a clinical visit to assess pregnancy risk, sexually transmitted infections, and physical injuries. Services are available to eligible MSUB students; there is no charge to eligible MSUB
students for a clinical visit. Students can contact MSUB Student Health Services on the University Campus at 406-657-2153, or the City College at 406-247-3027 for information and to schedule an appointment. The Student Health Service does not perform forensic rape exams. These exams are only performed at the Billings Clinic Emergency Room. Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking include:

http://www.rainn.org – Rape, Abuse and Incest National Network

http://www2.ed.gov/about/offices/list/ocr/index.html Department of Education, Office of Civil Rights

<table>
<thead>
<tr>
<th>ON CAMPUS</th>
<th>Type of Services Available</th>
<th>Service Provider</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>Career guidance</td>
<td>Advising and Career Center</td>
<td>(406) 657-2168</td>
</tr>
<tr>
<td>Health</td>
<td>Medical care</td>
<td>Student Health Services</td>
<td>(406) 657-2153</td>
</tr>
<tr>
<td>Mental Health</td>
<td>Mental Health Counseling (short-term)</td>
<td>Student Health Services</td>
<td>(406) 657-2153</td>
</tr>
<tr>
<td>Victim Advocacy</td>
<td>Advocacy Services</td>
<td>Phoenix Center in Student Health Services</td>
<td>(406) 657-2153</td>
</tr>
<tr>
<td>Legal Assistance</td>
<td>Legal Services</td>
<td>ASMSUB Legal</td>
<td>(406) 657-2365</td>
</tr>
<tr>
<td>Visa and Immigration Assistance</td>
<td>Assistance for International Students</td>
<td>International Studies</td>
<td>(406) 657-1705</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>Grant, Scholarship and Loan information/applications</td>
<td>Financial Aid</td>
<td>(406) 657-2188</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
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<th>Type of Services Available</th>
<th>Service Provider</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>Mental Health Counseling</td>
<td>Billings Clinic</td>
<td>(406) 238-2500</td>
</tr>
<tr>
<td>Health</td>
<td>Medical care</td>
<td>Billings Clinic or</td>
<td>(406) 255-8400</td>
</tr>
<tr>
<td>Mental Health</td>
<td>Mental Health Counseling</td>
<td>Community Crisis Center</td>
<td>(406) 259-8800</td>
</tr>
<tr>
<td>Victim Advocacy</td>
<td>Advocacy Services</td>
<td>YWCA</td>
<td>(406) 252-6303</td>
</tr>
<tr>
<td>Legal Assistance</td>
<td>Free legal advice</td>
<td>Montana Legal Services Association</td>
<td><a href="https://www.mtlsa.org/apply-for-services/">https://www.mtlsa.org/apply-for-services/</a></td>
</tr>
<tr>
<td>Visa and Immigration Assistance</td>
<td>Immigration assistance</td>
<td>US Citizenship and Immigration Services</td>
<td>Helena Field Office 754 River Rock Drive Helena, MT 59602</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>Student loan payment assistance</td>
<td>Montana University System Student Loan Default Prevention Hotline</td>
<td>877-293-8946</td>
</tr>
</tbody>
</table>
Resources, Sexual Assault Support Programs and Services- Off Campus

Phoenix Center

The Phoenix Center is the confidential community help line that provides support and intervention for sexual violence victims. A trained advocate is available 24-hours a day to speak confidentially with anyone who has been impacted by sexual assault. A person seeking assistance may contact the Phoenix Center at 406-794-3829.

YWCA GATEWAY:

The GATEWAY HOUSE is the domestic violence shelter in Billings, providing 24-hour crisis support and advocacy for all domestic violence survivors. Survivors who are or have been involved in a violent relationship may receive support off-campus by contacting GATEWAY HOUSE at 406-245-4472.

(HEOA) Notification to Victims of Crimes of Violence

The University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Monitoring and Recording of Criminal Activity by Students at Non-campus Locations of Recognized Student Organizations

MSU Billings does not have officially recognized student organizations that own or control housing facilities outside of the core campus. Therefore, Billings Police is not used to monitor and record criminal activity for any non-campus student organization-owned facilities.

Alcohol and Substance Abuse

Introduction

At Montana State University Billings, we value the safety, health and well-being of our students, employees and campus visitors. Because of our values, we proactively create safe environments through appropriate policies and programs that help students make healthy choices. While we enforce state and federal laws concerning alcohol and drugs, students who commit violations are supported through educational and counseling resources. In addition, we expect our
students to respond promptly when a medical emergency occurs due to overconsumption of alcohol or other drugs. MSU Billings’ medical amnesty policy outlined below reinforces our commitment to provide a safer environment for students.

**Alcoholic Beverages**

Use, possession, or distribution of alcoholic beverages on University premises or at University-sponsored activities except as permitted in University policies. Students will also be held accountable for any violation of state or local laws regarding alcohol use or possession.

The University does not allow the consumption of alcoholic beverages by persons not of legal age at functions sponsored by Montana State University Billings organizations. Organizations will be held responsible for the conduct of their members at functions sponsored by the organization and may be charged under this Code for failure to comply with Montana state laws related to alcoholic beverages.

If a student agrees with and signs a release of information form, Montana State University Billings may notify parents when their underage (under 21) student has a second or third time violation of campus alcohol and drug policies or state laws. Parents may be notified on first time violations if the violation includes a medical emergency, vandalism, any violence or gross disrespect of residence hall staff, University officials or law enforcement officials.

**Narcotics or Drugs**

The unlawful use, possession, manufacture, sale, or distribution of marijuana or any narcotic, drug, drug paraphernalia, medicine, chemical compound, or other controlled substance defined as illegal under federal, state, or local laws. Although Montana state law permits the use of medical marijuana, i.e., use by persons possessing lawfully issued medical marijuana cards, federal laws prohibit marijuana use, possession and/or cultivation at educational institutions and on the premises of other recipients of federal funds. **Possession of a valid and appropriately held Medical Marijuana Permit identification card does not authorize a student to possess, use, or distribute marijuana in any university-owned property or in any public area of the university.** The full text of MSUB’s Campus Alcohol and Drug Policy promotes a healthy campus environment. It can be found at [http://www.msubillings.edu/studenthealth/alcohol_policy.htm](http://www.msubillings.edu/studenthealth/alcohol_policy.htm), and it conforms to the requirements of the Drug Free Schools and Communities Act, [20.U.S.C. 1145g,(Title 34 CFR §86)](http://www.msubillings.edu/studenthealth/alcohol_policy.htm) and the [Montana Board of Regents Policy 503.1](http://www.msubillings.edu/studenthealth/alcohol_policy.htm). Alcoholic Beverages.

**Drug Free Schools and Communities Act**

In compliance with the Drug Free Schools and Communities Act, MSU Billings publishes information regarding the University’s educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and University policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for MSU Billings students and employees. A complete description of these topics, as provided in the University’s annual notification to
Standards of Conduct

MSUB’s policy prohibits unlawful possession, consumption, use, distribution, or sale of illicit drugs and alcohol by students and employees on campus property. The University Police Department has primary responsibility for the enforcement of Montana state underage drinking laws as well as the enforcement of federal and state drug laws.

These acts are prohibited by Sections B, 2, a, in the Student Code of Conduct and MSUB Human Resources Policy 406.5.

Alcoholic Beverages

Montana Board of Regents Policy 503.1 provides that consumption of alcoholic beverages is permitted on property belonging to the Montana University System only as follows:

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

B. Within approved areas on campus property that are used or rented as approved by the Chancellor.”

Approval Process

MSUB has established procedures for obtaining approval for events where alcohol will be available. See Events and Conference Services. All events involving alcohol held on campus require the completion of the Alcohol Beverage Request Form. University Catering provides information about policies, laws, and the procedures to initiate the University’s approval process. The requirements for events with service of alcoholic beverages are found in the aforementioned Events and Conferences Services link.

Residence Halls and Family Housing

In accordance with section 4 B, Liquor (Alcohol) Consumption from the Housing & Residential Life Student Handbook.

MSUB allows the possession and consumption of alcohol in the privacy of a student’s room or individual family and graduate housing unit, in
accordance with applicable state law (legal drinking age in Montana is 21). However, it does not allow alcoholic beverages to be consumed in public areas such as hallways and lounges. If a public area is used for an event and alcohol will be present, the event sponsor must follow the requirements as set forth in the Events & Conferences Services agreement (Events & Conferences Services Policy). This Policy does not allow parties or activities in student rooms where large amounts of alcohol are present.

Further, residence hall social fund may not be used for the purchase of alcoholic beverages. Approved residence halls and family housing sponsored functions involving alcohol must also adhere to the state law and the policies of the University. Off-campus events organized or sponsored by MSUB Residence Halls or Housing may serve alcohol only in accordance with the MSUB Personnel Procedures, Student Code of Conduct, and Campus Drug and Alcohol Policy which follows the Montana University System Board of Regents Policy 503.1.

**Fraternity/Sorority Organizations**

Currently MSUB does not have Fraternity or Sorority Organizations.

**ASMSUB, Departmental, and Other Registered Student Organizations**

MSUB’s Alcohol and Drug Policy also regulates the use of alcohol at gatherings or events of ASMSUB, registered student organizations, and other organized student groups. Such groups must follow MSUB’s policies and procedures governing the use of alcohol at events and must receive prior approval in accordance with Events & Conferences Services agreement. No organization or ASMSUB funds are allowed to be used to buy alcohol.

**Sport Facilities**

Alcohol use is not allowed in sports facilities except in certain specific locations or as authorized under Events and Conference Services.

**University Employees and Outside Groups**

MSUB’s Alcohol and Drug policy also requires employee or private party events using University facilities which involve the service of alcohol to comply with the requirements of under Events and Conference Services of the Facilities Use Policy. No organizational funds of employee groups may be used to purchase alcohol.

**Alcohol Marketing Guidelines**

MSUB’s Policy also regulates marketing of alcohol advertising and marketing on campus. It prohibits reference to alcoholic beverages, free drinks, and drinking games, and regulates any allowed advertising.

**Illegal Drugs**

MSUB’s Policy also prohibits the use, possession, manufacture, sale, or distribution of any illegal drugs on University property or at University sponsored, including the non-medical use of prescription drugs. Refer to the MSUB Student Handbook.
Prescription Drug Abuse

Students’ inappropriate use of prescription drugs such as to “get high”, cram for exams, or use to enhance sports performance is a violation of the MSUB’s policy. Prescription drugs, when mixed with alcohol, are particularly dangerous and potentially lethal. This is especially true of opiates, such as OxyContin, Vicodin, or other pain killers. Harmful effects of prescription drug abuse include:

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

Tobacco

Montana State University Billings is a “tobacco-free” campus. In accordance with the MSUB Student Affairs Tobacco Free Campus Policy 6501, tobacco use is prohibited.

Medical Marijuana

Although Montana state law permits the use of medical marijuana, i.e., use by persons possessing lawfully issued medical marijuana cards, federal laws prohibit marijuana use, possession, and/or cultivation at educational institutions and on the premises of other recipients of federal funds. Therefore, MSUB’s Policy prohibits the use, possession, or cultivation of marijuana for medical purposes in any Montana State University Billings housing or any other Montana State University Billings property, nor is it allowed at any University-sponsored event or activity off campus.

Health Risks of Alcohol and Drug Abuse

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

Social, Academic, and Personal Risks of High-Risk Substance Abuse

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

A. Social problems: driving under the influence, fighting, unwanted sexual contact, vandalism, trouble with authorities, unsafe sexual behavior, among others.
B. Academic problems: poor grades, missed classes, memory loss, falling behind in class, work, or projects.
C. Personal problems: depression, illness and injury, experiencing unwanted attempted or completed sexual intercourse, suicide, being the victim of violence or racial harassment, being unable to control drinking or drug use.
Second-Hand Effects

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

Risks Associated with Dependency or Addiction

For some students, substance use escalates to dependency. Adverse effects of dependency can include illnesses such as liver disease, peripheral neuropathy, and cerebella degeneration. Additional health risks to students with chemical or psychological dependency include the personal problems listed above in addition to blackouts, alcoholic dependency, leading to potential dependency, acute intoxication (can include depression or euphoria, altered time perception, impairment of immediate memory, overdose, stupor, shock, coma, or death), acute withdrawal, psychosis, or aggravation of existing mental illness.

Symptoms of dependency include the following:

A. Psychological craving: intense feeling of need for the drug which may be accompanied with antisocial behavior involved in the procurement of the substance;
B. Physiological dependence: withdrawal symptoms are displayed when use of the substance is discontinued; and
C. Tolerance: need to increase the dose of the substance to obtain the desired effects.

Education, Prevention, and Treatment Programs

Because of the health and social risks of alcohol and drug abuse, Montana State University Billings provides alcohol and drug abuse prevention education, counseling and intervention programs designed to reach all segments of the campus community.

Education-AlcoholEDU for College

AlcoholEDU for College, a science-based, interactive online program, provides students with facts and skill-based information on alcohol and sexual assault, other consequences of alcohol abuse, including alcohol’s impact on the brain, body, and behavior. All new freshmen, transfer, and graduate students are required to take AlcoholEDU for College. The program matches course content to each student based on his or her behavior, attitudes, and what he or she already knows about alcohol. Whether students choose to drink or not, AlcoholEDU is designed to encourage informed decision-making about alcohol use as well as providing skills to respond to the drinking and risk behaviors of friends and peers. The program
delivers information with a non-judgmental tone that supports students in making their own plan to reduce the risk of harm associated with drinking while in college. This program is one of many efforts at MSUB to support better decision-making and a healthier campus environment where everyone can live, study, work, and have fun safely. MSUB Student Health Services also works on campus and community education and policies to reduce risk and prevent intoxicated driving.

Details about AlcoholEDU and Student Health Services are available at 406-657-2153 or the links above.

**Student Treatment and Assistance-Alcohol and Drug Assistance Center/Insight Program**

MSUB provides a voluntary, confidential resource to assist all students who are impacted directly or indirectly by chemical abuse through Student Health Services Student Wellness program. This is an educational based program open to all MSUB students, either by self-referral or by referral from MSUB offices or departments. Student Health Services can be contacted at 406-657-2153 and is located on the 2nd floor of Petro Hall. Student confidentiality will be respected. Student Health Services practitioners provide referrals and pre-assessment support.

**Student and Employees-General Counseling Services**

In addition to the “Insight and Choices Program” general counseling is available through MSU Billings Counseling at Student Health Services located on the 2nd floor of Petro Hall, 406-657-2153.

Individual counseling for students whose lives have been affected by their own or someone else’s substance abuse is available. Persons who voluntarily avail themselves of University services shall be assured that applicable professional standards of confidentiality will be observed.

An employee needing help in dealing with drug/alcohol problems or information on insurance coverage for treatment and rehabilitation programs may also contact Human Resources 406-6572278, or on the web at: MSU Billings Human Resources Benefits.

**Enforcement/Sanctions**

MSUB’s policy provides that students who violate the University alcohol and drug abuse policy, city, or state laws are subject to disciplinary action as a student under the Student Conduct Code. Employees violating the policy are subject to discipline under personnel policies established by MSUB, or applicable collective bargaining agreement. Individuals may also be subject to criminal prosecution.

Student sanctions may include reprimand, probation, suspension, expulsion, and/or restitution as well as required attendance at educational and/or treatment programs. Employee sanctions may include disciplinary measures up to and including termination. MSUB may require the satisfactory participation in a drug
abuse assistance or rehabilitation program as alternative to termination. (Section 1230.30 MSU Personnel Policies and Procedures Manual).

Criminal sanctions, regardless of status, may include jail, probation, mandatory counseling, and/or education, fines, and suspension or revocation of driving privileges. Groups displaying unreasonable and irresponsible conduct or violating this University Alcohol/Other Drugs policy will jeopardize continuance of the University-recognized or supported event and access to University service and facilities.

**Crime Statistics Report**

This report includes statistics for the previous three years concerning reported crimes that occurred on campus, on non-campus property either owned or controlled by MSUB, and on public property within or immediately adjacent to and accessible from the campus. These statistics are found on pages 76-77.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. § 1092(f)) is a federal law that requires colleges and universities to disclose information about crime on and around their campuses. The following pages provide crime rates and statistics for the 2017, 2016, and 2015 calendar years as required by law.

The Clery Act requires that the following “Clery crimes” be reported:

- Murder and Non-negligent Manslaughter
- Manslaughter by Negligence
- Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Domestic Violence
- Dating Violence
- Stalking
- Hate Crimes
- Unfounded

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

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

Crimes reported under the Silent Witness program are included in the annual disclosure of crime statistics. The Student Health Services and Phoenix Center staff report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Staff members inform persons they are counseling that they will make these confidential reports.
Statistics pertaining to referrals for disciplinary action reflect those incidents of alcohol, drugs, and weapons violations that were referred to the Dean of Student Engagement, Associate Dean of Students, or Hall Directors for student disciplinary action.

Through a formal request, the Billings Police Department Crime Analyst provides the University Police Department statistics regarding public property and non-campus buildings or property within the jurisdiction of each agency for Clery reportable offenses or arrests.

**Clery Crime Definitions**

The following definitions apply to Clery Act Statistics.

**Definition of Crime Categories Under Federal Law**

Crime definitions are from the Uniform Crime Reporting Handbook.

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

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

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

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

**Aggravated Assault:** An attack by one person upon another, in which the offender uses or displays a weapon in a threatening manner, or the victim suffers severe injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**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 aggrieved bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe lacerations, or loss of consciousness.

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

**Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

  *Constructive Possession:* The condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.
Motor-Vehicle Theft: The theft or attempted theft of a motor vehicle. All cases where automobiles, trucks, motorcycles, and mopeds are taken by persons not having lawful access, even though the vehicles are later abandoned-including joy riding are classified as motor vehicle theft.

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

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.

VAWA: Violence Against Women Act; Refer to the Violence Against Women Reauthorization Act of 2011.pdf

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

Rape: The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the age of consent.

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that persons acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and, where the existence of such a relationship shall be determined by the victim with consideration of the following factors: (1) the length of the relationship, (2) the type of relationship, (3) the frequency of the interaction between the persons involved in the relationship.

Stalking: A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

Course of Conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

*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 actual physical attack.

Liquor-Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor, maintaining unlawful drinking places, bootlegging, operating a still, furnishing liquor to a minor or interperate person, underage possession, using a vehicle for illegal transportation of liquor, drinking on a train or public conveyance, and all attempts to commit any of the aforementioned offenses. Drunkenness and driving under the influence are not included in this definition.

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

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, furnished deadly weapons to minors, aliens possessing deadly weapons, all attempts to commit any of the aforementioned.

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

- Murder and Non-negligent Manslaughter
- Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Destruction/Damage/Vandalism to Property
- Intimidation
- Larceny/Theft
- Simple Assault

*DeSTRUCTION/DAMAGE/VANDALISM TO PROPERTY, INTIMIDATION, LARCENY/THEFT, AND SIMPLE ASSAULT are crimes that are only included in the Clery reported statistics when they are committed as a hate crime.*

Hate Crime Bias:

- Race
- Gender
- Religion
- National Origin
- Sexual Orientation
- Gender Identity
- Ethnicity
- Disability

**Montana State Law Definitions**

As used in 45-5-502 and this section, the following definitions apply:

a) **“Parole”** means:
   i. In the case of an adult offender, has the meaning provided in 46-1-202; and
   ii. In the case of a juvenile offender, means supervision of a youth released from a state youth correctional facility, as defined in 41-5-103, to the supervision of the department of corrections.

b) **“Probation”** means:
   i. In the case of an adult offender, release without imprisonment of a defendant found guilty of a crime and subject to the supervision of a supervising authority; and
   ii. In the case of a juvenile offender, supervision of the juvenile by a youth court pursuant to Title 45, chapter 5.

c) **“Supervising authority”** includes a court, including a youth court, a county, or the department of corrections.
State of Montana Laws on Alcohol and Other Illegal Drugs

Montana’s Underage Consumption of Alcohol Law 45-5-624 (Possession of or unlawful attempt to purchase intoxicating substance)

A person under 21 years of age commits the offense of possession of an intoxicating substance if the person knowingly consumes or has in the person’s possession an intoxicating substance. A person may not be arrested for or charged with the offense solely because the person was at a place where other persons were possessing or consuming alcoholic beverages. A person does not commit the offense if the person consumes or gains possession of an alcoholic beverage because it was lawfully supplied to the person under 16-6-305 or when in the course of employment it is necessary to possess alcoholic beverages.

<table>
<thead>
<tr>
<th>Relevant Age</th>
<th>Offense Level</th>
<th>Penalty</th>
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<tbody>
<tr>
<td>Under 18 years of age</td>
<td>1st Offense</td>
<td>Shall be fined an amount not less than $100 and not to exceed $300 and:</td>
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<td></td>
<td>• shall be ordered to perform 20 hours of community service;</td>
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<td>• shall be ordered, and the person’s parent or parents or guardian shall be ordered, to complete and pay all costs of participation in a community-based substance abuse information course that meets the requirements of subsection (9), if one is available; and</td>
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<td>• if the person has a driver’s license, must have the license confiscated by the court for 30 days, except as provided in subsection (2)(b).</td>
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<td>2nd Offense</td>
<td>Shall be fined an amount not less than $200 and not to exceed $600 and:</td>
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<td></td>
<td>• shall be ordered to perform 40 hours of community service;</td>
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<td>• shall be ordered, and the person’s parent or parents or guardian shall be ordered, to complete and pay all costs of participation in a community-based substance abuse information course that meets the requirements of subsection (9), if one is available;</td>
</tr>
<tr>
<td></td>
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<td>• if the person has a driver’s license, must have the license confiscated by the court for 6 months, except as provided in subsection (2)(b); and</td>
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<td>• shall be required to complete a chemical dependency assessment and treatment, if recommended, as provided in subsection (8).</td>
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<td>3rd or Subsequent Offense</td>
<td>Shall be fined an amount not less than $300 or more than $900 and:</td>
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<td>• shall be ordered to perform 60 hours of community service,</td>
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<td>• shall be ordered, and the person’s parent or parents or guardian shall be ordered, to complete and pay all costs of participation in a community-based substance abuse information course that meets the requirements of subsection (9), if one is available, and</td>
</tr>
<tr>
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<td>• shall be required to complete a chemical dependency assessment and treatment, if recommended, as provided in subsection (8). If the person has a driver’s license, the court shall confiscate the license for 6 months, except as provided in subsection (2)(b).</td>
</tr>
</tbody>
</table>
| 18 Years of age or older | **1st Offense** | Shall be fined an amount not less than $100 or more than $300 and:  
• shall be ordered to perform 20 hours of community service; and  
• shall be ordered to complete and pay all costs of participation in a community-based substance abuse information course that meets the requirements of subsection (9). |
|---|---|---|
| **2nd Offense** | Shall be fined an amount not less than $200 or more than $600 and:  
• shall be ordered to perform 40 hours of community service; and  
• shall be ordered to complete and pay for an alcohol information course at an alcohol treatment program that meets the requirements of subsection (9), which may, in the court’s discretion and on recommendation of a licensed addiction counselor, include alcohol or drug treatment, or both. |
| **3rd or Subsequent Offense** | Shall be fined an amount not less than $300 or more than $900, and:  
• shall be ordered to perform 60 hours of community service;  
• shall be ordered to complete and pay for an alcohol information course at an alcohol treatment program that meets the requirements of subsection (9), which may, in the court’s discretion and on recommendation of a licensed addiction counselor, include alcohol or drug treatment, or both; and  
• in the discretion of the court, shall be imprisoned in the county jail for a term not to exceed 6 months |
| Attempts to purchase an intoxicating substance by a person under 21 years of age | A person convicted of attempt to purchase an intoxicating substance shall be fined an amount not to exceed $150 if the person was under 21 years of age at the time that the offense was committed and may be ordered to perform community service. |

**Montana’s Medical Amnesty Law 45-5-624**

A person under 21 years of age may not be charged or prosecuted under subsection (1) if:

i. The person has consumed an intoxicating substance and seeks medical treatment at a health care facility or contacts law enforcement personnel or an emergency medical service provider for the purpose of seeking medical treatment;

ii. The person accompanies another person under 21 years of age who has consumed an intoxicating substance and seeks medical treatment at a health care facility or contacts law enforcement personnel or an emergency medical service provider for the purpose of seeking medical treatment for the other person; or

iii. The person requires medical treatment as a result of consuming an intoxicating substance and evidence of a violation of this section is obtained during the course of seeking or receiving medical treatment.
Montana’s Carrying False Identification Law
61-5-302. Unlawful use of license or identification card.

It is a misdemeanor for a person to:

1) Display or cause or permit to be displayed or have in the person’s possession a cancelled, revoked, suspended, fictitious, or altered driver’s license, identification card, or tribal identification card;
2) Lend the person’s driver’s license, identification card, or tribal identification card to any other person or knowingly permit its use by another;
3) Display or represent as one’s own any driver’s license, identification card, or tribal identification card not issued to the person;
4) Fail or refuse to surrender to the department upon its lawful demand a driver’s license or identification card that has been suspended, revoked, or canceled;
5) Use a false or fictitious name in an application for a driver’s license or identification card or knowingly make a false statement or knowingly conceal a material fact or otherwise commit a fraud in an application; or
6) Permit any unlawful use of a driver’s license, identification card, or tribal identification card issued to the person.

Montana’s Public Drunkenness Law
61-8-508. Intoxicated pedestrian.

Except in an authorized crosswalk, a person who is under the influence of alcohol or any drug may walk or stand in the public right-of-way, as defined in 60-1-103, but not on a roadway or a shoulder as is otherwise permissible under 61-8-506(2).

Montana’s Driving Under the Influence of Substances Law
61-8-401. Driving under influence of alcohol or drugs—definitions. It is unlawful and punishable, as provided in 61-8-442, 61-8-714, and 61-8-731 through 61-8-734, for a person who is under the influence of:

a. Alcohol to drive or be in actual physical control of a vehicle upon the ways of this state open to the public;
b. A dangerous drug to drive or be in actual physical control of a vehicle within this state;
c. Any other drug to drive or be in actual physical control of a vehicle within this state; or
d. Alcohol and any dangerous or other drug to drive or be in actual physical control of a vehicle within this state
<table>
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<tr>
<th>Offense Level</th>
<th>Penalty</th>
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| 1st Offense   | a) Shall be punished by imprisonment for not less than 24 consecutive hours or more than 6 months and by a fine of not less than $600 or more than $1,000, except that if one or more passengers under 16 years of age were in the vehicle at the time of the offense, the person shall be punished by imprisonment for not less than 48 consecutive hours or more than 1 year and by a fine of not less than $1,200 or more than $2,000.  
   b) The mandatory minimum imprisonment term may not be served under home arrest and may not be suspended unless the judge finds that the imposition of the imprisonment sentence will pose a risk to the person’s physical or mental well-being.  
   c) The remainder of the imprisonment sentence may be suspended for a period of up to 1 year pending successful completion of court-ordered chemical dependency assessment, education, or treatment by the person. |
| 2nd Offense   | a) Except as provided in subsection (4) or (5), a person convicted of a second violation of 61-8-401 shall be punished by a fine of not less than $1,200 or more than $2,000 and by imprisonment for not less than 7 days or more than 1 year, except that if one or more passengers under 16 years of age were in the vehicle at the time of the offense, the person shall be punished by a fine of not less than $2,400 or more than $4,000 and by imprisonment for not less than 14 days or more than 1 year.  
   b) The mandatory minimum imprisonment term may not be served under home arrest and may not be suspended unless the judge finds that the imposition of the imprisonment sentence will pose a risk to the person’s physical or mental well-being.  
   c) The remainder of the imprisonment sentence may be suspended for a period of up to 1 year pending the person’s successful completion of a chemical dependency treatment program pursuant to 61-8-732. |
| 3rd Offense   | a) Except as provided in subsection (4) or (5), a person convicted of a third violation of 61-8-401 shall be punished by imprisonment for a term of not less than 30 days or more than 1 year and by a fine of not less than $2,500 or more than $5,000, except that if one or more passengers under 16 years of age were in the vehicle at the time of the offense, the person shall be punished by imprisonment for a term of not less than 60 days or more than 1 year and by a fine of not less than $5,000 or more than $10,000.  
   b) The mandatory minimum imprisonment term may not be served under home arrest and may not be suspended unless the judge finds that the imposition of the imprisonment sentence will pose a risk to the person’s physical or mental well-being.  
   c) The remainder of the imprisonment sentence may be suspended for a period of up to 1 year pending the person’s successful completion of a chemical dependency treatment program pursuant to 61-8-732. |
| 4th Offense-Felony | 4. If the person has a prior conviction under 45-5-106, the person shall be punished as provided in 61-8-731 for a fourth or subsequent offense of driving under the influence of alcohol or drugs or with an excessive alcohol concentration, driving under the influence of delta-9-tetrahydrocannabinol, or aggravated driving under the influence.  
   5. If the person has a prior conviction or pending charge for a violation of 61-8-465, the person shall be punished as provided in 61-8-465. |
Montana’s Law on Selling or Furnishing Alcohol to Minors

16-6-305. Age limit for sale or provision of alcoholic beverages.

1. Liability of provider:
   a) Except in the case of an alcoholic beverage provided in a non-intoxicating quantity to a person under 21 years of age by the person’s parent or guardian, physician or dentist for medicinal purposes, a licensed pharmacist upon the prescription of a physician, or an ordained minister or priest in connection with a religious observance, a person may not sell or otherwise provide an alcoholic beverage to a person under 21 years of age.
   b) A parent, guardian, or other person may not knowingly sell or otherwise provide an alcoholic beverage in an intoxicating quantity to a person under 21 years of age.
   c) For the purposes of this section, “intoxicating quantity” means a quantity of an alcoholic beverage that is sufficient to produce:
      i. A blood, breath, or urine alcohol concentration in excess of 0.05; or
      ii. Substantial or visible mental or physical impairment.

2. A person is guilty of a misdemeanor who:
   a) Invites a person under the age of 21 years into a public place where an alcoholic beverage is sold and treats, gives, or purchases an alcoholic beverage for the person;
   b) Permits the person in a public place where an alcoholic beverage is sold to treat, give, or purchase alcoholic beverages for the person; or
   c) Holds out the person to be 21 years of age or older to the owner of the establishment or to the owner’s employee.

3. It is unlawful for any person to fraudulently misrepresent the person’s age to any dispenser of alcoholic beverages or to falsely procure any identification card or to alter any of the statements contained in any identification card, including a tribal identification card.

4. A person 21 years of age or older who violates the provisions of subsection (1)(b) is, in addition to applicable criminal penalties, subject to civil liability for damages resulting from a tortuous act committed by the person to whom the intoxicating substance was sold or provided if the act is judicially determined to be the result of the intoxicated condition created by the violation.

Montana’s open container laws

61-8-460. Unlawful possession of open alcoholic beverage container in motor vehicle on highway.

61-8-460. Unlawful possession of open alcoholic beverage container in motor vehicle on highway. (1) Except as provided in subsection (2), a person commits the offense of unlawful possession of an open alcoholic beverage container in a motor vehicle if the person knowingly possesses an open alcoholic beverage container within the passenger area of a motor vehicle on a highway.

(2) This section does not apply to an open alcoholic beverage container:
(a) in a locked glove compartment or storage compartment;
(b) in a motor vehicle trunk or luggage compartment or in a truck bed or cargo compartment;
(c) behind the last upright seat of a motor vehicle that is not equipped with a trunk;
(d) in a closed container in the area of a motor vehicle that is not equipped with a trunk and that is not normally occupied by the driver or a passenger; or
(e) in the immediate possession of a passenger:
   (i) of a motor vehicle, including a bus, taxi, or limousine, that is used for the transportation of persons for compensation and that includes the provision of a hired driver; or
   (ii) in the living quarters of a camper, travel trailer, or motor home.

(3) (a) A person convicted of the offense of unlawful possession of an open alcoholic beverage container in a motor vehicle shall be fined an amount not to exceed $100.
(b) A violation of this section is not a criminal offense within the meaning of 3-1-317, 3-1-318, 45-2-101, 46-18-236, 61-8-104, and 61-8-711 and may not be recorded or charged against a driver's record, and an insurance company may not hold a violation of this section against the insured or increase premiums because of the violation. The surcharges provided for in 3-1-317, 3-1-318, and 46-18-236 may not be imposed for a violation of this section.

City of Billings Open Container Law
Sec. 3-202. - Prohibited acts.
Public drinking and public display and exhibitionism of alcoholic beverages as defined in section 3-201 is prohibited and it is unlawful for any person to engage in public drinking as defined in section 3-201 within the limits of the city, and it is unlawful for any person to engage in public display or exhibitionism of alcoholic beverages as defined in section 3-201 within the city limits.

City of Billings’ Public Urination or Defecation Laws
Sec. 18-103. - Public urination and defecation prohibited.
It is unlawful for any person to urinate or defecate in any street, alley or public place except in a facility provided for that purpose.
### Possession of Dangerous Drugs (PODD)

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<th>Drug Type</th>
<th>Level of Offense</th>
<th>Penalty</th>
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<tbody>
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<td>Marijuana or its derivatives in an amount the aggregate weight of which does not exceed 60 grams of marijuana or 1 gram of hashish</td>
<td><strong>1st Offense</strong></td>
<td>Guilty of a misdemeanor and shall be punished by a fine of not less than $100 or more than $500 and carries no jail time. The minimum fine must be imposed as a condition of a suspended or deferred sentence.</td>
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<td><strong>2nd or Subsequent Offense</strong></td>
<td>Fine not to exceed $1,000 or by imprisonment in the county jail for a term not to exceed 6 months; up to a year for a third offense.</td>
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<td>Anabolic steroid as listed in 50-32-226</td>
<td><strong>1st Offense</strong></td>
<td>Guilty of a misdemeanor and shall be punished by a fine of not less than $100 or more than $500 or by imprisonment in the county jail for not more than 6 months, or both.</td>
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<td>Opiate, as defined in 50-32-101- Felony</td>
<td><strong>1st Offense</strong></td>
<td>Shall be imprisoned in the state prison for a term of not less than 2 years or more than 5 years and may be fined not more than $50,000, except as provided in 46-18-222.</td>
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<td>Methamphetamine</td>
<td><strong>2nd or Subsequent Offense</strong></td>
<td>Shall be punished by:</td>
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<td></td>
<td>i. imprisonment for a term not to exceed 5 years or by a fine not to exceed $50,000, or both; or</td>
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<td></td>
<td>ii. commitment to the department of corrections for placement in an appropriate correctional facility or program for a term of not less than 3 years or more than 5 years. If the person successfully completes a residential methamphetamine treatment program operated or approved by the department of corrections during the first 3 years of a term, the remainder of the term must be suspended. The court may also impose a fine not to exceed $50,000.</td>
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<td>Other</td>
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<td>A person convicted of criminal possession of dangerous drugs not otherwise provided for in subsections (2) through (5) shall be imprisoned in the state prison for a term not to exceed 5 years or be fined an amount not to exceed $50,000, or both.</td>
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**45-9-102. Criminal Possession of Dangerous Drugs.**

Except as provided in Title 50, chapter 46, a person commits the offense of criminal possession of dangerous drugs if the person possesses any dangerous drug, as defined in 50-32-101. This subsection does not apply to the possession of synthetic cannabinoids listed as dangerous drugs in 50-32-222.
Possession of Dangerous Paraphernalia (PODP)
45-10-103. Criminal Possession of Drug Paraphernalia.

Except as provided in 50-32-609 or Title 50, chapter 46, it is unlawful for a person to use or to possess with intent to use drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale, or otherwise introduce into the human body a dangerous drug. A person who violates this section is guilty of a misdemeanor and upon conviction shall be imprisoned in the county jail for not more than 6 months, fined an amount of not more than $500, or both. A person convicted of a first violation of this section is presumed to be entitled to a deferred imposition of sentence of imprisonment.

Montana State University Billings Clery Reportable Geography

Definitions: The following definitions apply to Clery Act statistics.

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

*On-Campus Subset: On-Campus Student Housing is defined as “any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution and is within the reasonably contiguous geographic area that makes up campus.”

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

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

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Statistics provided by the Billings Police Department Crime Analyst, Yellowstone County Sheriff's Office, Montana Highway Patrol, and Montana Fish, Wildlife & Parks.

**Hate Crimes:** There were no Hate Crimes reported for 2016, 2017, and 2018.

*Additionally, there was one unfounded fondling reported for on-campus student housing in 2018.** Crimes reported in the “On-Campus Student Housing” columns are accounted for in the “On-Campus” columns. ***Liquor, Drug, & Weapons referrals were calculated according to guidance from the 2016 Department of Education Handbook.*
Crime Statistics for the City College

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<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>Weapons Law Violations</td>
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<td>1</td>
<td>0</td>
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</tr>
<tr>
<td>TOTAL</td>
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<td>0</td>
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<td>N/A</td>
<td>N/A</td>
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<td>0</td>
</tr>
</tbody>
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Statistics provided by the Billings Police Department Crime Analyst, Yellowstone County Sheriff’s Office, Montana Highway Patrol, and Montana Fish, Wildlife & Parks.

Unfounded Crime Reports: There were no unfounded reports at City College for 2016, 2017, & 2018

Hate Crime: There were no Hate Crimes reported at City College for 2016, 2017, & 2018

* City College does not have student housing
** Liquor, Drug, & Weapons referrals were calculated according to guidance from the 2016 Department of Education Handbook.
Introduction

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

In an effort to standardize the information an institution publishes on fire safety, the U.S. Department of Education requires all universities that maintain on-campus student housing facilities and receive U.S. Department of Education funding to publish an annual fire safety report, maintain a fire log, and report fire statistics to the Secretary of Education. These reports are also posted on the Montana State University Billings Housing & Residential Life webpage and the University Police webpage. Paper copies of the full report are available upon request at the University Police Office, located on the first floor of the parking garage on Poly Drive during business hours.

Fire Safety Policies

Use of Electrical Appliances: Within the residence halls, refrigerators 4 cubic feet and less, coffee pots, and toaster ovens are permitted. Other appliances may be allowed, provided there are no exposed heating elements. Due to the wiring within the Resident Housing Buildings, microwaves are only allowed in the form of a refrigerator/microwave combination called the MicroChill unit. These units can be purchased or rented from Housing and Residential Life. Within Family Student Housing, standard household electrical appliances are allowed.

Smoking: Montana State University Billings became a “tobacco-free” campus, effective August 15, 2013. Smoking is prohibited within the residence halls, public areas, and student rooms. Smoking is prohibited in all Family Student Housing and grounds. Refer to MSUB Student Affairs Tobacco Free Campus Policy 6501.

Open Flames: Within the residence halls system, any type of open flame is prohibited. Within Family Student Housing, open flames are allowed when operated under safe conditions. Refer to the Student Code of Conduct Handbook.

Policies Applicable to Residence Halls

Open Flames: Burning of incense, scented candles, cigars, or any other substance such as sweet grass or sage, creating noxious odor in the halls is prohibited. Students living in the Residence Halls can submit a request for a “Ceremonial Burning of Incendiaries” for those who wish to engage in burning cedar, sweet grass, or sage for the sake of ceremonial practice. Candles are prohibited in University buildings and in the Residence Halls due to fire hazard. (2018-2019 Housing & Residential Life Student Handbook and Planner, Pg. 36, Section 4- Residence Hall Rules and Regulations, sub-section J- Burning of Incendiaries/Candles).

Cooking in Rooms: Minimal cooking is allowed in student rooms. Designated kitchen areas are provided within the Residence Halls. Microwave ovens are specifically prohibited. (2018-2019 Housing & Residential Life Student Handbook)
Family Student Housing Fire Safety Rules: Gasoline, kerosene, burning fluid, or other combustible or explosive materials are prohibited. Any condition that creates a fire hazard is prohibited and must be eliminated upon request of University Staff.

Prohibited Acts

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

a. Misuse of any fire equipment, including extinguishers, pipes, pull stations, smoke/heat detectors, hoses, exit signs, emergency lights, horns, alarms, bells, and doors;

b. Starting fires;

c. Setting off false alarms;

d. Failing to evacuate and/or hindering in the evacuation of others; and

e. The use of fire escapes during a “non-emergency”

University Response to Arson

Arson is the act of maliciously, voluntarily, and willfully setting fire to a building, buildings, or other property within a building. Arson is a criminal offense and will be treated as such. Any acts or attempted acts of arson will result in disciplinary sanctions, up to and including suspension or expulsion from the University as well as criminal charges. (Refer to the MSUB Student Policies & Procedures Handbook, Part IX Code of Conduct, Section B, 2, e.)

Fire Safety Report Log

Three fires were reported for the years of 2018, 2017, 2016. This table includes the fire statistics for Petro Hall, Rimrock Hall, Rimrock Dining, and Family Student Housing.

Note: BFD Response = Billings Fire Department Response.

Fire Drills

The Higher Education Act (HEA) defines a fire drill as “a supervised practice of a mandatory evacuation of a building for a fire.”

Residence Life: Within the residence halls, fire drills are conducted in each building during the academic period. Fire drills are unannounced and assist in the educational process for students and staff alike.

Family Student Housing: Tenants are instructed to follow the Exit Drills in the Home (E.D.I.T.H.) procedure, which is endorsed by the National Fire Protection Association (NFPA). Information is distributed to each tenant during their individual
orientation meeting, then revisited annually with each household during the week of welcome (1<sup>st</sup> week in September).

<table>
<thead>
<tr>
<th>2018</th>
<th>Residential Facilities (Name and Address)</th>
<th>Total Number of Fires in Each Building</th>
<th>Fire Number</th>
<th>Cause of Fire</th>
<th>Number of Injuries That Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by Fire (in USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Petro Hall 1500 University Drive</td>
<td>1</td>
<td>1</td>
<td>Grease spilled on stove element</td>
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<td>0</td>
<td>$0-99</td>
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<tr>
<td></td>
<td>Rimrock Hall 1500 University Drive</td>
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<td>0</td>
<td>0</td>
<td>N/A</td>
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<tr>
<td></td>
<td>Family Housing Unit #1 32 Mountain View Blvd</td>
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<td></td>
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<td>Trash can fire started by lit cigarette</td>
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<td>0</td>
<td>$0-99</td>
</tr>
<tr>
<td></td>
<td>Family Housing Unit #3 32 Mountain View Blvd</td>
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<table>
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<th>Residential Facilities (Name and Address)</th>
<th>Total Number of Fires in Each Building</th>
<th>Fire Number</th>
<th>Cause of Fire</th>
<th>Number of Injuries That Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by Fire (in USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Petro Hall 1500 University Drive</td>
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<td>0</td>
<td>N/A</td>
<td>0</td>
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<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
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<tr>
<td></td>
<td>Family Housing Unit #1 32 Mountain View Blvd</td>
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<td>Residential Facilities (Name and Address)</td>
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<td>Fire Number</td>
<td>Cause of Fire</td>
<td>Number of Injuries That Required Treatment at a Medical Facility</td>
<td>Number of Deaths Related to a Fire</td>
<td>Value of Property Damage Caused by Fire (in USD)</td>
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## Fire Safety Systems

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

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<tr>
<th>Building Name</th>
<th>Fire Alarm</th>
<th>Fire Sprinkler</th>
<th>Standpipes</th>
<th># of Fire Drills</th>
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<tr>
<td>Academic Support Center</td>
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<tr>
<td>Alumni House</td>
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<tr>
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<tr>
<td>Art Annex</td>
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<tr>
<td>Alterowitz (Athletics)</td>
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<td>Cisel Hall</td>
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</tr>
<tr>
<td>College of Education</td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>Family Housing</td>
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<td>X</td>
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<tr>
<td>Foundation House</td>
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<tr>
<td>Health Science Building (CC)</td>
<td>X</td>
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<tr>
<td>Liberal Arts Building</td>
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<td>X</td>
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<td>X</td>
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<td>McDonald Hall (COB)</td>
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<td>McMullen Hall</td>
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<td>Parking Garage</td>
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<td>Petro Hall</td>
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<td>Rimrock Hall</td>
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<td></td>
</tr>
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<td>Science Building</td>
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<td>Tech Building (CC)</td>
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<td></td>
</tr>
<tr>
<td>Native American Achievement Center</td>
<td>X</td>
<td>X</td>
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<td></td>
</tr>
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</table>

Data collection from MSUB Facilities Services

## Fire Evacuation Procedures for Student Housing

Residence Life: Resident Assistants explain the evacuation procedures during floor meetings with student residents. Evacuation plans are posted in each residence hall room and evacuation plans and maps are posted in public areas on each floor in the residence halls, such as lobbies and restrooms. Residents are directed to exit through the nearest safe exit route/stairwell and are informed of the exterior hall meeting location for students.
Students are required to evacuate any residence hall immediately upon the sound of an alarm and may not reenter until authorized by University personnel.

Assuming there are no visible smoke or flames during an evacuation, Resident Assistants will conduct a facility sweep of the floor, checking all common areas, knocking on doors, and announcing the evacuation to ensure that the resident evacuation is complete.

During the alarm, front desk personnel document the fire alarm and evacuation progress. University Police Officers facilitate the fire panel and direct residence life staff during the alarm.

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

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

**Fire Safety Education and Training**

**Residence Halls**

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

Students in the residence halls are provided with the housing requirements set forth in the Residence Life & Housing Handbook and instructed on evacuation procedures as noted in the fire safety section.

**Family Student Housing**

Check-In Appointment- Tenants are required to attend a check-in appointment within one week of moving into their apartment. During this meeting, tenants are given the following instructions:

- If an alarm is audible, vacate the building immediately in a safe manner
- If smoke or flames are visible, call 911 immediately
- Tenants are encouraged and instructed to practice E.D.I.T.H.

Check-in appointments are ongoing throughout the year, dependent on when the tenant(s) obtains housing.

**Fire Log**

The MSUB Fire Log for the past three years is available for viewing at the University Police Office located on the first floor of the Poly Drive parking garage on the main campus at 1500 University Drive during normal business hours.
Procedures Students and Employees Should Follow in Case of a Fire

In the event of a fire, the University expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to contact 911 and the University Police Department. Students and/or staff are informed of where to relocate by staff if circumstance warrants at the time of the alarm. In the event fire alarms sound, University policy is that all occupants must evacuate from the building, closing doors as they leave. Although training is provided to some students and employees in firefighting, this is inherently dangerous, and each community member’s only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

Reporting Fires

Fire Emergency: Report a fire emergency by calling 911.

Non-Emergency: MSUB is required to annually disclose statistical data on all fires that occur in on-campus housing facilities. To report a non-emergency fire which has already been extinguished in in-campus housing, call the MSU Billings Police Office at 406-657-2147.

Fire Safety Improvement Plans

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

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

Fire Prevention

Fire prevention is the responsibility of all members of the MSU Billings college community. College residence halls are particularly susceptible to fires, and students residing in the halls must carefully adhere to fire safety regulations.
References

Sexual or Violent Offender List

For information on sexual or violent offenders in Montana, click on or visit Montana Department of Justice Sexual or Violent Offender Registry at https://app.doj.mt.gov/apps/svow/default.aspx

For a list of persons registered with the Montana Department of Justice as sexual or violent offenders go to https://app.doj.mt.gov/apps/svow/search.aspx.

For a list of persons registered with the Yellowstone County Sexual or Violent Offender list go to http://www.co.yellowstone.mt.gov/Sheriff/offender/newoffender.asp.

For a list of persons attending MSU Billings and are known to be on the registered Sexual or Violent Offender list go to http://www.msubillings.edu/police/pdf/MSUB_Sexual_or_Violent_Offender.pdf.

Local Resources

Below are links to local resources:

MSU Billings Residence Life & Housing Handbook

MSU Billings Student Policies & Procedures Handbook (Code of Conduct)

MSU Billings Police Department
http://www.msubillings.edu/police/

City of Billings Police Department

City of Billings Fire Department