Where the people make [the difference].
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Quick Reference Resources

Local Law Enforcement (Off Campus)
Emergency............................................9-1-1
Non-Emergency....................................701-577-1212

Fire Department (Off Campus)
Emergency............................................9-1-1
Non-Emergency....................................701-572-3400

Campus Security.....................................701-570-6699

WSC Campus Mental Health Counselor..........................701-774-4212

Executive Cabinet Members
WSC President......................................701-774-4233
CEO TrainND.........................................701-774-4246
Chief Financial Officer..............................701-774-4250
VP for Academic Affairs............................701-774-4231
VP for Student Affairs..............................701-774-4585
Director for Human Resources....................701-774-4204
Director for Athletics..............................701-774-4546
Director for SBDC.....................................701-774-4279
Director for Creative Services....................701-774-4223
Director for IT.........................................701-774-4591
Director for Facilities..............................701-774-4578

Campus Security Authorities
Campus Security Officers..........................701-570-6699
Director for Facilities..............................701-774-4578
VP for Student Affairs..............................701-774-4585
VP for Academic Affairs........................701-774-4231
Title IX Coordinator...............................701-774-4281
Deputy Title IX Coordinator......................701-774-4204
Director for Athletics..............................701-774-4546
Coaches..............................................701-774-4546
Director for Residence Life.......................701-774-4528
Head Resident Assistant..........................701-774-4528
Assistant Coaches/Resident Life RAs............701-774-4528
Coordinator for Student Life....................701-774-4213

Non-Emergency Community Resources
Williams County Disaster Service............701-577-7707
Williston Family Crisis Shelter................701-572-0757

William County Social Services..............701-774-6300
Williams County Sherriff's Office..............701-577-7700
NW Narcotics Task Force.........................701-577-7711
Williston FBI Office..............................701-713-4112

Community Health Resources
Upper Missouri District Health Unit...........701-774-6400
Northwest Human Service Center..............701-774-4600
Mercy Medical Center..........................701-774-7400
24 Hour Crisis Line.............................701-572-9111

National and Statewide Hotlines
Poison Control Center.............................800-222-1222
Road Emergency Assistance.....................800-472-2121
National Suicide Prevention......................800-273-TALK (8255)
Suicide Hotline.....................................800-SUICIDE
Rape Victim Hotline..............................800-472-2911
The Clery Act

Williston State College understands that the issue of campus safety is a vital concern for students as well as their families when selecting a postsecondary institution. We believe transparency in regards to campus safety is a key part of our responsibility in assisting stakeholders make safe choices. This report is provided to campus community members to fulfill the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) is a federal mandate requiring all institutions of higher education that participate in the federal student financial aid programs to disclose information about the crime on their campuses and in the surrounding communities. The Clery Act affects virtually all public and private IHEs and is enforced by the U.S. Department of Education. Campuses that fail to comply with the act can be penalized with large fines and may be suspended from participating in the federal financial aid programs.

The Clery Act, formerly known as the Crime Awareness and Campus Security Act, was signed in 1990 and is named after 19-year-old Jeanne Clery, who was raped and murdered in her Lehigh University residence hall in 1986. Clery’s parents lobbied Congress to enact the law when they discovered students at Lehigh had not been notified about 38 violent crimes that had occurred on campus in the three years prior to Clery’s murder.

When the Higher Education Opportunity Act (HEOA) was signed into law in 2008, it amended the Clery Act by adding a number of safety and security related requirements to the Higher Education Act of 1965. To ensure full compliance with the law, Williston State College must do the following:

- Publish and distribute an Annual Security Report to current and prospective students and employees by October 1 of each year. The report must provide crime statistics for the past three years, detail campus and community policies about safety and security measures, describe campus crime prevention programs, and list procedures to be followed in the investigation and prosecution of alleged sex offenses.

- Provide students and employees with timely warnings of crimes that represent a threat to their safety. The Williston State College must also keep and make available to the public a detailed crime log of all crimes reported to them in the past 60 days. Crime logs must be kept for seven years. Logs older than 60 days must be made available within two business days upon request.

- Keep the past three years of crime statistics detailing crimes that have occurred: on-campus; in campus residential facilities; in public areas on or near campus; and in certain non-campus buildings. WSC must also report liquor and drug law violations and illegal weapons possession if they result in a disciplinary referral or arrest.

- Disclose missing student notification procedures that pertain to students residing in any on-campus student housing facilities.

- Disclose fire safety information related to any on-campus student housing facilities. This includes maintaining a fire log that is open to public inspection and publishing an Annual Fire Safety Report containing policy statements and fire statistics associated with each on-campus student housing facility. These statistics must include the location, cause, date, time, injuries, deaths and property damage of each fire.

- Submit the collected crime and fire statistics to the Department of Education each fall.

- Inform prospective students and employees about the availability of the Annual Fire Safety Report

Williston State College encourages students, faculty and staff to use this report as a guide for making safe choices when it comes to personal safety. To assist with this effort WSC publishes updated information annually. The report is available on the internet at www.willistonstate.edu. Additionally each member of the WSC community receives an email that describes the report as well as its location on the website. Hard
copies are available by contacting the office for Student Affairs at 701-774-4585.

Campus Safety and Security

Williston State College encourages students and college community members to be fully aware of the safety issues occurring on campus. To assist with this effort, community members are encouraged to take action to prevent and report illegal and inappropriate activities.

The following report contains important information on, crime prevention and reporting guidelines, campus crime statistics and important campus security information such as policies and procedures, emergency preparedness, fire safety and resources to assist you in making safe choices.

Campus Security Office

The Williston State College Security Office is located in Stevens Hall. Located under the direct supervision of the Director for College Facilities, the office of campus security employs 3 full time security officers. Security officers carry cell phone at all times when on duty. Security officers can be reach at 701-570-6699. Security officers are on duty

- Monday-Saturday 6:00am-12:00am
- Sunday 12:00pm-10:00pm

WSC has no organized fraternities, sororities or other institutionally recognized off campus student organizations and therefor monitoring or tracking of criminal activity by campus security or local law enforcement is not required.

WSC Campus Security Officers are committed to the safety and security of Williston State College community members.

Timely Warnings and Notifications of Criminal Offenses

All Title IV institutions, without exception, are subject to the timely warning regulation. Williston State College is required to issue a notification to all students in certain situations. Determining to send out a mass warning notification to students is decided by the college president. Decisions are made on a case by case basis and take the following key factors into consideration:

- The nature of the crime
- The likelihood the crime will pose continued danger to the campus community.
- The possible risk of compromising law enforcement efforts.

Timely warning requirements are not limited to violent crimes or crimes to individuals. Timely warnings may be issued for threats to persons or to property. Timely warnings are sent to the campus community with the intent of enabling students, faculty and staff to protect themselves. Warnings are required to include content that describes the crime that triggered the notification.

WSC takes the confidentiality of its students seriously through proper understanding and administration of FERPA requirements. In the case of certain emergency situations FERPA does not preclude an institution’s compliance with the timely warning provision of the campus security regulations. FERPA recognizes that information can, in case of an emergency, be released without consent when needed to protect the health and safety of others. In addition, if institutions utilize information from the records of a campus law enforcement unit to issue a timely warning, FERPA is not implicated as those records are not protected by FERPA.

Notifications to campus community members will be released as soon as the pertinent information is available to be released. Timely Warnings will be distributed in a manner reasonably likely to reach the campus community. Depending on the circumstances, any of the following methods or combinations thereof, may be used:

- Emergency Notification System- Assurance NM (phone and text messages)
- Moodle
- Campus Warning Sirens
- Email
- Official WSC Website
- Press Release
- “In Case of Crisis” mobile app
- Targeted Communication
WSC is not required to provide a timely warning for non-Clergy crimes or for crimes reported to a professional counselor.

WSC does not employ a pastoral counselor.

**Reporting Crime on Campus**

College community members are encouraged to report all crimes and public safety related incidents to police or a campus CSA in a timely manner. Bystanders or witnesses are encouraged to report when a victim is unable to report. Police are able to provide numerous resources to victims, investigate and solve crimes, assist in adjudication and help create personal safety plans. Crimes involving sexual misconduct are also encouraged to be reported to the Campus Title IX coordinator or other trusted campus personnel or CSA.

To report an emergency, call 911. To report a crime on the WSC campus, call WSC Security at 701-570-6699. To report a crime after hours, or in the event that WSC Safety and Security is unable to respond, call the Williston Police Department at 701-577-1212.

As indicated above, WSC always encourages victims or witnesses of crime to report the incident to local law enforcement however we know that this does not always happen. Because of this, the Clery Act requires institutions to appoint various Campus Security Authorities (CSAs). CSA are required to officially report all crime information to the office of campus security that they believe was provided to them in good faith, free from hearsay or rumor. In accordance with Clery Act guidelines WSC has appointed the following support staff that have significant responsibility for student and campus activities.

WSC has identified the following individuals as Campus Security Authorities (CSAs):

<table>
<thead>
<tr>
<th>Campus Security Officers</th>
<th>701-570-6699</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director for Facilities</td>
<td>701-774-4578</td>
</tr>
<tr>
<td>Vice President for Student Affairs</td>
<td>701-774-4585</td>
</tr>
<tr>
<td>Title IX Coordinator</td>
<td>701-774-4281</td>
</tr>
<tr>
<td>Director for Human Resources/ Deputy Title IX Coordinator</td>
<td>701-774-4212</td>
</tr>
<tr>
<td>Director for Athletics</td>
<td>701-774-4546</td>
</tr>
<tr>
<td>Coaches</td>
<td>701-774-4546</td>
</tr>
<tr>
<td>Director for Residence Life</td>
<td>701-774-4528</td>
</tr>
<tr>
<td>Head Resident Assistant</td>
<td>701-774-4528</td>
</tr>
<tr>
<td>Assistant Coaches acting as Residence Life Assistants (RA’s)</td>
<td>701-774-4528</td>
</tr>
<tr>
<td>Coordinator for Student Life</td>
<td>701-774-4213</td>
</tr>
<tr>
<td>Vice President for Academic Affairs</td>
<td>701-774-4231</td>
</tr>
</tbody>
</table>

A student’s privacy concerns are weighed against the needs of WSC to respond to certain incidents and crimes. To the greatest extent possible, all reports will remain private. However, information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community.

Information reported to WSC is treated as confidential during the investigative phase, except as required by law. When major incidents occur, the Williston Police Department may also respond.

The campus professional counselor, when acting as such, is not considered a Campus Security Authority and is not required to report crimes to be included in the Annual Security Report. However, as a matter of policy, they are encouraged to inform persons being counseled of the procedures for reporting crimes on a voluntary basis that would be included in the annual report.

**Sex Offender Registry**

Post-Secondary Institutions are required to advise the campus community when a registered sex offender is
either enrolled or employed by the institution. Information can be found by contacting the Williston Police Department (number, address, contact??). Information can also be found at the ND Attorney General’s Office www.sexoffender.nd.gov.

Missing Student Notification Policy

A missing student is defined as a person currently enrolled at WSC and living in campus housing whose whereabouts have been unaccounted for over 24 hours.

Designating a contact person:

Upon execution of a housing contract, all students living in campus housing will have the opportunity to identify a contact person to be notified if the student is determined to be missing by either internal campus security administration or the Williston Police Department. This contact may be the same or different than the emergency contact information provided in the student’s CampusConnection account. Students may update their missing person contact information with the Director for Residence Life as/when needed. The Director for Residence Life maintains missing person and emergency contact information for all students residing in campus housing. This information is accessible by other Student Affairs administration and staff in the event a student is reported missing.

Procedures for notification of a missing person:

Step 1: Any individual on campus who has information suggesting a resident student may be missing must immediately notify the Director for Facilities by calling (701) 774-4578 or by calling campus security at 701-570-6699. Alternatively students may contact the Director for Residence Life by calling 701-774-4528 or by visiting the housing office located in Frontier Hall.

Step 2: Campus Security in collaboration with the Director for Residence Life, will gather essential information about the student reported missing; description, clothes last worn, schedule of classes and other known plans and/or activities, suggestions of where the student might be, who the student might be with, student’s physical and mental well-being, recent photograph, etc.

Step 3: If the student is not found within 24 hours of the time campus authorities were notified or it is immediately apparent that the student is a missing person (as in the case of a witnessed abduction), the Director for Facilities will contact the Williston Police Department. Williston Police Department agents will take charge of further investigation or location efforts.

Step 4: No less than 24 hours after determining a resident student is missing, the Director for Residence Life will notify the student’s designated missing person contact that the student is believed to be missing.

Additional conditions for minors:

If the student is under the age of 18 and is not an emancipated adult, WSC is required to notify a custodial parent or guardian, in addition to any contact person specifically designated by the student. The Director for Residence Life will notify the parent or guardian no more than 24 hours after the student is determined to be missing. The Director for Facilities will also notify the Williston Police Department or other appropriate law enforcement agency within 24 hours of the determination that the student is missing.

Failure to designate a contact:

In the event a student residing in a residence hall is determined to be missing by the Director for Facilities, Williston Police Department or other law enforcement agency, and has not previously identified a missing persons contact, the Director for Residence Life will notify the individual identified in the student’s Campus Connection account as the emergency contact within 24 hours of the initial notification.

If no emergency contact information is on record, the Director for Residence Life will use his or her discretion to notify the most appropriate individual while keeping the safety and well-being of the missing person in mind.

Communication related to missing persons:

All communications regarding missing persons will be handled by outside law enforcement authorities, as they are best suited to provide information to the media that is designed to elicit public assistance in the search for the missing person. All inquiries to WSC regarding missing students or information provided to any individual at
WSC about a missing student shall be referred to the Director for Residence Life, who shall refer inquiries and information to law enforcement authorities as appropriate.

At no time shall information be shared with the media or other outside communication sources if doing so may hinder the investigation or other efforts to locate a missing person.

**Building Access and Maintenance of Campus Facilities**

The Williston State College campus is for the use of the students, faculty, staff, escorted guests and those on official business with the College. All others are subject to being charged with trespassing.

Visitors are reminded that access to campus buildings is limited to normal business hours.

Students, faculty, staff and visitors are encouraged to report needed repairs for all areas to the Business Office during business hours. After hours, requests may be referred to members of the Williston State College faculty or staff.

The following guidelines are designed to provide maximum security and protection for all concerned and still provide convenient access to buildings:

1. Keys are issued to authorized faculty, staff and students only.
2. Exterior building doors are prohibited from being blocked open when the doors are locked.
3. Building evacuation is mandatory for all fire alarms.
4. Lighting on campus is periodically evaluated for safety and security purposes.
5. Normal building hours are as follows:
   - Monday through Friday: 6:30am until 12:00am
   - Saturday: 6:30am-2:30pm
   - Sunday: Campus facilities are closed.
6. Scheduled weekend classes and special events are communicated to Campus Security who ensure that doors are unlocked and locked as necessary.
7. A telephone is located to the left of the main entrance. This telephone is also capable of calling off-campus by dialing 9 + the number you wish to reach.
   To dial 911, dial 9-911.
8. Campus Community Members are encouraged to report any individuals who behave in a suspicious manner or are involved in suspicious activities to campus security personnel immediately by calling 701-570-6699. If after hours individuals should call the Williston Police Department by calling 701-577-1212. Always dial 911 in an emergency.

**Residence Hall Security**

Williston State College has two residence halls and two family apartment buildings on campus. The Director for Residence Life, in collaboration with the Director for Facilities, maintain the overall maintenance, safety and security of each building. Each residence hall has a head resident who lives on site. A head resident oversees the two family apartment building. Frontier Hall also employs four graduate resident assistants and three student resident assistants who also live on site.

Residence Life staff receive annual training on safety and security as well as emergency crisis management. Important information is communicated to residents through monthly floor meetings, posted notifications, programming events and email notifications.

Residents are asked to take security precautions very seriously in order to ensure a safe environment for all residents. The following guidelines for ensure safety are given to residents:

1. Students are reminded to ensure that outside building doors are locked securely behind them when coming and going.
2. Propping a locked door open is strictly prohibited.
3. Key fobs are required for access to the building 24 hours a day. Holding the door open for anyone without a fob violates the safety and security of all residents.

Residents are responsible for the behavior of their visitors/guests. Visitors/guests are subject to all campus housing policies. The posting of visiting hours is to guarantee residents certain hours of privacy. Established
visiting hours are 10:00 a.m. to 12:00 a.m. Sunday through Thursday. 10:00 a.m. to 2:00 a.m. on Friday and Saturday. Visitors must be signed in at the front desk anytime they are on the premises.

Individuals residing in campus housing will observe quiet hours from 10:00 p.m. to 10:00 a.m.

Residents are allowed to have overnight guests of the same sex. Before having an overnight guest, residents must officially notify the residence supervisor and have their roommate’s permission.

A guest is someone of the same sex who stays in a room for no more than three consecutive nights five times a semester, or someone who stays two nights not more than seven times a semester.

To prevent theft, it is recommended that a room/apartment always be locked. It is also recommended that large amounts of money or valuable objects not be kept in a room/apartment.

The college does not assume responsibility for stolen items.

For personal safety it is recommended that doors remain locked and the identity of anyone entering a room/apartment be made known before opening the door.

Entry of Campus Housing

Entry of a student room/apartment by Williston State College Staff will be restricted to the following:

1. Maintenance. Staff members required to enter due to maintenance issues will give residents 24-hour notice prior to entry whenever possible. In addition, preannounced room inspections will be held to check for general sanitation and order. Maintenance inspections often occur over formal recess periods. Notification of such inspections will be sent to student emails prior to students officially leaving campus. Williston State College housing contract stipulates that room inspections may be made by staff for maintenance reasons.

2. Residence Safety. When residence directors or college officials have reasonable fear for the health, safety, life or property of individual authorized personnel may enter with no prior notification issued.

3. Code of Conduct violations. When residence directors or college officials have just cause to suspect a violation of college regulations authorized personnel may enter with no prior notification issued.

When possible, occupants will be present if a room/apartment is entered. College officials will announce their presence before entering.

Except for emergency maintenance or safety concerns, residence supervisors who have just cause to enter a room without the presence of the resident shall do so with another college official.

Solicitation in College Buildings

The following procedure concerns the rights and responsibilities of visitors who wish to solicit the attention of campus community members on campus.

1. Williston State College reserves the right to determine time, place, and manner of all solicitations or activities on college property.
2. Solicitation is any approach made with the purpose of making a request, plea, suggestion, petition or enticement for support, opinion, funds, time or assistance.
3. The exchange of information and ideas by lawful means shall not be excluded by this policy, but such activities should respect each individual’s personal freedom.
4. Williston State College can deny, approve or impose restrictions on agents of such organizations as to the date and time solicitation will occur, the number of people involved, the type and methods of solicitation and the areas of the particular academic building to be covered.
5. Those engaged in solicitation shall respect the rights of all persons to be free from forceful, verbal or physical contact.

6. Any individual who feels that his or her individual rights have been violated by solicitation of any form may file a complaint against the responsible individual or organization in the Student Affairs office or by calling the Vice President for Student Affairs 701-774-4585

7. Violations may result in suspension of privileges and may subject the violator to arrest for trespassing.

8. Violations and/or problems should be reported immediately to the Vice President for Business Services.

9. Campus spaces are assigned by the Student Life Coordinator.

10. Special requests for the use of campus facilities, including scheduling use of residence halls or space on Williston State College grounds, should be forwarded to the Conference Services Coordinator.

Emergency Response and Evacuation

The Williston State College Emergency Preparedness Plan (EPP) describes the responsibilities and duties of campus personnel, departments, agencies and non-governmental organizations in the event of an emergency or dangerous situation involving an immediate threat. The EPP was developed to ensure that WSC employees are sufficiently prepared to respond appropriately when emergency situations or conditions exist that threaten the safety of the campus community.

Reporting an Emergency

Campus community members are always encouraged to call 9-1-1 to report any situation on campus that could constitute a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees. The following are some examples of significant threats or dangerous situations that may require immediate notification:

1. Explosion
2. Gas Leak
3. Power Outage
4. Hazardous Materials
5. Natural Occurring Radioactive Material (NORM)
6. Terrorism
7. Threat of Violence
8. Bomb Threat
9. Violent or Criminal Behavior
10. Transportation Accident
11. Weather Emergencies
12. Fire Emergencies
13. Medical Emergencies
14. Civil Disturbance or Demonstration

Response Procedure for an Emergency or Dangerous Situation

Depending on the nature of the emergency or dangerous situation, campus security officers will immediately ensure the safety of campus community members. Campus officials will coordinate with other first responders such as the Williston Police Department and Williston Fire Department. Actions taken on campus may include but are not limited to, properly securing or evacuating affected buildings, and directing students and staff to safe locations. Campus Security Officers will work with authorized first responders as outlined below to send timely notifications to campus community members. Campus security officers may also call upon other local, state and federal agencies to assist in mitigating possible impacts to campus.

Confirming a Significant Emergency or Dangerous Situation

Executive Cabinet Members have been identified as the official on-campus first responders and should be notified immediately. First responders are responsible for initiating emergency warnings anytime a situation has the potential of developing into a crisis. If in doubt of the extent, or potential extent, of the emergency, contact an Executive Cabinet member. The Executive Cabinet members listed below will make the determination of level of emergency, formulate the message content, select the appropriate segment of the
Accurate and Timely Notification of Emergency Situations

Decisions concerning whether to issue a notification will be made by authorized campus officials on a case by case basis. The following criteria will be considered:

- Nature of the situation
- Continuing danger to the campus community
- Possible risk of compromising law enforcement efforts

Campus first responders receiving the initial notification of a campus emergency situation will immediately evaluate the safety of the campus community and determine the appropriate content and method of the notification. First responders will consider the impact the notification may have on assisting a victim or the ability to contain, respond or otherwise mitigate an emergency by local law enforcement agencies. Notification Methods may include:

- Emergency Notification System- Assurance NM (phone and text messages)
- Moodle
- Campus Warning Sirens
- Email
- Official WSC Website
- Press Release
- Targeted Communication
- Poster, Letters, Group Meetings
- KUMV-TV (local NBC station)
- KEYZ radio (660 am)

Assurance NM is WSC’s campus wide emergency notification system. Assurance NM is used when there is a severe or imminent threat to the public safety and health of the entire campus. Students and staff are set up in the system to receive notifications by entering information into their Campus Connection account. All WSC employees are required to document emergency notification numbers with the Director for Human Resources.

Parents and other concerned community members outside the campus community are able to access up-to-date emergency information at:

- WSC’s website
- Emergency Social Media such as Facebook and Twitter
- “In Case of Crisis” mobile app
- Local media (KUMV-TV (local NBC station)

Evacuation or Relocation Procedures for Emergency or Dangerous Situations

In the event of an emergency or dangerous situation campus first responders will direct students, faculty, staff and visitors to evacuate or relocate to the appropriate designated shelter location.

The following are designated shelter locations
<table>
<thead>
<tr>
<th>Building Name</th>
<th>Campus Map Reference No.</th>
<th>Shelter Location</th>
<th>Assembly Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stevens Hall (Main Building)</td>
<td>5</td>
<td>Lower level of Skadeland Gym</td>
<td>South (Front) Parking Lot or North (Rear) Parking Lot of Stevens Hall</td>
</tr>
<tr>
<td>Thomas Witt Leach Health Science &amp; Sports Complex (aka The Well)</td>
<td>7</td>
<td>Lower level of “The Well” Southwest Concession Area</td>
<td>South (Front) Parking Lot of Stevens Hall</td>
</tr>
<tr>
<td>Art Wood Building</td>
<td>8</td>
<td>Lower level of “The Well” Southwest Concession Area</td>
<td>North (Rear) Parking Lot of Stevens Hall</td>
</tr>
<tr>
<td>Crighton Building</td>
<td>3</td>
<td>Lower level of “The Well” Southwest Concession Area</td>
<td>North (Rear) Parking Lot of Stevens Hall</td>
</tr>
<tr>
<td>Frontier Hall</td>
<td>11</td>
<td>Lower level of “The Well” Southwest Concession Area</td>
<td>Tennis Courts</td>
</tr>
<tr>
<td>Abramson Hall</td>
<td>12</td>
<td>Lower level of Abramson</td>
<td>Tennis Courts</td>
</tr>
<tr>
<td>Manger Hall</td>
<td>13</td>
<td>Lower level of Manger</td>
<td>Tennis Courts</td>
</tr>
<tr>
<td>Nelson Hall</td>
<td>14</td>
<td>Lower level of Nelson</td>
<td>Tennis Courts</td>
</tr>
<tr>
<td>CTE Building</td>
<td>9</td>
<td>Men’s and Women’s Restrooms</td>
<td>North Parking lot of CTE Building</td>
</tr>
<tr>
<td>The ARC</td>
<td>2</td>
<td>Men’s and Women’s Locker Rooms</td>
<td>South Parking Lot of the ARC</td>
</tr>
</tbody>
</table>
Drills and Exercises

WSC will test emergency response and evacuation procedures annually. WSC first responders and department leaders participate in emergency drill tabletop scenarios to assist in designing and improving existing procedures. All exercises are modeled and conducted using standard National Incident Management System and Incident Command System principles.

WSC promotes its emergency procedures through leadership training sessions and campus wide drills. Students living on campus receive training upon move-in and participate in drills at the residence halls held throughout the academic year.

Alcohol and Drugs

Drug Free Workplace Policy/ Alcohol and Illegal Drugs Policy

Philosophy

WSC has a genuine caring concern for its people and for the community it serves. For this reason, the campus is committed to maintaining an academic and social environment that is conducive to the intellectual and personal development and to the safety and welfare of all members of the college community. The misuse and abuse of alcohol and other drugs represents a major health problem in the United States today and poses a serious threat to health and welfare of the WSC Community.

This document applies to all WSC students and employees, as well as campus visitors.
Policy Distribution and Notification
In accordance with the 1989 amendments to the Drug-Free Schools and Communities Act, as articulated in the Education Department General Administrative Regulations (EDGAR) Part 86 (Drug Free Schools and Campuses Regulations), this policy will be distributed to all students and WSC employees each year. For more information on policy notification procedures, please contact the Vice President for Student Affairs at (701) 774-4585.

State Board of Higher Education and WSC Policy
The State Board of Higher Education prohibits the possession, sale, dispensation, use or consumption of alcoholic beverages upon land or in buildings owned by the board or its institutions. Exceptions may include the lawful possession of alcohol in family student residences, on-campus professional staff residences, fraternities and sororities (in certain circumstances), the President’s residence and other special exceptions as granted by the President or the President’s designee. For the complete State Board of Higher Education policy, please refer to SBHE Policy 918 Alcoholic Beverages. For an electronic copy of this policy, go to: Williston State College Student Code of Conduct.

WSC prohibits the unlawful or unauthorized use, possession, storage, manufacture, distribution or sale of alcoholic beverages and any illicit drugs or drug paraphernalia in campus buildings, any public campus area, in campus housing units, college vehicles or at any college affiliated events held on or off-campus, sponsored by students, employees and their respective campus organizations. For WSC employees, compliance with this policy is a term and condition of employment. For WSC students and student organizations, compliance with this policy is a term and condition of continued enrollment/organizational registration.

Health Risks of Alcohol and Other Substances
This section lists the most commonly misused drugs and their effects. This is meant to be an overview and is not an exhaustive list.

Alcohol
Alcohol consumption causes a number of impairments including changes in behavior and normal body function. Even low doses significantly impair judgment, coordination and mental function therefore increasing the risks of accidents and injuries. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses taken acutely can cause respiratory depression and even death. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism and fights. Additional consequences include DUI arrests and serious or fatal car crashes. Continued abuse may lead to dependency that can cause permanent damage to vital organs and deterioration of a healthy lifestyle.

Amphetamines
Amphetamines can cause a rapid or irregular heartbeat, tremors, convulsions, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

Cannabis (marijuana, hashish)
The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time and reduce coordination and energy levels. Users often have a lowered immune system and an increased risk of lung cancer. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

Club Drugs
Club drugs, e.g. MDMA (Ecstasy), Rohypnol, GHB, LSD, methamphetamine and others are used at all-night parties such as trances or raves, dance clubs and bars. These party drugs, particularly when mixed with alcohol, can cause serious health problems, injuries or even death.

Cocaine/Crack
Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate and body
temperature, followed by depression. Crack, or freebase rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions and even death.

**Hallucinogens**
Lysergic acid (LSD), mescaline and psilocybin cause illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, PCP episodes may result in self-inflicted injuries, violence and aggressive behavior toward others.

**Heroin**
Heroin is an opiate drug that causes the body to have diminished pain reactions. Overdoses of this highly addictive drug can result in coma or death due to respiratory failure or cardiovascular collapse.

To find out more about these commonly abused agents and other substances of abuse not listed here, please refer to Commonly Abused Drug Chart at the drugabuse.gov website.

**Referrals for Counseling and/or Treatment Services**
Alcohol and/or other drug counseling treatment may be arranged through the WSC Mental Health Counseling Office by calling (701) 774-4212 or by calling Northwest Human Services Center (701) 774-4600 or http://www.nd.gov/dhs/locations/regionalhsc/northwest/index.html.

**Alcohol Purchasing and Sale**
Unless otherwise authorized by the College President, the use of alcoholic beverages during all events held on the WSC campus is strictly forbidden (including concerts, theatrical performances, athletics events, workshops, etc.).

Students and employees and their respective campus organizations may not use organizational or public funds (including general and special funds) for the purchase of alcoholic beverages. Sale of alcoholic beverages by students, employees and their respective campus organizations is strictly forbidden. This is to include any action that can be remotely construed as alcohol sale such as charging admission to parties, passing the hat, selling empty cups, selling drink tickets, etc.

Off-campus activities conducted by students, employees and their respective campus organizations shall not encourage excessive and/or rapid consumption of alcoholic beverages. The use of alcohol at any such events is expected to be lawful and low-risk.

Registered student organizations planning off campus events at which alcohol will be present must complete and file the WSC Event Risk Management Planning Notification Form with the Vice President for Student Affairs.

When planning an off-campus, work-related event where alcohol will be present, employees with questions about low-risk guidelines should contact the Director for Human Resources at (701) 774-4204.

Alcoholic beverages shall not be used as awards or prizes in connection with events or activities sponsored by students, employees and their respective campus organizations, on or off campus.

**Alcohol and/or Other Drug Advertising**
The public display of advertising or the promotion of alcoholic beverages in campus buildings or any other public campus area including all college owned housing areas is prohibited. This includes banners, lighted beer/liquor signs and large inflatable advertising, etc. (Entities that lease commercial or research property from the college may be excluded. However, the college may in these leases include provisions that will assist in its effort to promote the legal and safe use of alcohol and to change the culture that perpetuates alcohol and other drug misuse and abuse.)

Alcohol promotional activities including advertising shall not be associated with otherwise existing campus events, programs or campus organizations functions on or off-campus. This includes, but is not limited to, such
items as: cups, t-shirts, beverage can coolers and any other items carrying alcohol/beer advertising.

Advertising of alcoholic beverages shall not appear in campus controlled or affiliated publications (including campus affiliated websites). Advertising of establishments that sell alcohol may appear and must adhere to the following guidelines.

1. Advertising of establishments that sell alcohol shall not include brand names, logos, prices, visual images or verbal phrases that refer to consumption of alcoholic beverages.
2. Advertising of establishments that sell alcohol shall not encourage any form of alcohol abuse nor shall it promote alcohol specials such as two for ones, happy hour drink specials or any ads that encourage rapid and excessive consumption of alcohol.

Advertising of establishments that sell alcohol shall not portray drinking as a solution to personal or academic problems or as necessary to social, sexual or academic success.

Advertising of establishments that sell alcohol shall not associate consumption of alcoholic beverages with the performance of tasks that require skilled reactions such as the operation of motor vehicles or athletic performance.

**Campus and Legal Sanctions**

When students, student organizations or employees violate college alcohol policy, they will be subject to campus sanctions. The campus sanctions process may proceed before, during or after any civil or criminal proceedings. Since the campus sanctions are educational and/or managerial in nature, and not criminal proceedings, such simultaneous actions do not constitute double jeopardy and differing judgments may result.

Students may be subject to on campus sanctions for off campus alcohol/drug related behavior. The campus may receive reports regarding students from law enforcement and other agencies in the form of summons to court, reports of loud parties, minor in possession/minor consuming/under the influence, driving under the influence of alcohol/drugs or other similar alcohol and other drug violations.

**Student Sanctions**

Students found in violation of the WSC Alcohol & Other Drug Policy (on or off campus) may be subject to one or more of the following sanctions:

1. Monetary fine;
2. Community service hours;
3. Required completion of an online educational program (e-Checkup) through the WSC Student Services Office;
4. Required participation in a community education program (CHOICES) conducted by WSC staff;
5. Substance abuse evaluation and compliance with subsequent treatment/intervention as may be indicated;
6. Parental notification;
7. Eviction from college housing for students living on campus; and/or
8. Suspension or dismissal from WSC

Failure to complete sanctions within a reasonable amount of time may result in assessment of additional sanctions, a registration and/or graduation hold being placed on the student’s account or suspension.

**Sanctions for Alcohol and Other Drug Violations in Classrooms, Shops or Labs**

Students arriving to class chemically impaired will be held to the same standards as those defined above. The following additional sanctions may also be imposed.

1. Exclusion from the class for a designated period of time to be determined by the faculty member in consultation with the division dean and/or Vice President of Student Affairs; and/or
2. Expulsion (permanent removal) from the class.

**Parental Notification**

Parents or guardians of students under the age of 21 may be contacted by a WSC Student Services administrator following alcohol and/or other drug related policy violations.

**Student Organizations**

Student organizations found in violation of city or state laws and college regulations involving the use or possession of alcohol/drugs are also subject to
disciplinary action. In general, disciplinary penalties for student organizations are the same as those listed for individual students. However, it is possible that an offending student organization may be denied recognition or affiliation with the college as part of the disciplinary action. Advisors are expected to conduct themselves in accordance with college employee alcohol/other drug policy and policies when involved in any capacity (on and off campus) with student organizations, field trips and other related academic activities.

**Employee Sanctions**

As stated in SBHE policy 918, WSC employees shall not arrive to or be at work, during normal work hours or other times when required to be at work, while under the influence of alcoholic beverages or as a result of the unlawful use of a controlled substance.

Any employee found in violation of the Alcohol and Other Drug Policy by his or her supervisor(s) will be reported to the Human Resources Manager for consultation prior to action.

If an employee is convicted of violating any alcohol or other drug related statute while in the workplace, college sanctions may include:

1. Requiring the employee to participate in a drug assistance or rehabilitation program approved by the campus; and/or
2. Disciplinary action for a violation of campus alcohol or drug policy up to and including termination of employment. Disciplinary action may include one or more of the following.
   (a) Warning, reprimand or probationary status;
   (b) Ineligibility to receive the next available annual salary increase;
   (c) Suspension without pay for up to five days;
   (d) Termination of employment; or
   (e) Any combination of the above sanctions.

NOTE: These sanctions need not necessarily be applied in numerical sequence. Any sanction may be chosen from this list for any offense, dependent upon its severity. Referral for prosecution also may be a result of any criminal violations.

**Financial Aid Eligibility**

A federal or state drug conviction can disqualify a student from receiving federal financial aid funds. The conviction must have occurred during a period of enrollment for which the student was receiving Title IV aid (i.e., Federal Pell Grant, Federal Perkins Loan, Federal Stafford Loan, etc.). Depending on whether the conviction was for sale or possession and if the student has previous offenses, the period of ineligibility can range from one year to an indefinite period. The student regains eligibility the day after the period of ineligibility ends or the student successfully completes a qualified drug rehabilitation program as defined in the Higher Education Amendments.

**Local and State Law**

Individuals in the state of North Dakota must be at least 21 years of age to buy, possess and/or consume alcohol. Person(s) providing alcohol to individuals under the age of 21 violate state law and may be cited for contributing to the delinquency of a minor among other possible citations depending on the circumstances. There are other important state laws and local rules relating to alcohol including driving under the influence (DUI) and open container. For a first DUI offense, violators are fined at least $500 and are ordered to have an addiction evaluation. State Law and Williston City Ordinances prohibit driving under the influence of intoxicating liquor or controlled substances. State Law and Williston City Ordinances also prohibit open containers of alcohol in vehicles. It is important to note Williston City Ordinances also prohibit disorderly houses (loud gatherings). For more information on Williston City Ordinances, please see http://clerkshq.com/default.ashx?clientsite=williston-nd.

North Dakota has adopted the Uniform Controlled Substances Act, which restricts the manufacture, transfer and possession of narcotic drugs and other drugs that have a potential for abuse or that may lead to physical or psychological dependence. It is a Class A felony to manufacture, deliver or possess with intent to manufacture or deliver controlled substances such as methamphetamines or narcotic drugs such as opium or
Possession of drug paraphernalia for marijuana and advertising drug paraphernalia are Class A misdemeanors. Possession of one ounce of less of marijuana is a Class B misdemeanor. Possession of more than one ounce of marijuana is a Class B Felony. Inhaling vapors of a volatile chemical in a manner designed to create intoxication, hallucination or elation is a Class B misdemeanor. Possession of drug paraphernalia for controlled substances other than marijuana is a Class A misdemeanor. Possession of drug paraphernalia for marijuana can be classified as a Class A or Class B misdemeanor. It is a Class A misdemeanor to advertise drug paraphernalia. Class A misdemeanors are punishable up to one year’s imprisonment and/or $3,000 fine. Class B misdemeanors are punishable up to 30 days’ imprisonment and/or $1,500 fine. A Class B felony is punishable up to ten years’ imprisonment and/or $20,000 fine.

For more information please refer to: http://www.legis.nd.gov/general-information/north-dakota-century-code.

**Federal Law**

Federal law provides criminal and civil penalties for unlawful possession or distribution of drugs and alcohol. Please refer to [http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html](http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html) for details on federal trafficking penalties for controlled substance violations. Among incarceration and/or fines, there are federal laws allowing the forfeiture of property used in possession or to facilitate possession of a controlled substance. This could include homes, vehicles, boats, aircrafts and any other personal or real property. Fines could range up in the millions of dollars. One becomes ineligible to possess firearms and to receive federal benefits such as student loans and grants.

**Sexual Misconduct Policy**

WSC is committed to creating a campus community free from interpersonal abuse, including sexual assault.

For the purpose of this policy, sexual assault is any sexual behavior between two or more people where one person does not or cannot consent. WSC prohibits sexual acts or contacts with others that can involve compelling a victim to submit to sexual acts or contacts by force or threat of force, use of intoxicants to substantially impair the victim’s power to give consent, engaging in such acts when there is reasonable cause to believe the other person suffers from a mental state which renders him or her incapable of understanding the nature of the contact or where the victim is under 15 years of age. The abuse of alcohol or other substances does not relieve individuals of their responsibilities to themselves or others. Prohibited behavior includes all forcible and non-forcible sex offenses provided for under North Dakota state law. Examples of prohibited behavior include but are not limited to the following:

1. Acquaintance or date rape;
2. Stranger rape;
3. Attempted sexual acts by use of verbal or non-verbal threats; or
4. Indecent exposure.

All reports of sexual assault are treated with respect to the privacy of the individuals involved. Incidents are reported to appropriate external departments and agencies in consideration of safety concerns and investigative needs. In addition, WSC publishes and disseminates annual statistics on incidents of sexual assault.

WSC imposes appropriate sanctions upon violators of the sexual assault policy. These sanctions can include but are not limited to suspension and expulsion. In addition, an individual charged may be subject to prosecution under North Dakota criminal laws.

WSC considers physical surroundings in addressing the prevention of campus sexual assault. The college continually reviews and modifies the physical surroundings to foster security and safety. The college examines such factors as campus signs, lighting, surveillance systems and locking procedures. For further safety information, contact the WSC Director for Residence Life.
The guiding principle in the report of a sexual assault is to avoid re-victimizing the sexual assault survivor by forcing the person into any plan of action. Sexual assault survivors may contact any one of several community agencies for assistance. The following resources provide immediate aid or on-going consultation:

<table>
<thead>
<tr>
<th>Emergency (from campus phone)</th>
<th>9-9-1-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency(from non-campus phone)</td>
<td>9-1-1</td>
</tr>
<tr>
<td>Family Crisis Shelter/Center</td>
<td>(701) 572-0757</td>
</tr>
<tr>
<td>Mercy Medical Center</td>
<td>(701) 774-7400</td>
</tr>
<tr>
<td>Williston Police Department</td>
<td>(701) 577-1212</td>
</tr>
<tr>
<td>Williams County Sheriff’s Office</td>
<td>(701) 577-7700</td>
</tr>
<tr>
<td>Northwest Human Service Center</td>
<td>(701) 774-4600</td>
</tr>
<tr>
<td>24-hour crisis line</td>
<td>(701) 572-9111</td>
</tr>
<tr>
<td>Confidential E-mail</td>
<td><a href="mailto:dhsnwhsc@nd.gov">dhsnwhsc@nd.gov</a></td>
</tr>
<tr>
<td>Rape Victim Hotline</td>
<td>1 (800) 472-2911</td>
</tr>
<tr>
<td>Crisis Help Line (available 24 hours a day, 7 days a week)</td>
<td>1 (800) 472-2911</td>
</tr>
<tr>
<td>Upper Missouri District Health Unit</td>
<td>(701) 774-6400</td>
</tr>
<tr>
<td>Williams County Social Services</td>
<td>(701) 774-6300</td>
</tr>
</tbody>
</table>

A report of sexual assault will be handled by the following procedures:

1. In the event of a medical emergency, medical response personnel will be contacted.
2. It is recognized that a sexual assault victim may be undecided about reporting the assault to the police. A report to the police can empower the survivor in exercising legal rights and aid in the protection of others. If a report is to be made to the police, the victim will be encouraged not to destroy evidence by bathing, changing clothes or cleaning up in any way. If the sexual assault victim is undecided about reporting, the victim will be encouraged to preserve evidence anyway, in case he or she decides to file a police report at a later date.
3. The sexual assault victim who does not wish to see the police will be encouraged to go to the hospital. A medical exam will treat physical problems and may diminish fears about injury, venereal disease or pregnancy. The medical exam includes preserving evidence in the event the sexual assault victim later chooses to file a police report.

4. If the victim has agreed to contact the Williston Police Department to report the assault, WSC personnel will contact the Williston Family Crisis Advocate and the North West Human Service Center for immediate emergency assistance upon consent of the victim. These individuals will support the victim, aid in developing options and help the survivor understand the processes involved.

If the assault occurred on-campus and the sexual assault victim contacts the campus Title IX Coordinator, he or she will be encouraged to file a formal campus report as well as a police report. The victim may also be encouraged to seek assistance at the NW Human Service Center. The victim may choose to file a formal campus report and not file a police report. On-campus investigation and adjudication is conducted through the office of the Vice President for Student Affairs in collaboration with the Title IX coordinator as outlined in Section V in this Code.

If the victim chooses not to file a formal on-campus report, the Title IX coordinator will inform the complainant that honoring this request may limit campus’ ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator. The Title IX Coordinator will also remind the complainant that they may file a formal complaint at any time regardless of the time elapsed from the date of the incident. Campus officials will make every attempt to provide a safe and non-discriminatory environment for all students regardless of whether or not a formal complaint is filed.

In the event of a criminal prosecution, the College reserves the right to proceed with discipline pursuant to its policies and completely separate from the outcome of the accused in a court of law. The College will determine proof of wrong doing using a standard preponderance of the evidence. In the event of an acquittal following proceedings in a court of law, the college reserves the right to continue with on-campus adjudication if/as requested by the victim.

WSC offers the following services to students who have been victimized by sexual assault:
1. Change in on-campus room assignment if living in on-campus housing;
2. Referral to domestic violence advocate for assistance in obtaining a judicial restraining order;
3. Academic schedule adjustments; and College withdrawal.

Campus Crime Statistics

Preparation and Disclosure of Crime Statistics

Williston State College’s Annual Security and Fire Safety Report (ASR) is compiled by the Office for Campus Facilities together with the office for Student Affairs. The annual report fulfills Williston State’s responsibility to disclose crime statistics in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), 20 U.S.C Section 102.

The purpose of this report is to inform current and potential WSC community members of crime, arrest and referral statistics, prevention and awareness policies, including policies regarding sexual assault domestic violence, dating violence and stalking, campus disciplinary policies and relevant state laws, and of campus safety and security. This Annual Security and Fire Safety Report includes crime, arrest and referral statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Williston State College, and on public property within, or immediately adjacent to, and accessible from, the campus. The Fire Report at the end the document contains WSC housing fire safety protocols and fire statistics for the previous three calendar years.

Statistics reported are prepared in cooperation with the local Williston Police department surrounding our main campus and alternate sites. Campus crime, arrest and referral statistics include those reported to a designated Williston State College campus security authorities (CSA).

Williston State College publishes this information annually. The report is available on the internet at www.willistonstate.edu. Additionally each member of the WSC community receives an email that describes the report as well as its location on the website. Hard copies are available by contacting the office for Student Affairs at 701-774-4585.

Definitions of Criminal Offenses

The following definitions are those used in the Uniform Crime Reporting system of the U.S. Department of Justice, Federal Bureau of Investigation.

**Aggravated Assault** - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that an injury result from an aggravated assault when a gun, knife or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

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

**Burglary** - The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempt to commit any of the aforementioned.

**Drug Abuse Violations** - Violations of State or local laws relating to the unlawful possession, sale, use, growing, manufacturing or making of narcotic drugs and the equipment or devices utilized in their preparation and/or use. 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).

**Hate Crimes** – Crimes that manifest evidence of prejudice based on race, religion, sexual orientation, disability and gender or ethnicity.

**Liquor Law Violations** - 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 intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition).

Manslaughter – Manslaughter is defined as “reckless or grossly negligent killing of a human being, excluding traffic fatalities.”

Motor Vehicle Theft - The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding).

Murder and non-negligent manslaughter - The willful (non-negligent) killing of one human being by another.

Negligent manslaughter – The killing of another person through gross negligence.

Robbery – The taking of, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of a person or persons by force or threat of force or violence or by putting the victim in fear.

Note: Car-jacking is a robbery offense where a motor vehicle is taken through force or threat of force.

Stalking - A Course of conduct directed at a specific person that would cause a reasonable person to fear for the person safety or the safety of others or to suffer substantial emotional distress.

Weapons Law Violations – The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Definitions are from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program.

Dating Violence - Violence by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

Domestic Violence - Domestic violence is felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner 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, by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Forcible – any sexual act directed against another person, forcibly or against that person’s will where the victim is incapable of giving consent.

a. Forcible Rape (except “Statutory Rape”) - The carnal knowledge of a person, forcibly or against that person’s will, or both; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity (or because of his or her youth).

b. Forcible Sodomy – Oral or anal sexual intercourse with another person, forcibly or against that person’s will, or both; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity.

c. Sexual assault with an object – To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly or against that person’s will,
or both; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

Note: An “object” or “instrument” is anything used by the offender other than the offender’s genitalia. Examples are a finger, bottle, handgun, stick, etc.

d. Forcible fondling – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly or against that person’s will, or both; or not forcibly or against that person’s will, or both; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

Note: Forcible Fondling includes “Indecent Liberties” and “Child Molesting.”

Non-Forcible – Unlawful, non-forcible sexual intercourse. (Except “prostitution offenses”)

a. Incest – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

b. Statutory rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Definitions of Geography

As specified in the Clery Act, the following property descriptions are used to identify the location of crimes on and around WSC’s campus.

On-Campus Buildings or Property

• Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution’s educational purposes, including residence halls.

• Any building or property that is within or reasonably contiguous to the area identified in the above paragraph, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

Non-Campus Buildings or Property

• Any building or property owned or controlled by a student organization that is officially recognized by the institution.

• Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Buildings or Property

• All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

The Williston State College crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.
**Annual Crime Statistic Data**

The following is the statistical report of activity reported to the Executive Director of Student Services and Financial Aid, as well as the Williston Police Department and the Williams County Sheriff Department for the calendar years 2012-2014.

<table>
<thead>
<tr>
<th>Crimes</th>
<th>On-Campus</th>
<th>On-Campus Residence**</th>
<th>Non-Campus</th>
<th>Public</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
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<td>0</td>
</tr>
<tr>
<td>Burglary: Total</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>-Forcible Burglary</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>-Non-Forcible Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>-Attempted Burglary</td>
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<td>Motor Vehicle Theft</td>
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<td>Murder/Non-Negligent Manslaughter</td>
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<td>Robbery</td>
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<tr>
<td>-Rape</td>
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<td>-Fondling*</td>
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<td>-Incest*</td>
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<tr>
<td>-Statutory Rape*</td>
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<td>-Stalking*</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>-Domestic Violence*</td>
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<td>0</td>
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<tr>
<td>-Dating Violence</td>
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</tr>
<tr>
<td>Arrests</td>
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<tr>
<td>Liquor Law Violations</td>
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<td>0</td>
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</tr>
<tr>
<td>Drug Violations</td>
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<tr>
<td>Weapons Violations</td>
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<td>Non-Arrest Campus Referrals</td>
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<td>Liquor Violations</td>
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<tr>
<td>Drug Violations</td>
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</tr>
<tr>
<td>Weapon Violations</td>
<td>0</td>
<td>0</td>
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</tr>
</tbody>
</table>

There were no reported hate crimes in 2012, 2013 or 2014.

*These categories were new for the 2013 reporting period and were not required to be reported in this manner for the 2012 reporting year. Note: Sodomy and sexual assault with an object are included in the rape category.

**On-Campus Residence crimes are included in the On-Campus numbers.
**Safety Awareness and Crime Prevention**

**Educational Programming**

WSC is committed to providing a safe and secure campus learning environment. This effort requires participation from campus community members in exercising reasonable safety and security practices. To assist students and employees in being more safety minded WSC offers various educational programs.

**New Student Orientation Session:** Students are required to attend a new student orientation session at the beginning of each term. WSC security officers attend events and students are given initial information on campus security initiatives as well as procedures to follow in the case of an emergency.

**Crime Prevention Presentations:** Organized through the Student Life Office, various speakers are invited to address the student body on topics that may include personal safety, safe dating practices, drug and alcohol abuse, and social media safety.

**Active Shooter Response Training:** The Director for Facilities as well as security officers and key staff members are trained on how to handle a situation involving a weapon on campus.

**Campus Security Authority Training (CSA):** In-person training is provided to all Campus Security Authorities regarding responsibilities under the Clery Act and the campus procedure for reporting Clery-related offenses on an annual basis.

**Housing Residence Assistants, Head Resident Supervisor Training:** The Director for Residence Life in collaboration with campus Security Officers provide annual training to Residence Life Staff. Key topics include, but are not limited to, CSA responsibilities, Title IX, crime prevention, safety, security and emergency preparedness.

**Sexual Violence Prevention Program:** The program reviews important Title IX and Violence Against Women Reauthorization Act material aimed at reducing campus incidents of sexual violence. All first year students are required to complete the online program their first semester. Students have a hold placed on their account which inhibits them from registering for subsequent semesters until they complete the training.

**How to Be an Active Bystander**

A safe campus community begins with students and employees that look out for their own personal safety as well as the safety of those around them. An important part of assisting one another is learning to recognize the signs when someone is in danger and how to effectively step in and prevent it. This action is called being an Active Bystander. Active Bystanders are able to recognize and safely intervene when they feel that someone near them is in a potentially dangerous situation. The following are a few simple steps you can take to become an Active Bystander and safely intervene:

- Notice the situation and be aware of your surroundings at all times.
- Feel responsible to act.
- Educate yourself on what to do to help.
- Tell another person before you intervene.
- Interrupt the behavior.
- Change the environment by turning on lights or turning off music.
- Spill your drink.
- Ask for the time or directions.
- Let the person that you will leave with them.
- Call the police (9-1-1) or a Campus Security Authority (CSA).
- Call the National Sexual Assault Hotline at 1-800-656-HOPE.

**Fire Safety Report**

The Higher Education Opportunity Act became law in August 2008. Beginning October 1st, 2010 this act required all Title IV institutions with on campus housing facilities, to prepare an annual fire safety report. The report must contain information about campus fire safety practices and standards of the institution.
Fire Safety Improvements and Upgrades

WSC’s Director for Facilities in collaboration with the Director for Residence Life and the local Williston Fire Department annually review the fire systems located in the campus residence halls. Facility staff are responsible for immediately making upgrades, or addressing repairs as soon as problems are identified.

Residence Hall Fire Drills

Fire drills are held once a semester for each residence hall. Fire drills require mandatory evacuation for all residents currently inside the building and are supervised by Residence Life staff. Evacuation route maps are posted for each floor/hallway/nearest exit and show the closest egress route to the assembly area outside. Failure or a resident to leave during a fire alarm results in a fine or other disciplinary action.

Fire Safety Policies in Student Housing Facilities

Use of electrical cooking or heating appliances such as electric frying pans, hotplates, toasters, or space heaters are strictly prohibited in resident suites. Also prohibited per the resident housing contract are, candles, candle warmers, incense, refrigerators exceeding 4 cu ft. or microwave ovens exceeding 800 watts.

Fire Safety Education

Fire safety education training is included for all residence life staff as part of their annual fall training. Important topics covered include information on the location and proper use of fire extinguishers and evacuation procedures.

Smoking Policy

WSC is a tobacco free campus. Smoking of any type is strictly prohibited on campus property. Violators are subject to fines and possible eviction of campus property.

Reporting a Fire

1. Fire alarms are always to be taken seriously. Contact the WSC Campus Services and/or the Williston Fire Department immediately.
2. The building fire alarm system is activated manually at pull stations.
3. If you see or smell smoke, you should immediately pull the nearest fire alarm, leave the building and dial 911 (or 9-911 if using a campus phone) immediately.
4. When a fire alarm has been activated, everyone is to evacuate the building immediately.
5. Disabled persons unable to move down the stairwells should move to the nearest stairwell landing where the Williston Fire Department can provide for their evacuation.
6. Students, faculty, staff and visitors may reenter the building only when given authorization to do so.
7. Anyone who does not leave the building in the event of a fire alarm or drill is subject to campus discipline and to possible criminal charges. Misuse of any fire equipment is grounds for disciplinary action.

Fire Safety Definitions

**Cause of fire:** The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure or act of nature.

**Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

**Fire drill:** A supervised practice of a mandatory evacuation of a building for a fire.

**Fire-related injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.

**Fire-related death:** Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the
dangers of a fire, or deaths that occur within 1 year of injuries sustained as a result of the fire. **Fire safety system:** Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire including: sprinkler or other fire extinguishing systems, fire detection devices, standalone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights, smoke-control and reduction mechanisms, and fire doors and walls that reduce the spread of a fire.

**Procedures for Evacuation of Campus Residence Halls**

In case of a fire drill or real life fire the following procedure for an evacuation should be followed:

1. Stay calm.
2. Dress for the weather (time permitting).
3. Open blinds, close windows and leave the lights on.
4. Lock your door and bring your keys.
5. Always check for heat before entering a space you can’t actually see.
6. Exit the building using the nearest stairway or exit. NEVER USE THE ELEVATOR DURING A FIRE.
7. Remain outside in a designated meeting space at least 150 feet away from the exit until give permission to return.

**Fire Safety Systems in Residence Halls**

<table>
<thead>
<tr>
<th>Building</th>
<th>Frontier Hall</th>
<th>Nelson Hall</th>
<th>Abramson Hall</th>
<th>Manger Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year Built</td>
<td>2011</td>
<td>1975</td>
<td>1975</td>
<td>1975</td>
</tr>
<tr>
<td>Sprinkler System</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Fire Alarm</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Smoke Detection</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Fire Extinguisher</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Fire Evacuation Map</td>
<td>Yes</td>
<td>Yes</td>
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**Fire Statistics for Residential Facilities**

<table>
<thead>
<tr>
<th>Building</th>
<th>Address</th>
<th>2012 Fires</th>
<th>2013 Fires</th>
<th>2014 Fires</th>
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</thead>
<tbody>
<tr>
<td>Frontier Hall</td>
<td>1410 University Ave</td>
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<td>0</td>
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<tr>
<td>Nelson Hall</td>
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<td>0</td>
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</tr>
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<td>Manger Hall</td>
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<tr>
<td>Abramson Hall</td>
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