



**VALLEY CITY**  
**STATE UNIVERSITY**

**Drug Free School Program  
and Campus Security Act**

**2009-2010**

# **VALLEY CITY STATE UNIVERSITY 2009-2010**

## **DRUG FREE SCHOOL PROGRAM** **AND CAMPUS SECURITY ACT**

The following information is provided annually in accordance with the Campus Security Act of 1990 and the Drug Free School Act of 1989. This information is distributed to all current students and employees and is made available for any applicant for enrollment or employment at Valley City State University.

Included in this document:

1. VCSU Policy 916-Campus Security Policy
2. Campus Policy on Timely Warnings
3. VCSU Drug Free School Program
4. Statistics Concerning the Occurrence of Criminal Offenses and Arrests on the Campus
5. Policies and Procedures Specific to Sex Offenses
6. Link to ND Sex Offenders Website
7. Crime Prevention on Campus
8. Notifind (VCSU Emergency Notification System)

# IMPORTANT PHONE NUMBERS

## **CAMPUS**

Power Plant/Campus Security (24 hours) .....	845-7214
Student Affairs Office.....	845-7201
Head Resident (Kolstoe Hall) .....	845-7740
Head Resident (Snoeyenbos /McCoy Halls).....	845-7773

## **COMMUNITY**

Valley City Fire Department .....	911
Valley City Police.....	911
Valley City Ambulance.....	911
Mercy Hospital.....	845-0440
Rape and Abuse Hot Line .....	845-0072

Valley City State University is a great place to learn and grow. It is important that each individual realize that a safe campus is everyone's responsibility. Each of us must stay informed and do our part of protect ourselves, our property, our fellow students and employees, and our campus.

All reports of criminal or suspicious activity should be made immediately to Campus Security, the Student Affairs Office or a campus housing official.

# VCSU 916 CAMPUS SECURITY POLICY

## 1. PURPOSE

The purpose of this document is to create a single policy dealing with the issues involved with security on the campus of VCSU. This policy will be in accordance with the North Dakota State Board of Higher Education policy section 916 Campus Security.

## 2. SCOPE

This policy will address responsibilities, procedures, and documentation of incidents involving campus security. The specific administrative divisions involved are: Facilities Services, Student Services, Auxiliary Services, Academic Affairs, and Business Affairs. Students should be aware of this policy and how it affects them. The policy is intended to satisfy the conditions of reasonable security, balancing the concern for our open academic environment with the need for campus safety and security.

## 3. PROCEDURES

### A. Physical Security

Physical security involves safeguarding personal and university property against theft or damage. The major method of accomplishing this is to ensure that storage spaces are locked. The campus Security Officer will check each academic building, to ensure that they are locked by 10:00 p.m. on weekdays. Residence halls will be checked at 11:00 p.m. Buildings will remain locked, except during published operating hours, unless prior coordination is made with the Facilities Services Department. As examples, such exceptions may be for programs, special activities, or extended hours for lab use. Written requests for opening buildings should be submitted to the Facilities Services Department at least one week in advance. The Security Officer will patrol the campus, both on foot and vehicle. He/she will also patrol inside the buildings to check interior security and HVAC systems. Only the exterior doors and mechanical rooms will be checked in the residence halls. Any problems inside the residence halls will be handled by the housing staff. If assistance is required, the Security Officer will be available. If any unusual conditions are noted, the Security Officer while checking the residence halls, will notify the on-duty RA. If an RA is not available, either the head resident or an individual listed in Section 4 of this policy will be notified.

### B. After Hours Entry

Access to facilities during other than operating hours will be controlled by the Security Officer and the Heating Plant staff. Each division will determine whether or not it wants its area opened for use after hours, and notify the Facilities Services office of its policy. The divisions may also specify guidelines or exceptions to the policy. Examples of these may include a

“buddy system” in the labs, or only opening the facility for special programs. Students who wish to have after hours access must obtain an after hours building entry permit, which will be filled out and signed by a faculty member. The students will report to the Heating Plant and give the permit and present a Student ID card to the person on duty. The carbon copy of the permit will be retained by the students and may later be checked by the Security Officer to verify that the student has permission to be in the building after hours. Students in a building at the time it is locked up will be asked to leave at that time, if they do not have a valid permit with them. Faculty or staff may gain entry by showing their staff identification card. It will be up to the discretion of the Security Officer as to whether or not a student will be allowed to use the facilities. Any violations of posted rules or improper behavior will be grounds for the Security Officer to have the student leave, or to deny access to buildings. Once a student has been admitted, he/she may not let others into the building. Before leaving, all lights and equipment will be turned off, and the area will be left as it was found.

#### C. Safety

Campus safety will be another area that the Security Officer will monitor. This can be broken down into two basic categories: unsafe conditions and unsafe acts. Unsafe conditions would include any condition that could possibly result in damage to property or injury to individuals. Examples of these conditions include, but are not limited to: fires, loss of electricity/heat, steam leaks inside buildings, downed power lines/trees, etc. The Security Officer will report these conditions, or any others that he/she deems unsafe, to the appropriate person responsible. Emergencies will be reported to the local authorities immediately. Unsafe acts are acts perpetrated by students or other individuals on campus that could possibly result in damage to property or injury to individuals. These acts include, but are not limited to, acts which are in violation of campus policy or any law. The Security Officer will have the authority to require any students involved to produce a student ID card, and/or disperse. If the Security Officer deems it necessary, a university official or the police will be contacted.

#### D. Parking

The Security Officer will be responsible for issuing parking tickets to those vehicles in violation of campus parking regulations. The stubs will be then turned in to the Facilities Services Office as soon as possible.

#### E. Incidents Involving Students

Whenever students are involved in any incidents on campus, they must produce a student ID card when asked by the Security Officer. The Security Officer will record the student's name and identification number, along with an explanation of the incident. If no student ID is available, another form

of identification may be used. This information will be given to the Plant Supervisor daily. Students are required to comply with all lawful instructions given them by the Security Officer. These include instructing students to leave an area or disperse, and to confiscate any alcoholic beverages and/or contraband materials. The general policy at VCSU is that the police will be called only if there exists an immediate threat to the safety of individuals or for the protection of property. This means that problems will be dealt with by campus officials if at all possible. If the situation warrants it, one of the individuals listed in Section 4 of this policy will be contacted. It will be up to the judgment of the Security Officer, based on the situation, whether the police, a campus official, or a staff member should be contacted.

#### F. Emergencies

The Security Officer will immediately report any emergencies encountered by the Heating Plant staff, via two-way radio. The individual on duty will relay this information to the local police or fire department. Other individuals will be notified in accordance with emergency policies. The Security Officer will be responsible for immediately investigating all priority-1 alarms received on the Heating Plant monitoring system. He/she will report back to the plant on what was found. Following are some general guidelines

**FIRES:** If alarms have not sounded, the nearest alarm box will be activated. The plant will be contacted via 2-way radio, and the operator on duty will call the fire department. If possible, the building should be searched for trapped individuals. First aid should be rendered if needed, and ambulance contacted. The building doors should be unlocked for fire department access. Facilities Services staff may attempt to fight the fire if possible, but personal safety takes precedence.

**MEDICAL EMERGENCIES:** Contact the plant by radio or call the ambulance if a phone or another individual is nearby. Render first aid as necessary.

**UNLAWFUL ACTS/CRIMES:** Report by radio to the Heating Plant and the operator on duty will call the police. If the incident has already occurred, the Security Officer will assist any injured person, and protect the crime scene. If the incident is in progress, the following things will apply:

1. Call the police if injury to persons or damage to property is involved.
2. Write down descriptions of assailants, witnesses, time, vehicle, etc.
3. Verbally confront the assailants, attempting to stop them.
4. DO NOT physically intervene, unless an individual is in peril of bodily harm.
5. Assist the police as needed.

#### 4. RESPONSIBILITIES

A. Security Officer: responsible for all things previously in this policy. Additionally, a nightly log will be kept of all activities/incidents.

B. Heating Plant Supervisor: supervise the Security officer and oversee all security related activities. Report all security incidents to the appropriate campus official. Report incidents involving students or housing to the Vice President of Student Affairs immediately. Maintain a record of all security incidents. Respond to all emergencies as required.

C. Vice President for Student Affairs: review reports and provide disciplinary action or counseling to students involved in campus incidents. Keep students informed of the campus security policy and how it affects them. Respond to emergencies/incidents involving students as required.

D. Director of Facilities Services: review reports dealing with facilities damage and breakdowns, taking appropriate action. Investigate all incidents of theft, vandalism, etc. that are not handled by the police. Submit a yearly report of campus security incidents to the Vice President for Business Affairs on or about July 1. Respond to all emergencies as required.

E. Valley City Police Department: reports to the Vice President for Student Affairs all criminal activity occurring on the campus grounds, adjacent areas and at off-campus university sponsored events. Reports criminal activity involving college students in the community that may have an effect on the safety and well being of the campus community.

#### 5. TIMELY WARNINGS

In order to keep the campus informed about safety and security issues, VCSU will alert the entire campus community in a manner that is timely and will aid in the prevention of specific crimes. Timely warnings may be issued for threats to property as well as for threats to persons. Timely warnings will typically be issued by the Office of the President, the Office of the Vice President for Student Affairs or the Office of Facilities Services. The VCSU campus-wide e-mail system has been declared as an official means of campus communications (Computer and Network Usage Policy 3.2.1) and will be used as the primary tool for dissemination of timely warnings. In addition, timely warnings may be delivered by campus-wide voice mail, bulletin boards and flyers. VCSU may activate the emergency notification system in an emergency. Those participating in the system may receive messages via cell phone, campus phone, home phone, email, and text messaging.

# VALLEY CITY STATE UNIVERSITY

## Drug Free School Program

### 2009-2010

Valley City State University, in accordance with ND State Board of Higher Education Policy 918, prohibits the possession, sale, dispensation, use or consumption of alcoholic beverages upon land, or in buildings owned by the Board or its institutions. Exceptions to the policy are provided for university apartments or as permitted by the approval of the president.

The VCSU Alcohol Policy applies to students while participating in off-campus university sponsored events including university sponsored travel to and from events.

Alcoholic beverages and the possession of empty alcoholic beverage containers are prohibited in the residence halls. Residence hall students found to be responsible for hosting events where alcohol violations occur, will be subject to additional sanctions. Hosting is defined as having more than one non-resident of the room or suite at the time of the violation.

Behavior while in a state of intoxication that is loud, disruptive, potentially harmful to the health or safety of self or others, or affecting the cleanliness or maintenance of university facilities is considered a violation of the policy.

Students found to be in violation of any standard of conduct regarding alcohol or illicit drugs may be subject to any of the following: 1.) The University Alcohol Violators program, 2.) The University Code of Student Conduct, 3.) Local, State, and Federal sanctions. Students found to be in violation of any standard of conduct regarding alcohol will be subject to the following sanctions: First Offense - \$100 Fine and attend the Alcohol Violator's Seminar; Second Offense - \$150 Fine, Required Community Service Project, Possible Alcohol Evaluation; Third Offense - \$250 Fine, Required Alcohol Evaluation, Possible Suspension from the university. University sanctions may also include a written or verbal reprimand, conduct probation, suspension or expulsion. Sanctions including counseling, required educational workshops, referral for evaluation, or rehabilitation, community service, restitution and compensation may be imposed. Campus policy requires that local law enforcement authorities be notified of all violations involving illicit drugs. The University Judicial Council may impose fines and require participation in educational programs and activities for violations involving illicit drugs. Legal penalties for alcohol and drug offenses can range from a Class AA Felony which carries a penalty of up to life in prison to a Class C Felony which carries a penalty of up to five years in prison, a \$5,000 fine or both. Class A Misdemeanors carry a penalty of up to one year in prison, a \$2,000 fine or both and Class B Misdemeanors carry a penalty of up to thirty days in prison, a \$1,000 fine or both. For drug offenses, the individual will be charged according to the amount and classification of the controlled substance. A complete description of the University Judicial process can be found in the *Student Handbook*.

Help for alcohol and drug problems may involve short-term intensive care or long-term counseling. In either case, Valley City State University is prepared to assist students through counseling or through referral for treatment and rehabilitation. A housing staff of resident assistants and head residents are trained in methods of intervention and referral. The university offers personal counseling services through the Student Affairs Division and medical services are provided by the University Health Service. The Valley City and surrounding area offers a wide variety of services. Included is a full-service clinic and hospital, and a regional human service center offering counseling, evaluations, treatment, and after-care. For further information about assistance programs available to students, contact the Office of the Vice President for Student Affairs or the University Counselor.

Valley City State University offers numerous class and out of class educational opportunities for students to understand the effects of use, and the problems associated with abuse of alcohol and drugs. Academic course offerings in the departments of Health and Physical Education, Education and Psychology, and Human Resources, provide students with a broad background on the physical, emotional, and social aspects of drug and alcohol use. The Student Affairs Division of the university sponsors numerous programs throughout the year in an attempt to heighten the awareness of college students. Included are guest speakers, programs, promotional materials, and numerous other wellness activities.

Drug and alcohol abuse can affect a person's physical and emotional health, social life, and employment prospects. The hazards of abuse differ from person to person. However, there are a number of specific health risks that are associated with the use of illicit drugs and the abuse of alcohol.

Consuming too much alcohol at any one time may include the following physical and mental effects: increased heart rate and skin temperature, loss of muscle control leading to slurred speech, poor coordination, impaired judgement, impaired thinking and reasoning processes, loss of inhibitions, and exaggerated feelings of anger, fear, and anxiety. Frequent drinking to intoxication over an extended period of time can result in more serious health risks such as alcoholism, malnutrition, increased risk of cirrhosis, ulcers, heart disease, and personality disorders.

Individuals that abuse drugs face a number of dangerous possibilities including overdose, dependence, ill health, and accidents.

Besides the physical and emotional hazards of drug and alcohol abuse, an individual may also experience the legal problems associated with arrest and conviction, the economic problems associated with continued and frequent use, and the personal problems of damaged relationships and unmet goals and plans.

**The Jeanne Clery Disclosure of Campus  
Security Policy and Campus Crime  
Statistics Act**

(crimes reported and arrests/disciplinary referrals for liquor  
violations, drug related violations, and weapons possessions)\*

<b>CATEGORY</b>	<b>VENUE</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
<b>CRIMES REPORTED</b>				
CRIMINAL HOMICIDE: Murder and Non- Negligent Manslaughter	Campus			
	Campus Residence			
	Non-campus			
	Public			
Negligent Manslaughter				
	Campus			
	Campus Residence			
	Non-campus Public			
SEX OFFENSES Forcible				
	Campus		1	
	Campus Residence		1	
	Non-campus Public			
Non-forcible				
	Campus			
	Campus Residence			
	Non-campus Public			
ROBBERY				
	Campus			
	Campus Residence			
	Non-campus Public			
AGGRAVATED ASSAULT				
	Campus			
	Campus Residence			
	Non-campus Public			
BURGLARY				
	Campus	1	2	
	Campus Residence	1	2	
	Non-campus Public			
ARSON				
	Campus			
	Campus Residence			
	Non-campus Public			
MOTOR VEHICLE THEFT				
	Campus			
	Campus Residence			
	Non-campus Public			

<b>CATEGORY</b>	<b>VENUE</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
ARRESTS FOR: Liquor law violations			6	
	Campus			
	Campus Residence			
	Non-campus Public		7	5
Drug-related violations				
	Campus	1		
	Campus Residence	1		
	Non-campus Public			
Weapons posses- sion				
	Campus			
	Campus Residence			
	Non-campus Public			
DISCIPLINARY REFERRALS FOR: Liquor law violations				
	Campus	24	31	17
	Campus Residence	24	31	16
	Non-campus Public	1		
Drug-related violations				
	Campus	1		
	Campus Residence	1		
	Non-campus Public			
Weapons possession				
	Campus			
	Campus Residence			
	Non-campus Public			
<p>*None of the reported crimes or arrests were identified as hate crime related. Hate crimes are crimes that manifest evidence of prejudice based on race, religion, sexual orientation, ethnicity, gender or disability.</p> <p>*Campus Residence violations are included in the number of campus violations.</p>				

# VALLEY CITY STATE UNIVERSITY SEX OFFENSE POLICIES

## Definitions

Rape is generally defined as forced sexual intercourse that is perpetrated against the will of the victim. The most prevalent form of rape on college campuses is acquaintance rape. Acquaintance rape is a sexual assault committed by someone the victim knows. Other forms of sexual assault such as sexual battery, which is generally defined as unwanted touching of an intimate part of another person are also violations of the law. Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. A complete University Policy on Sexual harassment is included in the [VCSU Student Handbook](#) and the [VCSU Manual](#). For the purpose of reporting sex crimes, Valley City State University will document and report statistics in the categories of “forcible sex offenses” and “non-forcible sex offenses.”

## Disciplinary Proceedings and the Criminal Process

Campus sexual assault is both a violation of the Student Code of Conduct and a violation of local, state, and federal laws. A sexual assault offense can lead to two proceedings: 1) a campus disciplinary hearing as outlined in the Student Code of Conduct; and 2) a criminal court case against the assailant. In criminal proceedings, the same laws and penalties apply to sexual assault by a stranger as by an acquaintance of the victim. Because the standard of proof requirements differ between criminal proceedings and campus judicial hearings, a student could be found guilty by a campus hearing body even though charges are not filed in a criminal court. Students are to refer to the [VCSU Student Handbook](#) for complete description of the Student Code of Conduct and the University Judicial Council.

## Rights of Victims

In order to encourage students to report sexual offenses and in order to ensure fairness in the university judicial process, victims of sexual assaults are entitled to the following rights:

1. The right to privacy and the treatment of sensitive information in a confidential manner.
2. The right to be free from campus or community pressure in reporting or not reporting a sexual assault.
3. The right to have a person or persons of choice accompany him/her throughout the disciplinary process.
4. The right to expect a prompt and thorough investigation by law enforcement and/or campus personnel.
5. The right not to have past sexual/relationship history included in judicial proceedings.
6. The right to expect the university to commit reasonable resources to protect the victim from the actions or presence of the perpetrator.

7. The right to expect meaningful support and advocacy from campus and community organizations and agencies.
8. The right to be informed immediately of the outcome of any hearing.

### Reporting Procedures

It is very important for students to know that if they are the victim of a sexual assault, there are a number of options available for reporting the incident. By reporting the incident to any of the following parties, you will receive support, encouragement and assistance with the options available to you.

1. Report the assault to campus authorities. The report can be made to any campus counselor, a Resident Assistant, a Head Resident, the Student Affairs Office, or campus security.
2. Report the assault to the police. Report the assault is not the same as prosecuting. You can decide later if you want to prosecute.
3. Report the assault to the Valley City Abused Persons Outreach Center.
4. Go to a hospital for treatment of any injuries and for other tests, which can provide important medical evidence. You can have a friend accompany you or meet you there. Reporting to the hospital does not mean you have to press charges.
5. Seek counseling. Regardless of whether or not you press charges, you should consult a trained counselor to help you sort out your options and support you in your decision making.

### Educational Programs

Educational programs and activities that promote awareness of rape, acquaintance rape, and other sex offenses are offered on campus each year. Programs are specifically designed for residence hall staff training and presentations are made in the residence halls and for the general campus population throughout the year. Material, posters, and brochures are available throughout the campus. Members of the VCSU staff are trained through local Abused persons Outreach Center and serve as a resource for the campus community. Selected VCSU students participate in campus violence prevention training provided by the North Dakota Campus Violence Project.

### Sex Offender Notification

The Vice President for Student Affairs regularly reviews a list of registered sex offenders available at the Valley City Police Department. A list of current sex offenders associated with VCSU as faculty, staff or students is on file in the Office of the Vice President for Student Affairs. Interested individuals may view this list during regular business hours, Monday through Friday.

Individuals wishing to learn additional specific information about anyone who appears on the VCSU list may consult the following Website:

Office of the Attorney General Sex Offenders Website:  
<http://www.sexoffender.nd.gov/>

## CRIME PREVENTION ON CAMPUS

- ◆ Be alert and aware of your surroundings.
- ◆ Don't take your safety for granted.
- ◆ Report to the Facilities Services staff areas of campus that might be dimly lit or obscured by shrubbery or other "sight-blockers." Also report lights that are not working.
- ◆ Lock your vehicle and store valuable items in the trunk. Always check the rear seat for intruders before entering.
- ◆ Lock your residence hall room door when the room isn't occupied and when you retire for the evening. Never loan your residence hall keys, and report lost keys.
- ◆ Report IMMEDIATELY any suspicious persons or activities and make note of physical details regarding the persons or vehicles involved. WHEN IN DOUBT, REPORT IT!
- ◆ It is always good policy to walk or study on campus or anywhere else with a group or with someone you know.
- ◆ Trust your instincts. If you feel uncomfortable in a place or situation, leave.
- ◆ When walking, plan the safest route to your destination, choose well lighted areas, and avoid vacant lots, alleys, or other deserted areas.
- ◆ Carry your purse close to your body and keep a firm grip on it. Carry a wallet in an inside coat or side trouser pocket; not in a rear trouser pocket.
- ◆ Do not leave in plain view valuable items like computers, stereo equipment, clothing, or credit cards. Do not flaunt expensive items or valuables like jewelry.
- ◆ Draw blinds of curtains after dark and/or when dressing.
- ◆ Have your car or residence key in hand as you approach your vehicle or room/house.
- ◆ Use caution when posting to web sites like MySpace, Facebook, or YouTube. Do not post any identifiable information such as your address or phone number.
- ◆ When jogging, vary your route and schedule.

- ◆ Do not prop open any door.
- ◆ Do not put your name or address on your keys.
- ◆ Never hitchhike or pick up hitchhikers. Don't accept rides from strangers.
- ◆ STAY SOBER
- ◆ If you suspect you are being followed by someone on foot, don't panic. Go to the nearest well lighted, populated area. If a car pulls up near you, cross the street or turn in the opposite direction.

## **NOTIFIND**

### **The VCSU Emergency Notification System**

Notifind is the emergency notification system used by VCSU to provide timely information and instructions directly to students, faculty and staff during emergencies or urgent situations. Timely notification of events such as natural disasters and acts of violence will empower members of the campus community to take the appropriate steps to protect their safety. All employees are required to participate in the system and students are strongly encouraged to enter their personal contact information in the Notifind system.

In the event of an urgent or immediate threat to health or safety, participants will be notified by any or all of the following methods: Cell Phone, Text Message, E-mail, Office Phone, Home Phone. A team of campus officials consisting of the President, Vice President for Academic Affairs, Vice President for Business Affairs, Vice President for Student Affairs, Director of Marketing and Communications and the Campus Safety Officer are responsible for determining the need for notification, the content of the message and initiation of the system.

Students are encouraged to sign-up for Notifind by e-mail from the campus safety office and from automatic reminders that appear on CampusConnection. The Notifind system is tested at least once each semester.



**VCSU**