

UNIVERSITY OF MARY DICKINSON SITE 2006 SECURITY REPORT at DICKINSON TRINITY

Published by the School of Accelerated and Distance Education
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PROCEDURES REGARDING THE ANNUAL DISCLOSURE OF SECURITY POLICIES AND CRIME STATISTICS

Annual Security Reports are Published for Each University of Mary Campus

In compliance with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act, the University of Mary publishes an annual security report for its main campus and one for each of its satellite campuses. The security report for the main campus is published by the Student Development Office while the security reports for the University's satellite campuses are published by the staff of the School of Accelerated and Distance Education. The full electronic text of all the reports may be located under "campus security" from the University's home web page at www.umary.edu

Information for the Butler Center is Included in the Security Report for the Main Campus.

How Crime Statistics Are Compiled at the University of Mary Dickinson Trinity Center

The crime statistics in this report are crimes reported to have occurred at the University of Mary Dickinson site and on public property adjacent to the site that have been reported to University of Mary officials or to the Dickinson Police Department. Crimes reported to University of Mary officials encompass the entire Dickinson High School Campus.

How the Report is Disseminated

The 2006 Security Report for the Dickinson Satellite can be located in its entirety on the web at [http:// www.umary.edu/UM/StudentServices/CampSecurity/securityreports.htm](http://www.umary.edu/UM/StudentServices/CampSecurity/securityreports.htm)
No later than October 1 of each year, an email notification providing the URL address for this report is sent to all enrolled students, facilitators and staff. Printed copies of the report are also available upon request through the School of Accelerated and Distance Education. Students are also notified of the availability of the report during orientations and in prospective student packets of information.

Prospective employees may access a copy of the report at [http:// www.umary.edu/UM/StudentServices/CampSecurity/securityreports.htm](http://www.umary.edu/UM/StudentServices/CampSecurity/securityreports.htm)
or may request a printed copy from the Dickinson site centers.

SECURITY POLICIES & PROCEDURES AT THE UNIVERSITY OF MARY, DICKINSON TRINITY SITE

At the invitation of the Dickinson Trinity High School, the University of Mary operates its Dickinson Trinity Center within the Facilities of Trinity High School in Dickinson, North Dakota. The University's classes are offered at: The Dickinson Trinity High School building, a non-residential classroom building located at 810 Empire Dickinson, ND, 58601. Security at the facilities used by the University of Mary are determined by Dickinson Trinity High School officials.

How to Report an Emergency/Crime

Emergency police, fire and medical services for all of Dickinson are dispatched through the cities Law Enforcement services of the Dickinson Police Department and the Stark County Sheriff's Department. If an emergency arises please contact your local agency at 701-456-4711 or 911. An emergency is any situation where there is risk to life and/or personal safety, or when a crime is in progress.

To summon emergency assistance:

- Dial 911 ... if you are calling from your cell phone.
- Dial 911 ... if you are calling from a phone in Dickinson Trinity High School

As soon as it is safe to do so, please report the emergency to The University of Mary and Pattie McWilliams, 355-8133. The hotlines below may also be helpful for specific emergency situations:

- Abuse Hotline: 1-800-799-SAFE (7233) or TTY: 1-800-787-3224
- Suicide Prevention Hotline: 1-800-273-TALK (8255)
- Poison Hotline: 1-800-222-1222
- National Domestic Hotline: 1-800-799-SAFE (7233)

Access to University Property and University Buildings

During normal operating hours, Dickinson Trinity High School is accessible to the public. Operating hours for each facility varies depending on the activities and classes scheduled in that facility for the day. When scheduled activities and classes end each day, Dickinson Trinity is cleared and locked for the night. Buildings are reopened each morning before the first scheduled class or activity.

Timely Security Advisories

When University of Mary officials have information to indicate there is an ongoing or continuing threat to the safety or security of students and employees at the University of Mary, Dickinson Trinity Center, a security advisory will be issued. The advisory will be printed on University letterhead and bear the signature of Ms. Pattie McWilliams, Coordinator. The advisories will be distributed by faculty in all classes. When a security advisory is issued, University of Mary officials will work in cooperation with Trinity High School officials and local law enforcement officials. Examples of situations that might prompt issuance of a timely security advisory include but are not limited to: a) a situation where there has been an assault or series of assaults at or near the center and there is

reason to believe the assaults could continue; and b) a situation where there has been a string of thefts at the Center and there is reason to believe the thefts may continue.

The Importance of Reporting Criminal Activity

Because the off-site facility does not have its own police department, students, faculty, staff and guests are strongly encouraged to promptly report all criminal or suspicious activity to both the local law enforcement agency and to University officials. Prompt reporting of criminal activity enables the University and local law enforcement officials to protect the safety of the entire community. No matter how insignificant an incident might seem, the information you provide may be an important clue that will help the University and/or local law enforcement officials solve other related incidents and maintain accurate records of crime occurring on campus and in the community.

How to Report a Crime to Local Law Enforcement Agencies

The University of Mary Dickinson Trinity Center is located within the jurisdiction of the Dickinson Police Department and the Stark County Sheriff's Department.

Dickinson Police Department
60 West Museum Drive
Dickinson, ND 58601
Emergency Service: 911
Non-Emergency Phone: 456-7755
Web page:

When you make a report of criminal activity, the law enforcement officials will take your report and assign investigative staff to the case.

The University's Response to a Report of a Crime

When the alleged perpetrators of a reported crime are identified as students, the case will be adjudicated internally in accordance with the University of Mary Student Handbook and the investigation will be the responsibility of the Director of Student Life (and/or those appointed by him or her). Students determined to have involvement in criminal activity are subject to disciplinary action whether the incident occurred on- or off-campus. As required by the Clery Act, and as permitted by the Family Education and Privacy Act (FERPA) the University will inform a victim of an alleged crime of violence of the outcome of the student disciplinary proceeding against the accused when the accused has been found to be responsible and exhausted allowable appeals. Such notification will be limited to the following information: the student judiciary final determination with respect to the alleged crime of violence and any sanction that is imposed against the accused. Reporting the outcome of proceeding of non-violent crimes is not permitted under FERPA and will remain confidential.

How to Report a Crime to the University

If you are a victim of a crime, or if you feel threatened by suspicious activity, your first priority should be to get to a safe place. If you encounter a crime scene you may be in danger because the perpetrator may still be in close proximity. Don't enter the crime scene! Instead, go to a safe place and call 911 or your local Law Enforcement Agency. In addition, a report should be made to Ms Pattie McWilliams, Coordinator for Dickinson off-site, 355-8133.

Policy on Alcohol

In North Dakota, it is illegal for anyone under the age of 21 to consume or be in possession of alcohol. It is also illegal for anyone to sell, furnish or provide alcohol to a person under the age of 21. Anyone in violation of these laws is subject to criminal prosecution. The policy regarding the possession, sale or the furnishing of alcohol at the University of Mary and at University of Mary sponsored events is determined by the Board of Trustees and is consistent with all applicable legal statutes. The Board has adopted the following policy regarding alcohol: All University of Mary students, to include those who have reached their 21st birthday, are prohibited from:

- Possessing and/or consuming alcohol on University property or controlled facilities off-sites or at any University event sponsored for students.
- Being in the presence of alcohol on University property or off-sites and/or at any University sponsored event for students.

The exception to this policy would be those official University of Mary appreciation events where the Board has given its authorization for alcohol to be served to friends or benefactors of the University.

- Being intoxicated on University of Mary property, off-sites or at any University of Mary sponsored event.

Policy on Illegal Drugs

The use or possession of illegal drugs will not be tolerated at the University of Mary and off-sites or at any University of Mary sponsored event. The possession, sale, manufacture or distribution of any controlled substance is illegal in North Dakota. These laws are strictly enforced at the University of Mary. Violators will be reported to law enforcement authorities and subject to University disciplinary action, criminal prosecution, fine and imprisonment.

Weapons and Hunting

The University of Mary is located in a region where hunting is a tradition in many families and where fishing and hunting opportunities are plentiful. However, no hunting of any kind is permitted on University property or off-site locations. In addition, members of the community and visitors are prohibited from having weapons of any kind present or stored on University property or in a vehicle located on University property or off-sites campuses. Among those weapons included in this prohibition are all guns, knives and archery equipment used for hunting.

Sexual Assault Prevention and Response

University Policy Regarding Sexual Misconduct and Sexual Harassment

Any form of sexual coercion, harassment, abuse or violence is contrary to the values and policies of the University of Mary. The University's sexual harassment and sexual misconduct policies may be found in their entirety in the Student Handbook and in employee handbooks.

What to Do if You Are Sexually Assaulted

If you are sexually assaulted, **your first priority should be to get to a place of safety.** Your next step should be to seek immediate medical attention at the nearest emergency room. Time is a critical factor in getting medical treatment because it can protect you from sexually transmitted diseases, it can preserve evidence should you decide to press charges against the assailant(s) and it will provide you access to counseling and emotional support important for your recovery. Do not bathe, shower or douche before going to the emergency room. Doing so could destroy evidence. Even if you do not plan to press charges against your assailant, it is important to preserve the evidence because you may change your mind in the future. At the emergency room you will be examined for injuries and you will receive medical treatment to help you heal and to help prevent infection and disease.

Reporting Sexual Assault

The University is committed to handling reports of sexual assault with great sensitivity and compassion. Our commitment includes the promise of doing everything possible to protect those who report sexual assault from any form of retaliation. If those alleged to have perpetrated the crime are students or employees of the University, the University can issue an order to them to avoid all contact with you. The University will also assist you in obtaining a legal restraining order if the circumstances warrant it. Call your local authorities immediately to report an assault.

The University's Response to a Report a Sexual Assault

1. The first concern of the University in response to a report of sexual assault is your safety and well-being. You will be encouraged to seek medical attention if you have not already done so.
2. You will be encouraged to report the assault to the appropriate law enforcement agency.
3. The University will help you will precautions in case of retaliation.
4. If you are a student, you will be informed that the University will make any reasonable accommodations to your academic schedule.
5. You will also be advised of your right to pursue disciplinary action against the assailant.
6. All reports of sexual assault that are reported to the University, will be entered in the University's Daily Crime Log and annual security report without identifying information.

Sex Offender Registration

Information about sex offenders in North Dakota may be found at the North Dakota Attorney General's Office Sex Offender Website at: <http://www.ndsexoffender.com>

CRIME STATISTICS AT DICKINSON TRINITY IN DICKINSON, ND FOR CALENDAR YEARS 2004, 2005 & 2006

Note: Crime statistics reported in this section are those reported to University of Mary officials and local law enforcement officials for each of the past three years. The list of crimes for which statistics are presented is mandated in the Clery Act.

Reportable Crimes and Definitions

According to the Clery Act, there are specific crimes for which university officials must report a three-year statistical history. These crimes are listed below along with definitions from the FBI Uniform Criminal Reporting System.

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 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 theft. For reporting purposes this definition includes: unlawful entry with intent to commit larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned

Drug Law Violations - Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include but are not limited to: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone), methamphetamine; and dangerous non-narcotic drugs (barbiturates, Bensedrine).

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

Liquor Law Violations - The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or 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 “the reckless or grossly negligent killing of a human being, excluding traffic fatalities.”

Motor Vehicle Theft - The theft or attempted theft of a motor vehicle. Motor vehicle theft is classified as all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned – including joy riding.

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

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

Weapon 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.

Sex Offenses - Definitions for this category of offenses are from the National Incident-Based Reporting System edition of the Uniform Crime Reporting Program.

Forcible Sexual Offenses - Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

a. Forcible rape is the carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

b. Forcible sodomy is oral or anal sexual intercourse with another person forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of her/his youth or because of his/her temporary or permanent mental or physical incapacity.

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

Non-Forcible Sex Offenses – Unlawful, non-forcible sexual intercourse.

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.

Location Definitions

The Clery Act stipulates that statistical information for offenses reported by the University are broken down into specific geographical categories indicating where the crime was reported to have occurred. The locations and their definitions according to the Clery Act are as follows:

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

Non Campus - Any building or property owned by a student organization. Any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area.

Public Property - All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used in direct support of or in a manner related to the institution's purpose.

Student Residences- A subset of "on campus" crime statistics, which includes only those crimes that were reported to have occurred in dormitories or other residential facilities.

**UNIVERSITY OF MARY DICKINSON TRINITY HIGH SCHOOL, DICKINSON
SITE CRIMINAL OFFENSES 2004 - 2006**

*** We did not have classes at the Dickinson site at that time (2004).**

Statistical data presented here is derived from crimes reported to university officials at the Dickinson site and the Dickinson Police Department. Crimes reported encompassed the entire Dickinson High School campus.

Criminal Offenses	2004* On Campus	2004* Public Property	2005 On Campus	2005 Public Property	2006 On Campus	2006 Public Property
a. Murder/non-negligent manslaughter	0	0	0	0	0	0
b. Forcible sex offenses (including forcible rape)	0	0	0	0	0	0
c. Non forcible sex offenses	0	0	0	0	0	0
d. Robbery	0	0	0	0	0	0
e. Aggravated assault	0	0	0	0	0	0
f. Burglary	0	0	2	0	0	0
g. Motor vehicle theft	0	0	0	0	0	0
h. Arson	0	0	0	0	0	0
i. Negligent manslaughter	0	0	0	0	0	0

Hate Offenses	2004* On Campus	2004* Public Property	2005 On Campus	2005 Public Property	2006 On Campus	2006 Public Property
a. Murder/non-negligent manslaughter	0	0	0	0	0	0
b. Aggravated assault	0	0	0	0	0	0
c. All forcible sex offenses (including forcible rape)	0	0	0	0	0	0
d. Arson	0	0	0	0	0	0

e. Negligent manslaughter	0	0	0	0	0	0
f. Simple assault	0	0	0	0	0	0

Alcohol, Drug and Illegal Weapons Violations	2004* On Campus	2004* Public Property	2005 On Campus	2005 Public Property	2006 On Campus	2006 Public Property
Liquor law violations (arrests)	0	0	0	0	0	2
Liquor law violations (student disciplinary referrals)	0	0	0	0	0	0
Drug law violations (arrests)	0	0	0	0	0	0
Drug law violations (student disciplinary referrals)	0	0	0	0	0	0
Illegal weapons violations (arrest)	0	0	0	0	0	0
Illegal weapons violations (student disciplinary referrals)	0	0	0	0	0	0

RECOMMENDED SAFETY AND SECURITY PRACTICES FOR MEMBERS OF THE UNIVERSITY OF MARY COMMUNITY

Fire Safety

1. Fire Prevention

- a. Do not burn candles or any device that has an open flame in any campus building without prior approval from the Director of Physical Plant. Candles used for liturgical purposes at an event sponsored by Campus Ministry or the Sisters of the Annunciation Monastery are exempt from this policy.
- b. Maintain clear and unobstructed access to doors from both inside and out at all times. Arrange on-campus residences and offices with fire safety in mind.
- c. Do not overload electrical outlets.
- d. Do not use broken, frayed or cracked electrical cords. Do not suspend lamps or lights by their own cords.
- e. Do not store any flammable materials in a campus building.
- f. Know every exit from the building you are in. Know how to activate the fire alarm system. Know the location of fire extinguishers and how to operate them.
- g. Building evacuation is mandatory for all fire alarms, even if you do not believe there is a fire.
- h. It is a felony to activate a fire alarm as a prank. The University of Mary will report false alarms to law enforcement authorities and cooperate with investigations of false alarm incidents.
- i. Prairie fire is a possibility at the University of Mary because of the semi-arid climate of western North Dakota. Prairie fires can start and spread very quickly, burning over many miles fanned by strong winds and dry grass. Dry conditions that contribute to the risk of prairie fire can occur at anytime of the year but are most likely in the spring or fall or during times of drought. Extreme care should be taken with flames in open areas when outdoors, to include an open fire or charcoal for cooking. Smokers should always be certain that smoking materials are fully extinguished and dispose of them in appropriate containers provided for that purpose.

2. Steps to follow if you are aware of a fire

- a. In a building, activate the nearest fire alarm and dial 911. Do not attempt to extinguish the fire yourself. Sounding the alarm and making the call can save lives and property by giving fire fighters the maximum amount of response time and building occupants the maximum amount of time to evacuate the building.
- b. If you are an on-campus resident, follow the evacuation plan outlined by the residence life staff.

- c. Calmly assist others to evacuate the building by following exit signs. DO NOT use the elevator.
- d. Make certain to determine if there are any disabled individuals in the building who may need assistance to evacuate the building.
- e. Remain outside the building at a safe distance.
- f. Meet police or fire officials upon their arrival and direct them to the location of the fire.

3. Steps to follow if you are caught in a fire

- a. Remain calm, DO NOT panic.
- b. Before opening a door, feel it with the back of your hand. If it is hot do not open the door. Instead follow another exit route. If you are trapped in a room, seal the cracks around the door with towels, linens or clothes (soaked in water if possible). Open your window for air and hang objects out the window to attract attention. Shout for help. If smoke is filling the area you are in, keep low to the floor. Take short breaths to avoid inhaling smoke. Place a wet towel over your nose and mouth. Keep your head six to eight inches off the floor.
- c. If the door is not hot, brace yourself and open it slowly. If hot air or fire rushes in, close the door and refer to part b.
- d. If you can leave, close all the doors behind you and proceed to the nearest safe exit. Leave the building and stand clear of the fire.

Personal Safety Practices

The safety of each individual member of the University of Mary is the paramount concern of the University. Each individual is advised to practice the following personal safety measures:

1. Personal safety for on-campus residents

- Stay sober.
- Keep your room door locked when you are sleeping or napping.
- Never let unauthorized persons enter your room, residence hall, or apartment.
- Report any suspicious activity immediately to university officials or campus security.
- Never prop open inside or outside doors.
- Do not hide keys outside your room or apartment. Do not put your name or address on your keys.
- Avoid working or studying alone in a campus building.
- Never dress in front of a window. Draw blinds or curtain after dark.
- If you are awakened by an intruder inside your room, do not attempt to apprehend the intruder. (You may want to pretend you are sleeping until the intruder leaves). Try to get an accurate description of the intruder and call the police immediately.
- Safeguard all your important personal information such as credit card numbers, social security number, etc. Be careful what personal information you choose to share over the Internet. Identity theft is a fast growing problem on many college campuses.

2. Personal safety recommendations regarding vehicles and parking lots

- When approaching your vehicle carry your keys so you can enter quickly. Always check around and under your vehicle as well as the rear seat for intruders when entering your automobile.
- Lock your doors and keep windows rolled up whenever possible.
- Drive on well-traveled and well-lit streets.
- Never hitchhike and never pick up hitchhikers.
- If someone tries to enter your stopped vehicle, sound the horn and drive away.
- If your vehicle breaks down, raise the hood and wait in your locked car for help.
- Be aware that an accident may be staged to provide the other driver with an opportunity to commit a criminal act.
- Leave enough room between your car and the one ahead so you can drive around if necessary.
- Avoid returning to campus alone after dark where you would be forced to walk alone from your vehicle to your place of residence. If you must, invest in a cell phone and make arrangements for friends to meet your vehicle and walk with you. Park in a well lighted location close to a building entrance. Do not get out of your vehicle if you see anything suspicious.

3. Personal safety while walking or jogging

- It is best to avoid walking or jogging alone. If you do, invest in a cell phone and carry it with you and avoid secluded routes. Always walk or jog along well traveled routes and stay where you are clearly visible to passers-by.
- Never go for a walk or jog alone after dark.
- Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or a group of people.
- Have your keys ready when returning to your residence hall or apartment and keep your personal valuable items concealed and close to your body.

4. Personal safety while socializing

- Do not place yourself in a situation where you are alone with people you do not know well. Do not accept an invitation to go alone to the residence, apartment, or room of someone you do not know well. Instead arrange to meet in a public place where there are other people or arrange to be accompanied by friends.
- Do not accept a beverage from someone you do not know and trust. Beverages can be “spiked” with alcohol and alcoholic beverages can contain more alcohol than you are used to consuming. Alcoholic and nonalcoholic beverages can be laced with drugs that are tasteless and odorless (e.g. “the date rape drug”).
- Do not engage in binge drinking of alcoholic beverages. Binge drinking is defined as five or more drinks at a setting for adult males and four or more drinks at a setting for adult women. Binge drinking is associated with serious safety and health risks and statistics show that college populations are especially vulnerable to these risks. Individuals who engage in binge drinking are at risk for alcohol poisoning, a potentially fatal condition that can also cause brain and central nervous system damage. Statistics show that as many as one in four college women will be the victims of sexual assault before graduation and a large number of sexual assaults are associated with binge drinking. Persons who engage in binge drinking are also at substantially increased risk

for injury or death from motor vehicle accidents, academic failure, depression, alcoholism and substance abuse, unwanted pregnancy, and sexually transmitted diseases.

- No one deserves to be abused. If you are in a relationship where your partner is emotionally or physically abusive you are in danger, get help. Contact Counseling Services, the Student Health Clinic, or the Adult Abuse Resource Center. If you have abused someone or fear you may be abusive (even if you have not been physically violent), help is available for you. Please get help before you abuse or hurt someone again.
- Be cautious about whom you date. Do not go out on a date alone with someone until you know him or her well. Do not continue to see someone who pressures you to do things you do not want to do. Do not continue to see someone who does not respect your wishes, your limits or who tries to control you. Do not continue to see someone who expresses anger inappropriately, is impulsive or disrespectful to you or other people. Take the time to get to know the character of those individuals you date. Check with mutual friends about the character of those who want to get to know you. You deserve friends of good character. Make it a point to insist upon it.

Practices to Safeguard Property

In addition to your personal safety, the University of Mary is also committed to working with you to protect your personal property from theft and damage. The University also asks your cooperation in protecting University property. With this goal, the following procedures are recommended:

1. All students who reside on campus are encouraged to carry insurance that specifically covers losses associated with theft and vandalism of personal property including vehicles. Statistically, college students are more likely to be the victim of theft than any other crime. Theft of electronic equipment such as computers, TV's, personal and vehicle audio equipment, compact discs and other electronic and video equipment is particularly common on college campuses.
2. If you have a vehicle on campus, keep a record of the vehicle identification number. Make an immediate report to Campus Security at 355-8123 (during office hours) or 471-6070 (evenings) if your vehicle is damaged, broken into or stolen.
3. Protect your valuables by keeping a current inventory of your possessions on a file card. Record the description and serial number of each item and keep purchase receipts and brochures on equipment purchased. Participate in Operation ID (Available through the Burleigh County Sheriff's Department, the Bismarck Police Department and the Fargo Police Department). This program will assign you a personal identification number that will aid in the recovery of stolen goods. An electronic engraver is available at each of the law enforcement agencies identified above.
4. Lock your door to your residence hall room or apartment when you are sleeping or napping.
5. Lock your door to your residence hall room or apartment whenever you leave your room, even when gone for only a few minutes.
6. Always lock all car doors. Do not store valuables in your car. If you must keep items in your car do not store them in plain view. Use the trunk or at the very least put items out of site. If possible remove all electronic equipment from your car when not in use.
7. Protect all valuables in your room. Do not leave valuables like wallets, jewelry, credit cards, cash and electronics in plain view.
8. Do not loan your keys to anyone. Make a report immediately to resident staff if your keys are lost or stolen.
9. Take all valuable items home with you during vacations.

10. In public places keep your valuable items out of sight or in a safe place. If you must leave an area for any length of time, take personal items with you.

11. Report all thefts no matter how small. Each theft that is reported is a clue to investigators and may be useful in apprehending those responsible for a series of thefts.

12. Engrave your Operation ID number on your bicycle and use a high quality lock. "U" bolt locks are the best for bicycles. Place the chain, cable or lock through both wheels, the frame and around a bicycle rack.

13. Be good stewards of the campus, report any suspicious activity, theft or vandalism immediately. Notify university personnel if you discover doors unlocked that should be locked or other irregularities in security measures.

14. If you are the last person to leave a room, make certain that windows and doors are locked and that all equipment is properly secured.

Help Us To Protect You and Your Property By Reporting Suspicious Activity

The University depends upon all members of the community to assist with campus safety efforts. If you see any suspicious activity or people on or near University facilities, Off-Site Campus's or at University sponsored events immediately report what you have seen. On the Main Campus call Campus Security at 355-8123 (during office hours) or 471-6070 (evenings) or your Local Law Enforcement Agency. Do not assume that what you see is an innocent activity or that another individual has already called security. Do not worry about being overly cautious. Instead, choose to err on the side of safety by calling security or University officials.

1. Suspicious behavior to report. Suspicious behavior that you should report includes any of the following:

a) a person loitering at unusual hours and locations; b) a person running, especially if something of value is being carried; c) a person or persons carrying property or equipment that does not belong to them out of a building or residence; d) a person or persons going from room to room or apartment to apartment trying doorknobs; e) a person or persons entering or leaving a room or apartment without the occupant being home; f) persons not belonging to the University of Mary community. (Do not assume the person is a visitor or University staff member that you have not seen before); g) a person or persons exhibiting unusual behaviors that might suggest drug or alcohol use, or some other need for medical or psychiatric assistance.

2. Other suspicious circumstances to report. Other unusual circumstances to report include: a) broken or damaged doors or windows; b) doors or windows that are open or unlocked after hours; c) unusual noises – anything suggestive of foul play, danger or illegal activity; d) anyone who appears to be stalking another person, abusing another person or holding or controlling them against their will; e) people sitting in parked vehicles for an extended period of time; f) vehicles driving slowly in a parking lot at night.

What To Do If You Are The Victim of a Crime

A. Your first priority should always be your own survival and that of others who may be in danger. Survival may require that you scream for help, that you fight back or it may require that you cooperate with the perpetrator. Whatever you do, your first goal should be to survive and to get to a place of safety.

B. Make certain the perpetrator is gone before entering a crime scene. If you return to your room or apartment and notice that an intruder has been present get out immediately. Go to a safe place and call authorities to assist you.

C. Preserve the crime scene. Do not disturb or destroy evidence or allow others to do so until authorities have had an opportunity to investigate the scene.

D. If you have been physically attacked or sexually assaulted do not wash or bathe until you have been examined by a health care professional. Even if you do not wish to press charges at the time of the attack, DNA evidence can be taken and preserved so it is available in the event you wish to file charges at a later date.

E. If you are a victim of a crime, your immediate recall is often the best. Write down as much information as you can immediately after a crime. If you see the perpetrator of a crime try to notice as many details about him or her as you can including:

Gender	Approximate Age
Height	Weight/build
Dress/clothing	Facial hair
Glasses	Distinguishing marks, including scars
Distinguishing walk	Voice
Description of face including eye color, hair color, hairstyle (short, curly, etc.), jaw, nose	

F. Make a report to proper authorities immediately or as soon as possible after a crime occurs.