

WHAT TO REPORT

- your specific locations: building name and office/room number
- number of people at your specific location

- injuries: number of injured, types of injuries
- assailant(s) location, number of suspects, race/gender, physical features, clothing description, backpack, types of weapons (if known) and identify of the shooter

security on campus

The overall safety of the institution requires the active cooperation, assistance and support of the entire campus community. Safety and the avoidance of crime are community issues and/or not limited to the Department of Campus Safety. The department serves to maintain a safe campus environment and assumes responsibility for matters involving major incidents and/or injuries. The general prevention, detection and enforcement of procedures to identify hazards, assess degrees of vulnerability, mitigate risks and define emergency responses are the responsibilities of the Department of Campus Safety. It is the function of Campus Safety to minimize opportunities and conditions which nurture or result in crime or safety hazards by the development and implementation of proactive prevention and inspection programs and intercepting foot and motorized patrol. The function of the campus community is to consider their behaviors and discourage inappropriate activity.

CAMPUS SAFETY

Located in the Support Services Building on the east side of campus, the Campus Safety Department is staffed with state certified and trained commissioned University police officers with the same authority to maintain order, preserve peace, investigate crimes and make arrests as held by other state certified peace officers. The department enforces federal, state and local laws as well as University regulations and operates 24 hours a day with officers who work one of three shifts.

The Campus Safety Department works closely with the Maryville Public Safety Department, Nodaway County Sheriffs Department, the Missouri Highway Patrol and other state and federal law enforcement officials. These agencies routinely exchange crime-related reports and statistics.

Campus Safety operates under the principle that every person has the right to access the system and to seek redress of personal wrongs. There shall be public disclosure of policy and an openness on matters of public interest. The contributions the Campus Safety personnel make to this process is best served by an

ongoing dialogue, mutual respect, fairness, and courteous treatment of persons in the campus community. Staff members are accountable to the community and are expected to conform to community standards and expectations. Review systems are in place to ensure that personnel are flexible, independent thinkers and are tolerant of various public attitudes and different types of behaviors. Every reasonable effort will be made to resolve conflicting interpersonal situations by discussion and reason.

REPORTING OF CRIME AND SAFETY VIOLATIONS

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the Campus Safety Department in a timely manner. To report a crime or an emergency at Northwest, call (660) 562-1254 or 911. All non-emergency incidents shall be reported by calling (660) 562-1254. Campus Safety is located in the Support Services Building. Dispatchers and police officers are available at Campus Safety 24 hours a day to answer your call.

The Office of Student Affairs will assist students who are victims of a crime with changes in academic and living arrangements if desired and possible.

CRIME STATISTICS

The campus community shall be made aware of criminal incidents so that each member may take those precautions as appropriate for his/her function in the community to avoid becoming a victim. Through the analysis of statistical information, other departments, agencies and groups within the campus community may develop programs to enhance the safety of the community and its members. Information about Campus Safety activities is provided through the student newspaper, the *Northwest Missourian*. The Director of Campus Safety works as a liaison and meets with the newspaper staff regularly to provide police report information, special briefings or press releases. In the event that it is necessary to alert students, faculty and staff to an emergency situation on campus, the message will be

IF A CRIME DOES OCCUR OFF CAMPUS

- Call Maryville Public Safety immediately. A five-minute delay means that the chance of catching the criminal drops by two-thirds.
- It pays to prosecute.
- Being a witness in court is not as much trouble as you may think. Programs are available to help victims and witnesses with transportation, day care services and scheduling of cases.
- In areas adjacent to the University, the Maryville Public Safety Department provides law enforcement and crime prevention services.

DEFINITIONS USED IN COMPILING CRIME STATISTICS

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.)

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 attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of federal, state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous nonnarcotic drugs (barbiturates, Benzadrine).

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. (Drunkness and driving under the influence are not included in this definition.)

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (All cases where automobiles are taken by persons not having

lawful access even though the vehicles are later abandoned including joyriding.)

Murder: 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.

Sex Offenses-Forcible: 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.

Consensual sexual behavior is mutually desired and freely chosen by partners who are fully capable of informed consent. To be fully capable of informed consent, an individual cannot be incapacitated by illness, injury, alcohol or other drug consumption, nor any other condition or circumstance that would preclude informed consent.

A. Forcible Rape: 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: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

C. Sexual Assault With an Object: 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.

D. Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, 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 incapacity.

Sex Offenses-Nonforcible: Unlawful, nonforcible sexual intercourse.

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

special community a safe place to live, learn and work by taking common-sense precautions, being alert, and looking out for others.

HOME AND RESIDENCE HALL

- Lock doors and windows, even if you are just going down the hall for a few minutes.
- In over half of all reported rapes, women know their attackers. Be wary of bringing casual acquaintances into your living space.
- Take care of your keys; do not give anyone the opportunity to duplicate them.

TELEPHONE TIPS

- List only first initials and last name in directories.
- Be suspicious of surveys or wrong number calls, and do not divulge your name and address.
- Hang up immediately on obscene phone callers.
- Never reveal that you are home alone.

SAFETY WHILE DRIVING

- Lock your doors and windows when leaving your car, whether it is for a few minutes or several hours.
- Park in well-lit areas and try not to walk alone in parking areas at night.
- Store valuables out of sight and lock them in the trunk when the car is parked.
- If your car breaks down in an isolated area, raise the hood. Stay in the locked car. If someone stops to help, ask them to make a phone call for you. Sound the horn if threatened.
- Never pick up hitchhikers.

IF SOMEONE TRIES TO ASSAULT YOU

- Stay as calm as possible. Think rationally and evaluate your options.
- Try to get an accurate description of an assailant's appearance, what was said or anything else which would assist authorities.
- If you are robbed, threatened or raped, call Campus Safety at 562-1254 (911 on campus) immediately or contact one of the resources listed on page 47. You may save someone else from becoming a victim.
- Assistance is available to help you deal with the trauma that any assault can cause.

SEX OFFENDER REGISTRY

To obtain a list of currently registered sex offenders who work or attend school at

Northwest please contact the Nodaway County Sheriff's Department located at 404 North Vine, Maryville, Mo. There is a fee for issuance of the list.

To make inquiries about individuals residing outside of Nodaway County, contact the sheriff's department with the jurisdiction in the area in which that person resides or go to www.mshp.dps.missouri.gov/MSHPWeb/root/Index.html.

OFF-CAMPUS LIVING

Apartment complexes, townhouse/condominium communities and other multifamily dwellings pose unique security problems. Because of the temporary nature of many residents of rent/lease property, you need to make an extra effort to be aware of your surroundings. All the good crime prevention tips taught to participants in Neighborhood Watch also apply to those living in apartment communities.

Often apartment complexes have problems with auto thefts and burglaries. There are several measures that you can take to help prevent this from happening to you:

- Always lock your vehicle.
- Always remove your key from the vehicle, and never hide a key. The thief knows all the places to look.
- Consider an alarm for luxury or expensive vehicles.
- Additional information on off-campus living may be found at www.nwmissouri.edu/studentaffairs/pdf/NWMSU_OCHG.pdf.

GOOD SECURITY HABITS

- Re-key locks when moving into a previously rented residence or after keys have been lost or stolen.
- Deadbolt locks should be on all exterior doors.
- Install locks or protective devices on windows.
- Make sure shrubbery is trimmed away from entryways and windows.
- Light all entryways, ALL NIGHT LONG!
- Use Operation ID to protect your property. Take these extra safety steps when away or on vacation:
 - Leave a key with a neighbor when away for an extended period.
 - Have mail and newspapers stopped or picked up each day.
 - Have someone leave a car in your assigned parking space or driveway.

by Campus Safety Officers on campus crime, policies, and crime prevention. Freshman/transfer student seminars are visited by Campus Safety officers who speak on sexual assault, alcohol and crime prevention.

Employee Programs. Like new students, new faculty and staff that attend an orientation session will receive information on crime on campus, policies and crime prevention by Campus Safety Officers. These officers also speak with faculty and staff groups and office areas annually on safety, security and crisis planning.

Rape Aggression Defense (RAD). This one-hour course is offered to women on rape, sexual assault and prevention techniques.

WELLNESS CENTER

Personal Development and Counseling Services staff work with students impacted by crime. Counselors provide emergency services as well as on-going therapy. In addition, the Center provides preventive programming on topics such as acquaintance rape and abusive relationships.

WELLNESS CENTER

Quality care of illnesses and emergencies are teamed with an aggressive health education and wellness programs through the Wellness Center. Services include medical care, wellness services, a women's clinic, peer education and counseling.

Licensed professionals at the Wellness Center provide emergency services and on-going care for students including medical care, counseling and referral to appropriate campus and community resources.

Wellness Center staff and peer educators provide educational programs on topics such as personal safety, healthy relationships and promoting a respectful campus climate.

The Lighthouse at the Wellness Center provides resources for victims of sexual violence to assist in healing through access to all services and the provision of on-going emotional support. For information, call the sexual assault hotline (562-1972) or the Wellness Center (562-1348.)

PHYSICAL PLANT/ SECURITY FEATURES

Residence Hall Doors

All student room doors are secured with commercial grade hardware. Each student living in a residence hall is assigned an individual exterior electronic key fob. These keys should

not be shared with others; duplication is not permitted.

All residence hall exterior doors are locked at 10 p.m. Residents are expected to abide by this policy by not blocking or propping doors.

Lighting

The quantity and effectiveness of campus lighting is surveyed periodically. Malfunctioning lights should be reported immediately to Environmental Services (562-1183 during normal working hours; and 562-1254 after hours) for repair.

Grounds

University facilities and landscaping are maintained by Environmental Services so as to minimize hazardous conditions.

Telephones

Telephones have been strategically located outside the residence halls or within residence hall entryways to allow others to contact residents when the buildings are locked. These phones can also be used for emergency situations.

SAFETY TIPS

Protecting Yourself from Assault

There are no guarantees against becoming a victim. Assailants select their victims based upon the assailant's desires – they seek an opportunity.

The following are suggestions that will help to reduce the opportunity and make you less vulnerable.

1. Know the environment:
 - Emergency phones.
 - Campus Safety emergency – 911
 - Stay in well lit areas.
 - Know where you can go for help.
2. Reduce the time you spend alone:
 - Walk with a friend.
 - Lock the doors to your room or apartment.
 - When out at night, use the escort service.
3. Plan what you will do if confronted by a potential assailant:
 - Will you scream, run, fight, or try to gain the assailant's confidence?
 - Only you can make the decision should you find yourself in a situation.
 - Attend seminars, which will better inform you of your options. Ask questions.

College and university campuses, like any busy neighborhood, are not exempt from crime. BUT, students, faculty and staff can make this

Through these efforts, community members are encouraged to care not only for themselves, but for each other.

As part of their patrol responsibilities, Campus Safety officers report repairs needed for exterior lighting. Students and staff are also asked to report exterior lighting deficiencies or other needed repairs. To improve nighttime visibility, trees, shrubs, and other vegetation on campus are trimmed. Surveys of campus facilities, including lighting, are conducted periodically by a campus lighting committee composed of Student Senate members.

Most exterior doors on campus buildings are locked and secured each evening by the buildings' staff members, the custodial or maintenance crew. Users of campus buildings are instructed not to compromise security by propping open the doors. During the late night hours, student patrol teams and Campus Safety officers provide random patrol of campus buildings and parking lots.

Students in residential halls receive programs and handouts on security. Through these programs and handouts it is emphasized that the room key is the basic means of security. Students are encouraged to lock their room doors at all times. Students are also encouraged to report problems to Campus Safety and to help improve security on campus.

CRIME PREVENTION TOOLS OFFERED BY CAMPUS SAFETY

Emergency Telephones. They are placed in the entryways of buildings and Emergency Blue Phones are located strategically across campus (near Owens Library, parking lot 38, the campus bridge by the water tower, parking lot 59 and Bearcat Stadium).

Campus Escort Service. The Campus Safety Department provides a campus escort service to visitors and campus community members. Escorts are provided across campus during evening/night hours. If an escort is desired, please call 562-1254.

Operation ID. This program provides a means for students to protect their personal property against theft and fire. Campus Safety will register your property in a local database by its own identification numbers.

Security Survey. This program allows campus community members to request that a Campus Safety officer conduct a check of their room and provide them an oral or written report.

Timely Warning Notification. In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Campus Safety, constitutes an ongoing or continuing

threat, a campus wide "timely warning" will be issued. The warning will be issued through the University e-mail system to students, faculty and staff through the University Notices of the Day bulletin board.

Anyone with information warranting a timely warning should report the circumstance to the Campus Safety Department (660) 562-1254 or in person at the Support Services Building.

Information may be temporarily withheld if there is clear and convincing evidence that release of information will jeopardize an ongoing investigation, jeopardize the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence.

Confidential Reporting Procedures. If you are the victim of a crime and do not want to pursue action with the University system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Office of Student Affairs, Residential Life Office and Staff, Health Center, Counseling Center and Campus Safety can file a report on the details of the incident without your identity being disclosed. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, Northwest can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Criminal Activity Off Campus. The Office of Student Affairs maintains contact with recognized fraternity and sorority organizations through the efforts of the Greek Affairs advisor. Campus Safety does not provide law enforcement service to off-campus residents of recognized fraternity and sorority organizations nor are activities off-campus recognized by the University authority. Criminal activity at recognized fraternity and sorority residences are monitored and recorded by the Maryville Public Safety. The offices of Student Affairs and Campus Safety enjoy a close working relationship with the Maryville Public Safety Department. This cooperative team approach addresses situations as they arise as well as future concerns.

EDUCATIONAL CRIME PREVENTION TOOLS OFFERED BY CAMPUS SAFETY.

Student Programs. All new students attend summer orientation, which includes a seminar

conveyed from the Offices of the Vice President for Student Affairs and University Relations to the University community. Northwest will provide as immediate and specific information as possible and will attempt to answer all questions raised by students. If the need warrants, parents will also be notified.

These alerts will be issued to the campus community via mass e-mailing, computer log-on message board, and posting signage on campus bulletin boards. Timely warning reports shall be issued within 24 hours of an occurrence in which it is conceived to represent a threat to others.

CRIMINAL ARRESTS AND DIVERSION

The decision to file criminal charges is based upon the interest of justice, the availability and desires of the victim and whether or not the community and/or offender would benefit from such action. The University community is uniquely equipped to divert appropriate offenders from the criminal justice process. The diversion of offenders may be considered when the institution is the victim, when the victim of the offense so desires or declines to testify in public proceedings or when such actions would be in the best interest of the community.

RESIDENTIAL LIFE STAFF

The Residential Life staff provides a continuous multilevel presence in the residence halls. The staff consists of a director, assistant director, two area coordinators, nine hall/complex directors and 85 student staff. They are charged with creating an educational living learning community in a clean and safe environment.

ACCESS AND SECURITY OF FACILITIES

During business hours, Northwest (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests and invites. During non business hours access to all Northwest facilities is by an issued key or fob, or by admittance via the Campus Safety Department or Residential Life staff. In the case of periods of extended campus closing, Northwest will admit only those with prior written approval to all facilities. Residence halls are secured by an electronic key/fob and are located from 10 p.m.–9 a.m. daily. Over extended breaks, all halls are secured 24 hours a day.

Residence halls are secured 24 hours a day by an electronic key/fob. All keys to Northwest facilities have a Medico key locking system in place or a fob lock. All keys and fobs are coded with numbers rather than room numbers or

building names, so lost or stolen keys cannot be matched with a particular room or building.

Each evening residential assistants are on duty in each residence hall and make periodic rounds of the facility. Campus Safety officers are also on patrol each evening. In addition, campus safety student security patrol works part-time during the late evening hours as a group of trained observers. The patrol supplements Campus Safety coverage by observing, reporting and when appropriate dealing with potential security problems. In instances where a person, through his/her prior action, has demonstrated an inability or unwillingness to conduct him/herself in accordance with University policy or applicable law, that person can be denied access to all University facilities.

SECURITY PROGRAMMING IN THE HALLS

Hall Programs. All residential hall staff members are required to plan educational programs for their living units. Many of these focus on personal safety issues (e.g., date rape, self-defense, sexual harassment, alcohol misuse/DWI).

Residence Hall Association (RHA). This group is comprised of students from each of the residence halls and is the governing body for those individuals residing on campus. RHA has taken measures to implement policies to promote safety, awareness and information regarding related issues.

SEAC (Safety and Environmental Awareness Committee). This committee is a part of the Residence Hall Association. Members strive to promote awareness and action regarding safety and environmental issues. SEAC has created signs and posters, planned educational programs and investigated lighting issues.

CRIME PREVENTION

The key to preventing crime is awareness, which is best achieved through education. At Northwest, several areas (including Campus Safety, Residential Life, the Counseling Center and student organizations) work together to help students, faculty and staff take responsibility for their own safety.

Both the Residential Life Office and the Campus Safety Department provide educational materials and programs to the University community throughout the year. Students are encouraged to participate in Operation ID and other similar programs. Specific policy issues and problems are routinely addressed at residence hall floor, hall council and RHA meetings, or in the student newspaper.

B. Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

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.

CRIME STATISTICS

The University operates under the belief that an informed public is a safety conscious public. The following statistics, have been collected pursuant to the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" previously known as the Federal Student Right to Know and Campus Security Act of 1990.