2011 Combined Annual Security and Annual Fire Safety Report

Dear Northwest Community,

Northwest Missouri State University is committed to providing the members of the campus community and visitors with the safest and most secure environment possible. This cannot be achieved without the awareness and cooperation of the community members who live, study, work, and visit our campus. The Northwest campus in Maryville is served by the Northwest Missouri State University Police Department, a state commissioned law enforcement agency.

To fulfill the Northwest Missouri State University Police Departments mission as collaborative, innovative, and a proactive agency, a community policing approach is taken. All University Police officers time is maximized on patrol activities and interacting with members of the campus community. Safety-related educational programming is conducted on a frequent basis in order to inform the campus community of crime prevention strategies and techniques that will enable them to prevent and/or report crime. Partnerships have been created with local, state, and federal police agencies in order to offer, all within the community, a multitude of services and ensure a timely response.

The following Combined Annual Jean Clery Security Report and Fire Safety Report has been prepared to increase your awareness of crime and the current programs that exist to assist you in protecting your safety and well being. We hope that this publication proves helpful and informative.

Sincerely,

Clarence Green
Chief, University Police Department
MISSION STATEMENT

The Northwest Missouri State University Police Department will provide a safe and secure learning environment through collaborative, innovative, proactive, and professional law enforcement initiatives that follow a community policing model of law enforcement.

VISION STATEMENT

The Northwest Missouri State University Police Department and the university community envision a future in which all members enjoy an enhanced quality of life and a reduction of crime, social disorder and fear of crime.

We will strive for excellence and become a benchmark in the provision of innovative, professional and quality police services. We will utilize education, training, and advanced technology for employee development and become proficient in problem solving and conflict resolution.

Our shared vision is reflected in our mission statement that serves to guide us in our daily operations and conduct. These beliefs guide us in our strategic planning process of establishing goals, objectives, and strategies.

ANNUAL CAMPUS SECURITY REPORT

The University Police Department has been designated as the department responsible for compiling and publishing the universities annual security and fire safety report. This document is intended to serve as the annual security and fire safety report, as required by the Higher Education Opportunity Act and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The purpose of the report is to provide information about security on campus to include: campus and community crime statistics, fire statistics and safety information, safety tips, resource phone numbers and a brief overview of the many services the university provides. A map of the campus can be found at: http://www.nwmissouri.edu/police/index.htm

Keep this information where it can be easily located, it provides you with a useful reference source of information.

Information for this report is compiled from reports provided by Campus Security Authorities including, but not limited to, the Office of Student Affairs, Health and Safety Manger, Residential Life, Dean of Students, and the Wellness Center. Statistics are also compiled from law enforcement agencies in jurisdictions that Northwest owns, leases or controls property or those with jurisdiction on adjacent property. Information for the main campus in Maryville was obtained from the Maryville Public Safety Department, Nodaway County Sheriff’s Department, and the Missouri State Highway Patrol.
Northwest is committed to providing the members of the campus community and visitors with the safety and most secure environment possible, however, even the most extensive initiatives cannot succeed without the awareness and cooperation of the community members who work, study, and live on campus.

SECURITY ON CAMPUS
Located in the Support Service Building on the east side of the campus, the University Police Department is staffed with state certified and trained commissioned police officers with the same authority to maintain order, preserve peace, investigate crimes, and make arrests as held by other state certified officers. The department enforces federal, state, local, and university policies and procedures. The University Police Department operates 24-hours a day 365-days a year. University Police officers have jurisdiction and respond to incidents on the immediate campus in Maryville, Missouri and property owned or leased by Northwest.

The University Police Department works closely with the Maryville Public Safety Department, Nodaway County Sheriff’s Department, the Missouri State Highway Patrol and other state and federal law enforcement officials. These agencies routinely exchange crime-related reports and statistics. The University Police Department does not have a written memorandum of understanding with any of these departments for the investigation of criminal incidents, as the department has responsibility and authority to conduct all criminal investigations for crimes that occur on Northwest owned, leased, or controlled property.

University Police 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 openness on matters of public interest. The contributions the University Police 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 expectation. 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 situation by discussion and reason.

DAILY CRIME/FIRE LOG
The Northwest Missouri State University Police Department maintains a written, easily understood Daily Crime/Fire Log that records, by the date the crime was reported, any crime that occurred on campus, on a non-campus building or property, on public property, or within the established jurisdiction of the campus and was reported to the department where an official police report was taken. This log included the nature, date, time, and general location of each crime, and the disposition of the complaint, if known. This log will not include reports made to other agencies. It shall be the duty of the Northwest Missouri State University Police Department Communications personnel to
prepare this report in a timely manner so the community and media have access to the information. The log will be published each day (except Saturday and Sunday).

EMERGENCY NOTIFICATIONS
Northwest will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus. In accordance with the Higher Education Act of 1965, the university has implemented a comprehensive communication system to provide prompt warning notifications and alerts of immediate threat to the health and safety of members of the campus community using a variety of methods, including but not limited to: email notices, txt messages, university website, and campus PA systems. Protocols for emergency notifications, as outlined in the Emergency Notification Systems Protocols, are available at:

Parents and members of the larger community are not eligible to sign up for immediate notification through Northwest Alert Systems, but they can check the University website at: http://www.nwmissouri.edu for updates during an emergency on campus. The University Police Department is primarily responsible for confirming that there is a significant emergency or dangerous situation on campus that could cause an immediate threat to the health and safety of the members of the campus community. There are other departments on campus that could be in a position to confirm certain types of emergencies, such as a pandemic flu outbreak, etc. The Emergency Management Coordinator and University Police have access to the systems to notify the campus community of immediate threats that have occurred and necessitate evacuation, shelter in place or other action on the part of students, employees, and campus visitors. These two departments have the authority to determine the appropriate segment or segments of the campus community that will receive alerts, to determine the content of the alert, and initiate the notification system. The institution typically provides follow-up information to the community using the same systems that were used to send out the original alert.

One of the two listed departments above will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will in the professional judgment of first responders, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The typical first responders to an incident that causes an immediate threat to the health and safety of the Northwest community include the University Police Department, Maryville Public Safety, Nodaway County Sheriff’s Department, Nodaway County Ambulance Services, and the Missouri State Highway Patrol.

TIMELY WARNING
“Timely warnings” will be provided to the community in the event of a reported crime, either on campus or off, that, in the judgment of the Chief of the University Police Department or a designee, constitutes an ongoing or continuing serious threat to the university community. The warnings are generally written by the Chief of Police or a designee and they are typically distributed to the community via email to anyone that has
a Northwest email address by University Relations. Updates about any particular case resulting in a timely warning will normally be distributed via email.

Timely Warnings are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the University Police Department. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other Northwest community members and a timely warning would not be distributed. The University Police Chief or designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a timely warning is warranted. Timely warnings may also be posted for other crime classifications, as deemed necessary.

**REPORTING A CRIME**

Community members, students, faculty, staff, and visitors are encouraged to report all crimes and public safety related incidents to the University Police Department in a timely manner. To report a crime or an emergency at Northwest call (660) 562-1254 or 911. University police is located in the Support Service Building. Communication personnel and police officers are available at University Police 24 hours a day to answer your call. In response to call, University Police will take the required action, either by dispatching an officer or asking the victim to report to the University Police Department to file an incident report. Most University Police Department incident reports are forwarded to the Dean of Students Officer for review and referral to the Student Judicial System for potential action. Investigators will investigate a report when it is deemed appropriate.

Information Police Will Want to Know When You Call:

Where:

Where are you now?
Where did the crime happen?
If the suspect(s) are gone, where did they go? In what direction?
Did they use a car some other transportation? Did you get the license plate information?

What:

What exactly happened or is happening? Describe the situation in complete detail.
What are the suspect(s) physical characteristics? (sex, height, weight hair color, race, etc.)
What was the suspect wearing?

When:

When did the crime happen? Is it still in progress?

Who:

Who are you? What phone number are you calling from?

Do not hang up the phone until the dispatcher tells you to do so. You may be put on hold while the dispatcher contacts emergency responders.
If a sexual assault or rape should occur, staff on the scene, including University Police, will offer the victim a wider variety of services. Northwest has trained sexual assault advocates that are on-call and available to assist a victim of sexual assault 24-hours a day.

**CONFIDENTIAL REPORTING**
If you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may still want to consider making a confidential report. With your permission, a University Police officer can file a report on the details of the incident without revealing your identity. 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, the University can keep an accurate record of the number of incidents involving students, employees and visitors: 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 crime statistics for the institution.

**PASTORAL AND PROFESSIONAL COUNSELORS**
Northwest employee’s counselors that work at a variety of departments. Crimes reported to those counselors are confidential but information such as location, date, and offense type are communicated to the police department for inclusion in the annual crime statistics. Northwest counselors provide information to victims about other community services available to them as well as the procedures for reporting crimes to the University Police Department.

**REPORTING CRIME OFF-CAMPUS**
If a crime does occur off campus contact Maryville Public Safety immediately at (660) 562-3209 or 911. A five-minute delay means that the chance of apprehending the criminal drops by two-thirds.

**SEX OFFENSES ON-CAMPUS**
Sexual assault issues have become prominent throughout the United States. Such incidents create much pain for those directly involved and disturb the peace of the community in which the action occurred. While incidents of sexual assault, acquaintance rape, and dating violence are not limited to the university environment, such activity has become a major concern on campuses throughout the country. We at Northwest have taken a proactive stance in educating our students about these issues and have developed an action plan for cases that are reported. It should be noted that sexual assault, sexual abuse, and rape will not be tolerated at the Northwest, and violations will be adjudicated.

**Northwest Response:** Northwest’s sexual assault policy is designed to specifically address the “public well being” of Northwest’s students, faculty and staff. To meet this we must strive to create a campus community which is intolerant of sexual harassment and all forms of abuse, including sexual assault. In sexual assault instances, the University is committed to the following threefold process: 1) to provide crisis intervention measures and a campus judicial response to the accuser and the accused; 2)
to refer students to criminal authorities; 3) to educate and promote discussion on interpersonal abuse and violence issues.

Assistance is Available: If you are the victim of a sexual assault you should do the following immediately after the assault:

1. Call the University Police Department (UPD), 911 or (660) 562-1254. If the sexual assault occurred off campus, the victim may still call University Police Department. If the victim chooses, UPD will notify the appropriate agency to handle the report.
2. Seek medical attention in an emergency room or other medical provider that performs legal rape exams.
3. Seek support assistance:
   a. Rape Crisis Hotline (660) 562-1972
   b. Sexual Assault Advocate (660) 562-1972
   c. Wellness Center (660) 562-1348

If you choose to call the University Police as one of your options you are not required to press charges against the suspect, but the police hope that you will proceed with prosecution. However, it is your choice.

You may also choose to proceed through the University Student Judicial System in addition to, or lieu of, pressing criminal charges against the suspect. Northwest can enforce sanctions for rape and other sex offenses to include from the minimum of disciplinary probation to the maximum of expulsion.

Request for assistance in changing your academic or living situation may be directed to the Dean of Student Affairs.

ANNUAL EMERGENCY NOTIFICATION TEST
As part of Northwest Missouri State University ongoing emergency preparedness program, Northwest conducted a test of their emergency alert systems on the statewide tornado warning day in March. The test focuses on the test messaging, audible indoor alert system, and the audible outdoor system. Only those members of the campus community who have provided a text messaging number will receive a test message during the test.

All emergency notification test and emergency response and evacuation procedures at the Liberty and St. Joseph Center will be conducted in cooperation with the Liberty School District and the centers administrators.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES
The indoor public address system (primary), mass email (secondary), university website (secondary), and emergency text system (secondary) is used to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on the Northwest campus.
Northwest will immediately determine the content of the notification message and initiate the notification system, unless the notification will, in the professional judgment of the University Police Department, the Emergency Management Coordinator, and the Emergency Response Team based on available information, will compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. “Pre-packaged” content will be prepared for likely emergency scenarios.

Once information is received of a potential emergency; University Police will investigate to confirm as soon as possible that there is a significant emergency. Once confirmation is obtained, University Police will notify the Emergency Management Coordinator. They will, in turn, notify the President who will convene the Emergency Response Team. Once the President is notified, the content of the notification will be presented to the President for his approval, and the notification system will be initiated.

In addition to the above personnel, University Relations will assist with drafting and editing of notification content, depending on the initial urgency of notification system initiation.

The Emergency Response Team will decide on a case-by-case basis upon convening for a specific emergency the most appropriate means of disseminating emergency information to the larger community. Possible channels include press releases, press conference, the University website, the public radio station on campus, other media, as well as partnering with local public health, law enforcement, and health and medical service agencies.

Northwest will test its emergency response and evacuation procedures on at least an annual basis. At a minimum, Northwest will conduct an annual announced spring drill in conjunction with the Missouri State Tornado Drill. In addition, the Fire Alarm system will be tested, along with possible corresponding drill for fire evacuation at various intervals throughout a year within the Residential Halls. Also Northwest has embarked on a series and schedule for progressively more complex exercises and drills (starting with announced drills with plans for future unannounced drills) on additional scenarios which will be completed over the next academic year.

INFORMATION ON REGISTERED SEX OFFENDERS FOR NODAWAY COUNTY
To obtain a list of currently registered sex offenders who work or attend school at Northwest please contact the Nodaway County Sheriffs Department. A copy of the list of registered sex offenders can be issued to you for a fee set by the Sheriff. The Nodaway County Sheriffs Dept. is located at 404 North Vine, Maryville, Missouri. To make inquiries about individuals residing outside of Nodaway County, please check the Missouri State Highway Patrol web site at http://www.mshp.dps.mo.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html.
MISSING STUDENT NOTIFICATION
If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify University Police Department at 660-562-1254. University Police will generate a missing person report and initiate an investigation.

After investigating the missing person report, should the University Police Department determine that the student is missing and has been missing for more than 24-hours, University Police will notify the Maryville Public Safety Department and the student’s emergency contact no later than 24-hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, University Police will notify the students parent or legal guardian immediately after University Police has determined that the student has been missing for more than 24-hours.

All students have the ability to register an emergency contact person within the BANNER system at anytime that they would like to be contacted in an event of a campus emergency. If a student has identified such an individual, University Police will notify that individual no later than 24-hours after the student is determined to be missing. A student’s confidential emergency contact information will only be accessible by authorized campus officials and law enforcement as appropriate.

NORTHWEST ALCOHOL AND DRUG POLICY
Northwest is an alcohol free campus. No alcohol is permitted on campus. Northwest has established its policy on alcohol and drug use in accordance with the Standards of the network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse and the American Council on Education. The standards were developed by the presidents and other officials of twenty-three institutions of higher education in 1988 and have been subscribed to by 1,300 post secondary institutions. The standards include sections on policy, education, enforcement and assessment.

There are four pieces of legislation which require positive, continuing actions and programs for the purpose of preventing use of illegal drugs and alcohol abuse. These laws are:

1. Pell Grant and Guaranteed Student loans, effective July 1987
2. The Drug Free Workplace Act, effective March 1989
3. The Drug Free Schools and Community Act Amendments, effective October 1990
4. The higher Education Act Amendments, effective October 1998

The Drug Free Workplace Act of 1988, the Student Financial Aid legislation of 1987 and the amendments to the Drug Free Schools and Community and the higher Education Acts, 1989 and 1998, require the University to provide and maintain a drug-free workplace for those working under federal grants, a pledge of nonuse of illegal drugs by students receiving financial assistance, and a drug education and referral program accessible to all members of the college community. The amendments of 1989 require
the annual distribution of the following information to all students (regardless of the length of their program) and employees:

1. Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees of the Northwest campus or at any institutional activity.
2. A summary of the applicable legal sanctions under local, state and federal law for unlawful possession, use or distribution of alcohol or controlled substances.
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
4. Referral and treatment information.
5. A clear statement of the disciplinary sanctions that the University will impose on students and employees who violate the policy.

This law further requires the institution to conduct a biannual review of its programs to (a) determine its effectiveness and implement changes if needed and (b) ensure that the sanctions developed are consistently enforced.

In order to avoid discrimination and complications in enforcement, the same policy was adopted for the entire university, with procedures and enforcement developed by each unit appropriate to unit-specific functions and stated in respective handbooks (e.g., faculty, support staff, administration, and student).

Policy: Section 1. Northwest, an alcohol and drug free campus, abides by all applicable federal, state, and local laws relative to the use of alcohol and controlled substances. A summary of the laws is included in a subsequent section. Complete copies of the statues are available in the Human Resources office and Owens Library.

Section 2. The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or controlled substance is prohibited on this campus.

Enforcement: Section 1. Based on our commitment to improve the quality of campus life through the Culture of Quality program, all individuals associated with Northwest have a personal responsibility to encourage compliance with this policy.

Section 2. Any employee – faculty member, student, staff member, or administrator – who does not abide by this statement is subject to:
   1. Personnel action up to and including termination or expulsion, or
   2. Satisfactory participation in an educational, assistance or rehabilitation program related to alcohol and drug abuse that is approved by a federal, state, local health, law enforcement or other appropriate agency. The cost of the program will be paid by the individual if not covered by insurance.
   3. The decision on the severity of action taken will depend, in part, upon the nature of the offense, the sensitivity of the position held and the outcome of participation in the program described above.
   4. Employees or students who are not terminated or expelled may also be referred
to appropriate self-help groups.

Section 3. Students in violation of the laws regulating alcohol and controlled substances or university policies concerning alcohol and drugs may receive, in addition to criminal sanctions, University sanctions including, but not limited to, the following: fines, education programming, probation, or dismissal. Students in violation will be subject to judicial system policies and procedures.

Employees of Northwest found in violation of laws regulating alcohol or controlled substances or University policies concerning these substances, may receive, in addition to criminal sanctions, university sanctions including: official reprimand, suspension or termination. Employees in violation will be subject to disciplinary action as outlined in their respective employee handbooks (e.g., support staff, faculty).

Education: Section 1. All employees now covered by this policy will be required to participate in drug and alcohol awareness seminar. Special sessions will be scheduled for new employees within the first three months of their employment. The drug and alcohol awareness seminars shall include:

1. The content of this policy.
2. The extent and nature of the abuse problem, including national and northwest statistics, as well as social, personal and health risk.
3. Recognition of symptoms of abuse and discussion of recent perspectives on the problems (i.e. focus on prevention, environment and norms rather than only on full-blown addiction, value of early intervention, process of addiction and health risks).
4. Referral information on available counseling, rehabilitation and self-help groups.
5. Penalties to be imposed for violation of this policy.

Referral Information: Information and assistance is available through the Wellness Center and University Police.

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<tr>
<th>Service</th>
<th>Phone Number</th>
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<tr>
<td>Wellness Center</td>
<td>660-562-1348</td>
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<tr>
<td>Personal Development Center</td>
<td>660-562-1220</td>
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<tr>
<td>University Police Department</td>
<td>660-562-1254</td>
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<tr>
<td>Counseling Center</td>
<td>660-562-1220</td>
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<tr>
<td>Peer Education</td>
<td>660-562-1348</td>
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The following is a list of self help groups available in Maryville area. Similar groups meet in St. Joseph and other surrounding towns.

AA Meetings – The closed meetings are for anyone with a desire to quit drinking; the open meetings are for anyone who wants to learn more about alcoholism.

Mondays – Noon, Wesley Center
Wednesday – 6:00pm, Davison Square
Thursdays – Noon and 8:00pm, Wesley Center
Sundays – 8:00pm, Clyde Apple House
Narcotics Anonymous (NA) Meetings  
Saturdays – Noon, Wesley Center

Al Aon Meetings – Open to anyone who has been affected by the drinking of a relative or friend.  
Wednesdays – 6:00pm, Davison Square

Overeaters Anonymous (OA) meetings  
Mondays – 6:00pm, St. Francis Hospital  
Saturdays – 9:00am, St. Francis Hospital

Adult Aftercare Meetings  
Tuesdays – 6:00pm, St. Francis Hospital

**CRIME PREVENTION**

The key to preventing crime is awareness, which is best achieved through education. At Northwest, several areas (including University Police, 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 University Police 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 meetings, hall council and RHA meetings, or in the student newspaper. Through these efforts, community members are encouraged to care not only for themselves, but for each other.

As part of their patrol responsibilities, University police 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 crews. Users of campus buildings are instructed not to compromise security by propping open the doors. During the late night hours, student patrol teams and University Police 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 university Police and to help improve security on campus.

**Crime Prevention Tools Offered by University Police:** The Northwest Missouri State University Police Department utilizes all staff members for crime prevention.
programming. A part of the departments’ mission is to educate the members of Northwest Missouri State University about safety. Knowing how to protect yourself and being aware of your environment are the best ways to prevent yourself from becoming a victim. University Police offers several programs centered on preventing crimes. All programs are free to anyone affiliated with the university and include:

- Emergency Telephones
- Escort Service
- Operation ID
- Security Survey
- Self Defense Training – for women only
- Bicycle Registration
- Personal Safety
- Drug Awareness
- Van Safety Training
- Weapons Storage

Programs are presented on a requested basis. To register for a program or to schedule one for your area, please contact University Police Department at (660) 562-1254.

**Face Book and Twitter:** Information on safety, programs, events, and new initiatives are regularly shared with the University community through various social networking sites including Face Book and Twitter. Anyone can join University Police Department’s group.

**Your Role:** A high percentage of campus crimes are incidents of opportunity. Often students contribute to situational crimes by needlessly placing themselves or their property at risk. Crime will occur wherever there is opportunity, but prevention efforts can be effective in reducing these opportunities. You play an essential role in crime prevention efforts. Be cautious, careful, and alert to your own safety; protect your possessions and University property.

A secure environment is made possible through community involvement in crime prevention. The purpose of community crime prevention is simple; to help you recognize your own vulnerability to crime, and reduce your risk through preventive action and cooperation with the police.

Theft is the most common crime on the Northwest campus. Most thefts occur during the daylight hours, and thieves enter the structure without forced entry. In your residence area, always secure your doors.

**FIREARMS/WEAPONS POLICIES**

Weapons: e.g., guns, switchblades or other knives (deemed to be dangerous or illegal), hunting bows, or explosives or other items which can be construed as weapons, such as paintball/airsoft are not permitted on the Northwest campus. Carrying of a concealed weapon is prohibited on the Northwest campus. A violation of this policy will be considered a serious offense and will be referred to the Student-Faculty Discipline...
Committee for adjudication. Weapons are stored at the University Police Department and are accessible 24/7.

**PHYSICAL PLANT/SECURITY FEATURES**

Residence Hall Doors: All exterior residential halls are locked 24/7. Student room doors are secured with commercial grade hardware. Each student living in a residential hall is assigned an individual exterior electronic key fob. These keys should not be shared with others; duplication is not permitted.

Most non-residential campus buildings and facilities are accessible to members of the campus community and visitors during normal hours of business, Monday – Friday, and for limited designated hours on Saturday and Sundays. Access times will vary depending upon the nature of the building and activity. Except for those students, faculty and staff with keys or appropriately an authorized access card, access is generally restricted to University-affiliated personnel during recognized holidays.

It is the policy of the University Police Department that after normal working hours, all buildings should be locked to maintain security of the buildings and their contents. Students, faculty, and staff members may be issued keys to University buildings upon recommendation of the department chairman or administrative head, in accordance with established procedures. Keys are issued for entry to university buildings for conducting university business only.

**Lighting and Landscaping:** Landscaping and outdoor lighting on campus are frequently surveyed and modified for pedestrian safety and security. Campus facilities and landscaping personnel trim shrubs from sidewalks, walkways, and building entrances to enhance lighting and visibility. Campus walkways are inspected regularly to ensure adequate lighting and replacement of burned-out lights. Many campus emergency telephones follow major walkways.

**SAFETY TIPS**

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
   - University Police Department – 911/660-562-1254
   - 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.

3. Plan what you will do if confronted by a potential assailant:
   - Will you scream, run, fight
Only you can make the decision should you find yourself in a situation.

Colleges and university campuses, like any busy neighborhood, are not exempt from crime. But, students, faculty and staff can make this special community a safe place to live, learn, and work by taking sound precautions, being alert, and looking out for others.

Home and Residential Halls
- Lock all 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/fobs; do not give anyone the opportunity to duplicate them.

Cellular Phone Tips
- 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.
- Do not respond to obscene text messages.

Safety While Driving
- Lock your doors and windows when you leaving your car, where 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.
- 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 University Police at 660-562-1254 or 911 immediately. You may someone else from becoming a victim.

Off-Campus Living: Apartment complexes, multifamily dwellings, and duplexes pose unique security problems. Because of the temporary nature of many residents that rent/lease property you need to make an extra effort to be aware of your surroundings. All the good crime prevention tips taught to those living in residence halls apply to those living off campus also.
Often apartment complexes have problems with auto thefts and burglaries. There are several measures that you can take to help prevent this from happened to you:

- Always lock your vehicle
- Always remove your keys from the vehicle, and never hide a key. The thief knows all the places to look.
- Always remove valuables from your vehicle

**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
- Have mail and newspapers stopped or picked up each day when gone on breaks

**Identity Theft Prevention:** Do not give out Social Security Numbers, computer password information, credit card numbers, and bank account numbers over the phone or electronically unless you initiate the call and the person or site that you are responding to. Never give this information to a stranger, even one claiming to be from your bank or Northwest. Do not write your personal identification numbers down; memorize them. Refrain from printing your social security or credit card numbers on your checks.

If you suspect that you are a victim of identity theft contact the University Police Department immediately. Also call banks to report lost or stolen checks, credit cards, and debit cards. Please contact the University Police Department immediately if you loose your Bearcat Card in order to prevent use.

Review credit report periodically by contacting one of the major credit reporting companies. As part of the federal Fair Credit Reporting Act, you are entitled to an annual free credit report from each of the three nationwide consumer reporting agencies through [www.annualcreditreport.com](http://www.annualcreditreport.com) or by calling 1-877-322-8228.

**CRIME STATISTICS AND DEFINITIONS**
The following pages contain crime statistics from the past three years. The following definitions were used in determining these crime statistics. These statistics only slightly differ from UCR crime statistics reported by the University Police Department.

These numbers reflect crimes reported to the University Police Department and numbers reported to the University Police Department by local law enforcement (City of Maryville and Nodaway County) and campus security authorities (Student Affairs, Residential Life, the Athletic Department, and all other campus groups). Numbers in this report have been reviewed to reduce or eliminate any possibility of duplication.

Crimes are recorded in the calendar year they were reported. This report does not use a map to depict its campus, non-campus buildings or property, and public property areas.
**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.

**Criminal Homicide:** Manslaughter by negligence: the killing of another person through gross negligence. 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.

**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 with 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.

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

**Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature 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.

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

**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).
Sex offense-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.

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 youth or 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 Offense-Non Forcible: 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 Rap-Non-Forcible sexual intercourse with a person who is under the statutory age of consent.

CELERY ACT GEOGRAPHY DEFINITIONS

On Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

A Non-Campus Building or Property: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
On Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

**CRIME STATISTICS**
Northwest 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.

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>On Campus</th>
<th>*Residential Facilities</th>
<th>Non Campus</th>
<th>Public Property</th>
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<td>Action</td>
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<td>Drug Law Arrest</td>
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<td>0 12 4</td>
<td>0 0 0</td>
<td>0 0 2</td>
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<td>20 16 5</td>
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<td>Referred For Disciplinary</td>
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<tr>
<td>Action</td>
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<td></td>
</tr>
<tr>
<td>Disciplinary Action</td>
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<td></td>
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</tr>
</tbody>
</table>

* Crimes in the residential facilities are included in the on-campus category.
* There was one reported hate crime that occurred in 2008 on the campus within a residential hall that was based in sexual orientation.
• There were no reported offenses or hate crimes for the Liberty Center for 2009, and 2010. There was one reported drug arrest for 2010 at the Liberty Center.
• There were no reported offenses or hate crimes at the St. Joseph Center for 2008 - 2010.
Northwest Missouri State University Fire Safety Annual Compliance Report for 2011

Overview
The Higher Education Opportunity Act became law in August, 2008, requiring all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics related to student housing. The following public disclosure report details all information required by this law as it relates to Northwest as outlined in the initial regulations.

Northwest Missouri State University is dedicated to providing excellent fire safety to the students, faculty, staff, and all others who use the facilities on campus. All student housing facilities and most academic buildings have an addressable, self-diagnostic fire alarm system that provides 24 hour monitored detection. The fire alarm system is designed, installed, and tested according to NFPA 72, National Fire Alarm Code.

FIRE DRILLS

<table>
<thead>
<tr>
<th>Location</th>
<th>Date(s)</th>
<th>Description</th>
<th>Announced or Unannounced</th>
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</thead>
<tbody>
<tr>
<td>Franken Hall</td>
<td>9/2/10 &amp; 1/27/11</td>
<td>Fire Drill</td>
<td>Unannounced</td>
</tr>
<tr>
<td>Hudson Hall</td>
<td>10/3/10 &amp; 1/23/11</td>
<td>Fire Drill</td>
<td>Unannounced</td>
</tr>
<tr>
<td>Perrin Hall</td>
<td>10/3/10 &amp; 1/23/11</td>
<td>Fire Drill</td>
<td>Unannounced</td>
</tr>
<tr>
<td>Millikan Hall</td>
<td>9/17/10 &amp; 1/23/11</td>
<td>Fire Drill</td>
<td>Unannounced</td>
</tr>
<tr>
<td>South Complex</td>
<td>9/13/20 &amp; 1/27/11</td>
<td>Fire Drill</td>
<td>Unannounced</td>
</tr>
<tr>
<td>Roberta Hall</td>
<td>9/16/10 &amp; 1/26/11</td>
<td>Fire Drill</td>
<td>Unannounced</td>
</tr>
<tr>
<td>Willow Apartment</td>
<td>11/3/10 &amp; 1/24/11</td>
<td>Fire Drill</td>
<td>Unannounced</td>
</tr>
<tr>
<td>Hawthorn Apartment</td>
<td>11/4/10 &amp; 1/25/11</td>
<td>Fire Drill</td>
<td>Unannounced</td>
</tr>
<tr>
<td>Sycamore Apartment</td>
<td>11/5/10 &amp; 1/26/11</td>
<td>Fire Drill</td>
<td>Unannounced</td>
</tr>
<tr>
<td>Dieterich Hall</td>
<td>9/15/10 &amp; 1/24/11</td>
<td>Fire Drill</td>
<td>Unannounced</td>
</tr>
<tr>
<td>Phillips Hall</td>
<td>9/12/10 &amp; 1/28/11</td>
<td>Fire Drill</td>
<td>Unannounced</td>
</tr>
<tr>
<td>West &amp; East Suites</td>
<td>12/14/10 &amp; 1/26/11</td>
<td>Fire Drill</td>
<td>Unannounced</td>
</tr>
</tbody>
</table>

FIRE SAFETY SYSTEMS, TRAINING, AND DRILLS
Adding sprinkler protection to the facilities here at Northwest has been a priority since the early 1990’s. All substantial remodels and new construction projects have resulted in adding fire sprinklers to the building. Roberta Hall, South Complex, Hudson/Perrin, Tower Suites East and West and the Forest Village Apartments are fully protected by sprinklers. Academic and Support buildings including Colden Hall, Student Union, Garrett-Strong, Wellness Center, Student Recreation Center, McKemy Center, The Station, Community Building, Center for Innovation and Entrepreneurship, Valk Hall, and Fire Arts are fully protected by sprinklers. Partial protection is provided within the Administration Building and the Houston Center for Performing Arts.
All residential halls conduct fire drills during the first two weeks of classes during the fall trimester. The Horace Mann School conducts monthly fire drills for the preschool and grade school students. Both staffs receive additional fire safety training at the beginning of each academic year. In addition, all of their emergency and evacuation procedures are reviewed. Each room on campus has emergency procedures located within it that directs occupants on preparedness for most emergency events.

All residential hall staff receive additional intensive and comprehensive fire safety training at the beginning of the academic year. In addition, other emergency situations are covered in detail.

**FIRE REPORTING**

The University Police Department monitors the status of all fire detection and fire suppression systems in residence halls. If a fire has occurred, it should be reported to the University Police Department Communication Center by calling 660-562-1254 or 911.

**Fire Safety Tips**

- Should you see a fire, sound the fire alarm immediately and call 911
- Advise the police of the size and location of the fire
- The police will notify the fire department and will respond to assist
- Do not enter a building that is on fire
- Advise the police if you know that someone is in the building
- Always report any fire, even if it has been extinguished
- Report vandalized or discharged fire extinguishers to University Police
- Make sure you know what your building’s fire alarm sounds like
- Know your evacuation route (at least two exits)
- Close doors to help prevent the fire from spreading
- Do not open doors if you suspect fire may be on the other side
- Stay low to the floor and cover your mouth with a wet cloth to make breathing easier in smoky conditions
- Never prop open or lock a fire exit

**FIRE STATISTICS**

The most current statistics were obtained from various police, fire, and the Health and Safety Manager. All statistics used are reported to the University Police Department.

**Definitions**

- **Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- **False Alarm:** The fire alarm system was intentionally activated when no fire or danger existed, or the system malfunctioned.
- **Unwanted Alarm:** The fire alarm system was activated as it was designed to do, though the ultimate cause of the alarm was false; for example, dust entering a smoke detector.
<table>
<thead>
<tr>
<th>Building Name</th>
<th>Total Fires</th>
<th>Date/Time</th>
<th>Location</th>
<th>Cause of Fire</th>
<th>Number of Injuries that Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to Fire</th>
<th>Value of Property Damage Caused by Fire</th>
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