POLICY STATEMENT

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents in an accurate and timely manner to the University of North Dakota Police Department (UPD) or local law enforcement.

REASON FOR POLICY

Prompt and accurate reporting of criminal offences aids in providing a timely response and timely warning notices to the community when appropriate, and assists in compiling accurate crime statistics as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

SCOPE OF POLICY

This policy applies to:

✓ President
✓ Vice Presidents
✓ Deans, Directors & Department Heads
✓ Area Managers & Supervisors
✓ Faculty
✓ Staff
✓ Students
✓ Others (Campus Visitors)

WEB SITE REFERENCES

This policy: http://UND.edu/finance-operations/_files/docs/6-6-accurate-timely-reporting.pdf
Policy Office: http://UND.edu/finance-operations/policy-office.cfm
Vice President for Finance & Operations: http://UND.edu/finance-operations/
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RELATED INFORMATION

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CONTACTS

Specific questions should be directed to the following:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone</th>
<th>Office or Department E-Mail / Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report a Crime</td>
<td>UPD</td>
<td>(701) 777-3491</td>
<td><img src="http://UND.edu/finance-operations/university-police/index.cfm" alt="Emergency" /></td>
</tr>
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Campus Security Authority (CSA):
- UPD                              (701) 777-3491
- Dean of Students                (701) 777-2664
- Housing:
  - Executive Director Housing and Dining
  - Associate Director Operations
  - Associate Director Residence Life
  - Assistant Director Administration
  - Assistant Director Residence Life
  - Assistant Director Housing Judicial Services
  - Assistant Director Apartment Communities
  - Assistant Residence Hall Director
  - Residence Hall Director
  - Residence Life Coordinator
  - Resident Assistant
  - Resident Manager

Athletics: (701) 777-2234
- Director of Athletics
- Deputy Director of Athletics
- Associate and Assistants Directors of Athletics
- Head Coaches and Assistant Head
Coaches (baseball, basketball, cheer, cross country, dance, football, golf, hockey, soccer, softball, swimming and diving, tennis, track and field, volleyball)
- Medical Providers
  ▪ Assistant Dean for Student Involvement and Leadership (701) 777-3667
  ▪ Title IX Coordinator (701) 777-4171
  ▪ Deputy Title IX Coordinators:
    - Human Resources (701) 777-4361
    - Dean of Students (701) 777-2664
    - School of Medicine and Health Sciences (701) 777-4221
    - Athletics (701) 777-2234
    - Department of Public Safety (701) 777-3341
    - Housing (701) 777-4251
    - Academic Affairs (701) 777-2167
    - Diversity and Inclusion (701) 777-2167
  ▪ Director of Women’s Center (701) 777-4300
  ▪ Provost/VP for Academic Affairs (701) 777-2167
  ▪ Coordinator for Fraternity and Sorority Life (701) 777-3620
  ▪ Student Organization Faculty Advisor (701) 777-4200
  ▪ Student Health Services Medical Personnel (701) 777-4500

DEFINITIONS

<table>
<thead>
<tr>
<th>Clery Act</th>
<th>Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act</th>
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<tr>
<td>CSA</td>
<td>Campus Security Authority – A Clery-specific term that encompasses four groups of individuals and organizations associated with an institution: a campus police department or a campus security department of an institution; any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department; any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; or an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings, and a faculty advisor to a student organization. A CSA’s primary responsibility is to report allegations made in good faith to the reporting structure established by the institution.</td>
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</table>
PRINCIPLES

OVERVIEW – Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents in an accurate and timely manner to UPD or local law enforcement.

Prompt and accurate reporting of criminal offenses aids in providing a timely response and timely warning notices to the community when appropriate, and assists in compiling accurate crime statistics as required by the Clery Act.

PROCEDURES

To report a crime or an emergency on the UND campus, call 9-1-1. To report a non-emergency security or public safety related matter, call UPD at extension 7-3491 or, from outside the University phone system, 701-777-3491.

Dispatchers are available at these telephone numbers 24 hours a day. In response to a call, UPD will take the required action, dispatching an officer or asking the complainant to report to UPD to file an incident report.

Individuals on campus may also report crimes to a designated campus security authority (CSA):

- Dean of Students or designee
- Assistant Dean for Student Involvement and Leadership or designee
- Faculty advisors for UND student organizations
- Director of Women’s Center or designee
- Coordinator for Fraternity and Sorority Life or designee
- Medical providers in Student Health Services
- Director of Athletics or designee
- Deputy Director of Athletics or designee
- Associate and Assistant Directors of Athletics or designees
- Head coaches and assistant head coaches (baseball, basketball, cheer, cross country, dance, football, golf, hockey, soccer, softball, swimming and diving, tennis, track and field, and volleyball) or designees
- Medical providers in Athletics
- Executive Director Housing and Dining or designee
- Housing personnel (assistant director administration, assistant director residence life, assistant director apartment communities, assistant director housing judicial services, associate director operations, associate director residence life, assistant residence hall director, residence hall director, residence life coordinator, resident assistant, resident manager) or designees
- Title IX Coordinator or designee
- Deputy Title IX coordinators: Human Resources, Dean of Students, School of Medicine and Health Sciences, Athletics, Department of Public Safety, Housing, Academic Affairs, and Diversity and Inclusion
- Provost/Vice President for Academic Affairs or designee

These designated individuals have significant responsibility for student and campus activities, and as such are provided notice by UND as to the extent of their responsibility and how to report crimes to UPD.

A student’s privacy concerns are weighed against the needs of UND to respond to certain incidents and crimes. To the greatest extent possible, all reports will remain private. However, information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community.
Information reported to UPD is treated as confidential during the investigative phase, except as required by law. When major incidents occur, the Grand Forks Police Department may also respond.

Applicable UPD incident reports are forwarded to appropriate campus department offices for review and potential action. UPD will investigate a report when it is deemed appropriate. Additional information obtained via the investigation may also be forwarded to the appropriate campus department.

Campus professional counselors, when employed as a counselor and acting within the scope of their employment at the University of North Dakota, are not considered to be a CSA and are not required to report crimes for inclusion in the annual disclosure of crime statistics. However, campus professional counselors are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion in the annual crime statistics.

UND does not employ campus pastoral counselors.

Medical providers, when acting as such, are considered to be CSAs and are required to report crimes for inclusion in the annual disclosure of crime statistics.

**RESPONSIBILITIES**

| Campus Professional Counselors | • Encourage, when appropriate, those being counseled of the procedures to report crimes on a voluntary basis. |
| Community members, students, faculty, staff, and guests | • Report all crimes and public safety related incidents in an accurate and timely manner to UPD, local law enforcement or CSA. • File an incident report as necessary. |
| UPD | • Take the required action, dispatch an officer or ask the victim to report to UPD to file an incident report. • Forward information to appropriate campus department offices for review and potential action. |

**REVISION RECORD**

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<th>Date</th>
<th>Description</th>
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<tr>
<td>11/04/2011</td>
<td>Interim Approval</td>
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<tr>
<td>02/07/2012</td>
<td>Policy Implementation</td>
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<tr>
<td>05/29/2013</td>
<td>Revision</td>
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<td>07/01/2013</td>
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<td>07/01/2015</td>
<td>Revision</td>
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<td>07/20/2015 – Revision Approved</td>
<td>President Robert O. Kelley</td>
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<tr>
<td></td>
<td>Changed “victim” to “complainant” in Procedures</td>
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<td>Updated website links throughout document</td>
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