

2015

UNIVERSITY OF GREAT FALLS
2015 Annual Security & Fire Safety Report



Fall 2015

Including Statistics for
the 2014 Calendar Year

The 2015 Annual Security Report



Including Statistics for
the 2014 Calendar Year

University of Great Falls

MISSION STATEMENT

As an expression of the teaching mission of Jesus Christ, the mission of the University of Great Falls is to provide students with the opportunity to obtain a liberal education for living and for making a living. The University of Great Falls was founded through the collaborative efforts of the Sisters of Providence, the Ursuline Sisters, the Catholic Bishop of Great Falls and the civic community all of whom recognized societal need for higher education. Its educational mission, sponsored by the Sisters of Providence, continues to be the shared endeavor of dedicated people. The University cooperates with both private and public institutions to attain goals consistent with its educational purpose and values. The University continually and responsibly evaluates its operation and programs. It develops professional and career programs and continuing education courses designed in view of society's present and future needs as well as traditional academic degrees in appropriate fields. The University offers students a foundation for actively implementing Gospel values and the teaching of Jesus within the Catholic tradition; it serves students of all beliefs who wish to take advantage of its programs. The faculty and staff of the University join with students in a cooperative and enthusiastic search for truth, so that students may develop: character - have a positive impact on the world and to the communities in which they live and work, particularly by recognizing and accepting personal accountability to themselves, to society, and to God; competence - further their ability to live full and rewarding lives by becoming competent working members of society who know the basics of their professional field and have access to future learning; commitment - find meaning in life which enables them to participate effectively in society while transcending its limitations, by living according to their moral and religious convictions, as well as respecting the dignity and beliefs of other people.

INTRODUCTION

The University of Great Falls Annual Security Report is submitted in accordance with the Higher Education Opportunity Act of 2008 (HEOA), the amended Higher Education Act of 1965 (HEA), and the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act (also known as the Cleary Act). This report contains changes which were signed into law in March 2013 as the Campus Sexual Violation Elimination Act (Campus SaVE), part of the re-authorization of the Violence Against Women Act (the VAWRA). Campus crime, arrest and referral statistics included in this report are prepared in cooperation with the Great Falls Police Department, Campus Safety and the Student Development Office of University of Great Falls. This report may be found in the following locations and formats:

- PFD Format on the University of Great Falls Web Site
- Printed copies will be made available upon request at the Student Development Office
- PFD Format copies will be distributed by e-mail to the entire campus community

CAMPUS SECURITY

The University Security is a contracted service responsible for providing security officers and vehicle patrol on campus. Officers are on duty 24 hours a day, seven days a week, year round. Vehicle patrol checks all parking regularly at night on a variable schedule. The security dispatch desk is located at The Bookstore. Daily Incident Logs are filed with Vice President of Student Development and Vice President of Finance and Human Resources to review for incidents involving safety or conduct issues. The University also receives the services of Great Falls Police Department, Great Falls Fire and Emergency Services (ambulance). If you need assistance/escorted from building to building contact the security staff at (406) 791-5911. Our security officers do not make arrest. They do, however, provide a uniformed presence intended to deter crime and the means for the University to cooperate fully with local law enforcement officials.

CAMPUS – COMMUNITY COOPERATION

Campus Security and the University of Great Falls maintains a close working relationship with the Great Falls Police Department, Cascade County Sheriff's Department, Great Falls Fire Rescue, state and federal law enforcement agencies and all appropriate elements of the criminal justice system. Assistance and support from these agencies can be obtained immediately

CRIME STATISTICS

The numbers provided in the crime statistics for the University of Great Falls reflect incidents reported to campus security (Security Service), the Physical Plant Director, the Vice President of Student Development, the Vice President for Administration and CFO and the Great Falls Police Department. The statistics reflect incidents on campus, incidents off-campus reported to the University, and incidents involving our students that the Great Falls Police Department report to the University. The University of Great Falls does not have any off-campus locations of student organizations officially recognized by the institution to reflect in the statistics. The Great Falls Police department does not compile or provide data to the University regarding listed crimes that occur in the immediate vicinity of campus boundaries.

Vice President for Student Development, who has oversight for campus security and maintains contact with the Great Falls Police Department, compiles the statistics annually. The crime statistics are posted to the Department of Education website and available to the campus community as required by the law. The Vice President for Student Development is responsible for the distribution of the annual report to both current and prospective students. The data for the previous three calendar years is published annually in this report.

REPORTING INCIDENTS - CAMPUS

University of Great Falls community members are encouraged to report problems, safety or security concerns, crimes, suspected criminal behavior or suspicious activity to the university. While students and employees at the University are encouraged to be responsible for their own security and the security of others, campus security is a function of the Student Development. Security matters will be responded to twenty-four hours per day, seven days per week.

If a crime is observed in progress, security personnel are instructed to notify local law enforcement authorities immediately followed by notification to the appropriate individuals. If someone other than security personnel discovers a crime, it should be reported to security personnel, 791-5911 or the Student Development Office, 791-5308, during all hours on campus. As above, if a crime is observed in progress, local law enforcement authorities should be notified immediately by dialing 911 (on campus 9-911).

Law enforcement at the University of Great Falls, including the main campus, and all Residence Halls is left strictly to local law enforcement authorities. University of Great Falls provides security officers on campus. Security officers patrol the campus by foot and also by vehicle. Questions concerning Security, their employees or services can be referred to the Vice President of Student Development.

FIRST RESPONSE

Student Development, Physical Plant Director and Security staff are the university's first responders to an incident on campus. Great Falls Police Department is contacted when law enforcement is needed to respond to an incident. Great Falls Police Department dispatches an officer to respond to the incident and to document the nature, time and location of the incident' and the name, address and phone numbers of the participants and witnesses of the incident. Great Falls Police department provides a yearly report to the Vice President for Student Development of incidents on or off campus either involving UNIVERSITY students or occurring on the property of the university.

**Reporting a Crime
406-791-5911 or 911**

1. Security	9-911
2. Student Development	406-781-0987
3. Residential Life	406-750-9722
4. University Physical Plant Director	406-791-5283, Physical Plant
5. Vice President for Student Development	406-791-5309, Student Center, 2nd Floor
6. Student Development Counselor	406-791-5223
7. Great Falls Police Department	406-771-1180 (non-emergency) or 911
8. Title IX Coordinator & Vice President for Finance and Human Resources	406-791-5307, Administration Building
9. Rape Crisis Line	406-453-4357 (HELP) or 1-888-587-0199

If a crime or other incident is suspected, a specific incident report should be filled out by the observing person, a University staff member, or by security personnel who will note the incident in their daily log. Incident and/or Accident Report forms are available in the Student Development Office and Security Office. Copies of logs and incident reports are filed in the Office of the Vice President for Student Development (791-5309) and/or the Office of the Vice President for Administration and CFO (791-5306).

CAMPUS PHONES FOR EMERGENCY CALLS (dial 9-911)

- Inside: Sullivan Hall (middle of first floor)
- Emilie Hall (first floor by main entrance)
- McLaughlin Center (in foyer)
- Theater (in foyer)
- Science Building (inquire of a staff member)
- Chapel (in hallway behind side door)
- Founders Room (in foyer)
- Providence Hall (in foyer)
- Student Center (Student Development Office and Grandma Rice Retention Center Desk)

AMERICAN DISABILITIES ACT – Students with Disabilities

The University of Great Falls is committed to making its programs, services, and activities accessible to persons with disabilities. Toward this end, we strive to enhance awareness of and sensitivity to the needs of persons with disabilities and to ensure full access to educational opportunity for persons with disabilities as required under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Disability Law – Title V of the Rehabilitation Act of 1973 is generally regarded as the first civil rights legislation for persons with disabilities on the national level. Included within the various sections of that Title are mandates for nondiscrimination in federal agencies (Section 501), the establishment of the Architectural and Transportation Barriers Compliance Boards (Section 502), and nondiscrimination on the basis of disability with regard to employment in entities and institutions that receive federal financial assistance. Of direct importance for the purpose of this guide is the mandate known as Section 504, which is a program access statute.

Section 504 requires that no otherwise qualified person with a disability be subjected to discrimination, be denied access to, or be denied the benefits of any program or activity provided by any institution or entity receiving federal

financial assistance. Since its passage, this mandate has promoted the development of disability support services programs in colleges and universities across the country. While Section 504 does not require that colleges and universities develop special education programming for disabled students, it does require that an institution be prepared to make appropriate academic adjustments and reasonable modifications to policies and practices in order to allow the full participation of students with disabilities in the same programs and activities available to non-disabled students.

The American Disabilities Act (ADA) Under the Rehabilitation of Act of 1973, government agencies and recipients of federal funds (such as the University of Great Falls) were prohibited from discriminating on the basis of disability. With the passage of the Americans with Disabilities Act (ADA) in 1990, a much more inclusive piece of legislation, that prohibition was extended to include the private sector. ADA requires that postsecondary institutions make appropriate adjustments and modifications in order to allow full participation of students with disabilities.

Definition of Disability According to Section 3 of the Americans with Disabilities Act of 1990 (ADA), the term “disability” means, with respect to an individual:

- a. having a physical or mental impairment that substantially limits one or more of the major life activities of such individual;
- b. having a record of such an impairment; or
- c. being regarded as having such an impairment

ACCOMMODATIONS AND SERVICES AVAILABLE

- Admissions and Registration Assistance.
- Advice and Advocacy.
- Adaptive Equipment.
- Note-taking Assistance. Note-taking is an accommodation that allows a student with a qualifying disability to acquire lecture notes from a classmate who volunteers to provide assistance. A student may need note-taking assistance because of a cognitive or a physical impairment. The note-taking accommodation is not a replacement for class attendance. Except in rare and unusual cases, students with disabilities who fail to attend do not have the right to lecture notes. If the student receiving notes withdraws from class, he/she must inform the University of Great Falls – Center for Academic Excellence immediately. If the student receiving notes has problems with the note-taker or with the notes, he/she must tell a member of the University of Great Falls – Center for Academic Excellence as soon as possible, so the problem can be corrected.
- Extended Testing Time. The University of Great Falls shall provide extended time on exams to qualified students with disabilities, based upon the individual needs of the student. Extended time will be granted in a manner that does not discriminate against the student on the basis of disability. When extended time is warranted, the minimum and most common extension will be made on a case-by-case basis, keeping in mind such factors as the specific disability involved, other accommodations being provided, and the type of test being administered.
- Sign Language Interpreters. Deaf and hard of hearing students who require sign language interpreting will be provided with appropriate interpreter services. However, as the University of Great Falls has a very small population of students requiring interpreter services, interpreters are hired on an as-needed basis. Students requiring interpreter services should, therefore, notify Disabled Student Services of their need at least **three (3) months before beginning classes** at the University of Great Falls. This will provide enough lead time to assure that services are in place on the first day of classes.
- If You Are Absent. If you are unable to attend class or an event for which you requested an interpreter, please notify the University of Great Falls Student Services Office – 791-5308 or the Center for Academic Excellence Office – 791-5224 as soon as possible.

- Taped Textbooks. Students with reading disorders and some with physical impairments may be unable to derive full benefit from printed materials. In an effort to provide full access to such materials, the University of Great Falls and the Center for Academic Excellence acquires taped textbooks for these students from Recordings for the Blind and Dyslexic (RFB&D) or employs readers to tape books that are unavailable from this organization.
- Testing Accommodations. Testing accommodations (i.e., oral, extended time)

EVENTS POLICY

Recognized organizations may sponsor various social activities in University facilities. An events form should be completed/submitted and approved by the Vice President for Student Development at least two weeks prior to the date of the event. The use of campus facilities must be coordinated with the Student Development Office. The University of Great Falls' Substance Abuse Policy and facility regulations must be followed at all events.

FIREARMS/WEAPONS POLICY

No firearms are allowed in university housing, on the villa grounds, or on other campus property. Weapons of any kind, including firearms, ammunition, bows, arrows, knives or objects used as weapons are not permitted in the residence halls or apartments. Possessing weapons may result in immediate suspension from the university. (Revised 7/2004)

HOUSING POLICY

While all undergraduate students are strongly encouraged to live in university housing during the entirety of their university careers, *the following students are expected to live in university housing:*

- All first-year students will live in Emilie Hall/Providence Hall for one academic year (excluding summer).
- All first-year students on athletic scholarship will live in Emilie Hall/Providence Hall for one academic year and in the Villa Apartments for two academic years (excluding summer).
- All transfer students on athletic scholarship will live in the Villa Apartments for two academic years (excluding summer sessions).
- Athletic coaches reserve the right to impose more restrictive guidelines on their team members, and a more restrictive housing policy will come into effect for student athletes beginning the 2009-2010 academic years.
- If a student is found in violation of this housing policy, s/he will be billed at the double room housing rate for each semester of the academic year. Students on an athletic scholarship risk losing the scholarship monies if they reside off campus without permission of the Vice President for Student Development.
- All first year students, living in campus housing, are also required to participate in the UGF Food Service Board Plan.

The following students are exempt from university housing:

- Students who live at and commute from the home of their parent(s) or legal guardian(s) (not relatives).
- Students who have already completed an undergraduate degree program (e.g. graduate students).
- Students who are married and/or have children.
- Students who have already fulfilled the terms of the university housing policy.

The University of Great Falls does not provide housing to graduate students, married students and students with children. Any exceptions to this policy will be made by the Vice President for Student Development in consultation with the Director of Athletics and President.

IMMUNIZATION POLICY

According to the Montana immunization law (MCA 20-5-401 through 410), students must meet the following requirements before they will be permitted to register at the University of Great Falls or any other post-secondary

school in Montana. Students, who were born after December 31, 1956, must show proof of two measles and one rubella vaccination.

The measles vaccinations must have been administered after December 31, 1969. The following students are exempt from the regulation:

1. Students who are enrolled in less than 6 credits.
2. Students who are registered exclusively in Telecom or Telecom Home Study courses and do not attend any classes on campus.
3. Students who qualify for religious or medical exemptions based on criteria or listed in MCA 20-5-401-410.

If a student in one of the above categories changes his/her status, the student must submit proof of immunization at the time of his/her status change. Immunization may be shown by the written record of a physician, health agency, or a school record. Immunization against measles and rubella can also be shown by a written physician's record of diagnosis of the disease. Proper evidence or documentation of such immunization must be presented before a student will be permitted to register for classes. Exemption to this policy can be made only with a statement from a physician or with the form filed when requesting religious exemption.

OPEN FIRE POLICY

Campfires, bonfires, and trash disposal fires are not permitted on campus or in the city without a written burning permit issued by the City of Great Falls Fire Department. A copy of the fire permit should be submitted with an event form to the Office of Student Development at least one week prior to the event. (Revised 7/2004)

POSTER POLICY

Posters, announcements, flyers, and advertisements for outside events, materials promoting or advertising fundraising, goods, or services may be posted on campus bulletin boards or placed in non-work areas only with the permission/approval of the Student Development Office. A list of regulations and facility specifications can be obtained from the Student Development Office. Misplaced signs and signs without proper approval will be removed. "Official University Notices" may be posted in all areas except on entry doors. Flyers and brochures cannot be distributed on cars, windows, or in parking areas.

PARKING OF MOTOR VEHICLES POLICY

The University of Great Falls makes available to students the use of four on-campus parking areas. Students may not park cars in reserved areas (marked by yellow curbing), handicapped areas, the Administration Building lot, roadways, or service areas. All areas other than the four major lots are restricted. Authorization to park in a restricted area must be obtained from the Physical Plant Director.

Parking for the handicapped is available in all parking lots at designated locations. Resident students must register their car(s) with the Housing Manager. Campus housing residents and their guests must also conform to the parking policies of the housing facility.

POLITICAL CAMPAIGN POLICY

On campus distribution of promotional campaign literature for political candidates (by University employees, students, or others) is prohibited. The University of Great Falls has tax-exempt status due to its affiliation with the Catholic Church. Catholic organizations may not provide financial or other forms of campaign support to any candidate, political action committee, or political party; they may not provide political endorsements or non-endorsements; and are prohibited from distributing materials such as voter guides, candidate questionnaires and various forms of voter education materials prepared by other organizations.

SEXUAL MISCONDUCT AND HARASSMENT

Sexual misconduct committed on property owned or rented by University of Great Falls or in a context directly related to the University on or off campus, by a student, faculty member, or staff member against any student, faculty member, staff member, or third party is prohibited and will not be tolerated. The University has an obligation to investigate and address complaints or reports of sex or gender discrimination, including sexual misconduct, whenever it becomes aware of such a complaint or report regardless of how the information was brought to the University's attention or the extent to which the complainant (i.e., an individual who has been subjected to prohibited conduct, according to the complaint or report) wishes to participate or be involved. All individuals have access to confidential resources that they may use for support and guidance without initiating University action. When the University has notice of an occurrence of Sexual Misconduct, the University is compelled to take immediate and effective corrective action reasonably calculated to stop the misconduct, prevent its recurrence, and as appropriate, remedy its effects.

Title IX Coordinator

Stacey Eve

Vice President for Finance and Human Resources

Office of Finance and Human Resources

Administration Building

(406) 791-5307

Stacey.Eve@ugf.edu

Deputy Coordinator

Sherrie Arey

Vice President for Student Development

Student Development Office

Student Center

(406) 791-5309

Sherrie.arey@ugf.edu

MANDATORY REPORTING

Responsible Employees: All University employees and volunteers (defined as individuals having signed such forms in the current academic year) are considered *responsible employees* and have an obligation to report any knowledge of a sexual misconduct incident to the Title IX Coordinator(s). These employees cannot guarantee confidentiality due to University of Great Falls responsibility to provide a safe campus environment. Reports made to Campus Security will also be reported to the Title IX Coordinator. University of Great Falls follows proper confidential protocol as it pertains to reporting obligations under the Clery Act.

SEX OFFENDER REGISTRY

The University of Great Falls is required by the Campus Sex Crimes Prevention Act to notify students and employees of the location of information pertaining to individuals employed or enrolled on campus who have been convicted of violent sex offenses or criminal offenses against minors. The website address for Montana's sexual and violent offender registry is: <http://svor.doj.state.mt.us>.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The University of Great Falls is committed to providing a safe and secure environment for students, faculty, staff and visitors. The University implemented an emergency communications system, Campus Alerts, to communicate with students, staff and faculty in the case of an emergency or dangerous situation involving an

immediate threat to the health or safety of students or employees occurring on the campus. The university 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 responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

As the policy director of the University of Great Falls campus, the President has ultimate responsibility for decisions that reference campus evacuation, closures, postponements and resumptions. Designees are appointed by the President. The President is the chief spokesman for the campus. The President or a designed is responsible for initiating the campus alerts emergency notification procedure.

Persons authorized to initiate an emergency alert include:

Sister Lucille Dean, President

Stacey Eve, Vice President for Finance and Human Resources

Sherrie Arey, Vice President for Student Development

Julie Edstrom, Vice President for Enrollment

Tim Laurent, Vice President for Academic Affairs

The University tests the emergency response and evacuation procedures randomly through the academic year. Announced lockdown drills are conducted in conjunction with Education students, the Great Falls Police Department and the Great Falls School District. Announced or unannounced fire drills are held in conjunction with the Great Falls Fire Department. Emergency response and evacuation procedures are posted near the exits of all classrooms, offices, and common areas. Documentation of emergency response drills are available in the Office of the President and the Student Development Office.

The University's security contractor, Elite Security, cooperates with the Great Falls Police Department or proper authorities in the case of informing the community of off-campus situations that may warrant an emergency response.

TIMELY WARNINGS

According to the U.S. Department of Education, timely warnings are required in the case of an immediate threat to the health and safety of students or employees occurring on campus or within the vicinity of the University of Great Falls, where it is determined that the incident may pose an ongoing threat.

Such incident may include arson, homicide and robbery. Cases of aggravated assault and sex offenses will be considered on a case-by-case basis, depending on the information/facts known. In addition to crimes against people, timely warnings and emergency alerts are issued for any emergency situation that may cause a threat to the health and safety of the campus community (e.g., active shooter, hostage situation, riot, suspicious package, fire/explosion, weather-related emergencies, threats, environmental hazards, suspicious person/activity, etc.).

Timely warnings are posted on the University's website www.ugf.edu, and disseminated to faculty, staff and students through the Campus Alerts Emergency Notification System.

As the policy director of the University of Great Falls campus, the President has ultimate responsibility for decisions that reference timely warnings. Designees are appointed by the President. When the President's Office is notified of an incident, the process of posting and disseminating a timely warning will begin.

HATE CRIMES								
CRIMES REPORTED	2012	2013	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
Murder/ Non -Negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0	0	0
Sex Offenses - Non-Forcible	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0

ANNUAL CAMPUS FIRE SUMMARY									
Facility	2012			2013			2014		
	Fires	Injuries	Deaths	Fire	Injuries	Deaths	Fire	Injuries	Deaths
Lumen Villa 9th	0	0	0	0	0	0	0	0	0
Lumen Villa 10th	0	0	0	0	0	0	0	0	0
Emilie	0	0	0	0	0	0	0	0	0
Providence	0	0	0	0	0	0	1	0	0
Sikora	0	0	0	0	0	0	0	0	0
Vancouver	0	0	0	0	0	0	0	0	0
Sister Rita Mudd	0	0	0	0	0	0	0	0	0
St. Ignatius	0	0	0	0	0	0	0	0	0
Wellness House	0	0	0	0	0	0	0	0	0
Montreal	0	0	0	0	0	0	0	0	0
Santiago	0	0	0	0	0	0	0	0	0
St. Vincent DePaul	0	0	0	0	0	0	0	0	0

In order that students and employees are informed about the campus crime and security report, copies of these policies and procedures are distributed to them through e-mail and included in the University of Great Falls Policies and Procedures section of the [Student Handbook](#) located www.University.edu. All prospective employees may obtain a copy from Human Resources in the Administration Building or by calling 406-791-5307.

Civil Rights Disability Complaints Policy

The procedure utilized in the investigation of any complaint of Federal or State Civil Rights Law, infringement, harassment, or disability (Section 504 of the Rehabilitation Act of 1973 or the Americans with Disability Act) will be the same as those used for the investigation of a complaint of sexual harassment.

Complaint Procedure for alleged Non-Compliance of Institution

An individual desiring to file a complaint alleging that an institution is not complying with these regulations should contact REGION VIII Acting Director, (303) 844-3677, 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582.

Ombudsperson for Civil Rights & Disability Complaints

The President shall appoint Ombudspersons to assist students or employees of the University of Great Falls who wish to file and have advice in alleged civil rights violations. Where appropriate, a specialist in a particular civil rights area may be appointed. The ombudspersons will be announced by the President on an as needed basis. The Ombudspersons are charged:

1. To monitor the University of Great Falls Affirmative Action Plan itself, and the Human Resources Office for compliance with the plan;
2. To be advisors for those employees or students who wish to press a complaint in respect to Equal Opportunity or Sexual Harassment or Affirmative Action alleged violations by the University or by individuals on civil rights issues.

SUBSTANCE ABUSE POLICY

Introduction

The University of Great Falls, in keeping with its basic mission, requires that its primary response to issues of alcohol and drug abuse must be through educational programs, as well as through intervention, individual counseling and referral services.

The University further recognizes that alcoholism and drug addiction are illnesses that are not easily resolved and may require professional assistance and/or treatment programs. Participation in such programs may be required of an individual as a result of University judiciary proceedings in order to continue at the University.

The University will adhere to strict policies of confidentiality for all participants in drug or alcohol programs as described in University and Federal Regulations covering confidentiality of records.

Montana State Laws prohibit the possession or consumption of alcoholic beverages by persons under the age of 21. The possession, use, or distribution of illegal drugs as defined by federal, state, and local statutes is prohibited.

Students and employees are expected to obey the law. Individuals, who violate the law in addition to being subject to criminal penalties, may be subject to University disciplinary procedures, including suspension or expulsion from the University and termination of employment.

The University may subject individuals to disciplinary action for any acts of misconduct committed even when judgment is impaired due to alcohol or drug abuse.

University Policy – Substance Abuse

The unlawful sale, purchase, possession, use, manufacture, or distribution of illicit drugs and alcohol by students and employees is prohibited on the University of Great Falls campus, in Villa housing, and at Telecom sites, as well as at any University related off-campus activities. Being under the influence of drugs or alcohol on UGF premises or at University related off-campus activities is also prohibited.

The use and distribution of alcohol is permitted at:

(A written request must be submitted to the Student Services Administrator or Student Services designee at least two weeks prior to the event.)

1. A University event or function sponsored by a University of Great Falls **student** group or organization and authorized by the Vice President for Student Development or Student Services designee.
 - All such authorized events serving alcohol must comply with city and state licensing regulations, alcohol-permitting requirements, provide food and non-alcoholic beverages, and ensure that alcohol is not served to people under the age of 21 years old.
 - The sponsor of the event will provide sufficient security to ensure the safety of participants.
 - Sufficient security will also be provided at all non-alcohol student-related events to ensure that alcohol is not being distributed or consumed. Anyone suspected of alcohol consumption, resulting in a display of inappropriate behavior, will be escorted from the event.

(Note: Events sponsored by non-University or non-Student groups and/or organizations renting or using University facilities must request authorization from the Chief Financial Officer or designee. *A written request must be submitted at least two weeks prior to the event.*)

ALCOHOL

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spousal and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver. Alcohol abuse accounts for about 100,000 deaths annually.

Alcoholism is a chronic and potentially fatal disease typified by physical dependency on alcohol, a need for increasing amounts, and organ pathology. It is known to contribute to the development of fatal disorders, including cardiomyopathy (abnormalities of the heart muscle), hypertensive disease, pneumonia, and some cancers. Alcoholism is also responsible for chronic brain damage and alcohol-related brain injury is second only to Alzheimer's disease as a known cause of mental deterioration in adults. There are some findings suggesting that the more a woman drinks, the greater her chances are for developing breast cancer.

Mothers who drink alcohol during pregnancy may give birth to infants with Fetal Alcohol Syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics than are other youngsters.

AMPHETAMINES

Amphetamines produce an artificial stress in the body, similar to that of the "flight or fight" response. Abuse of amphetamines causes over activity, irritability, defective reasoning and judgment, irregular heartbeat, liver damage, paranoia, and possible cerebral hemorrhage. There is also the possibility of a psychotic breakdown. When a user discontinues the use of the drug, severe depression, fatigue, increased appetite, and high fluid intake can result.

BARBITURATES

Barbiturates are downers which depress all excitable nerve tissue, especially that of the brain and spinal cord. Barbiturates reduce the time spent in REM sleep and depress respiration. With high doses, one can fall asleep and then stop breathing. The user of barbiturates becomes sedated, sluggish in thought and action, and possibly free from worries. Barbiturates inhibit dreaming and induce the liver to make more enzymes.

COCAINE

Cocaine use is one of the biggest social and health problems in this country. Surveys show that 5,000 Americans each day try cocaine for the first time and four to six million Americans are compulsive users. Once considered a harmless drug, the risks associated with cocaine have become increasingly clear. Health risks linked to cocaine use include the following:

1. Regular users of cocaine are often restless, irritable, depressed and anxious. Higher doses and chronic abuse often lead to paranoia attacks. In many cases, there is a break with reality, which includes auditory, visual, or tactile hallucinations. One hallucination is known as "coke bugs" where a person has the sensation of insects crawling under the skin. Cocaine psychosis can continue for months, and severe cases can require hospitalization. Use of cocaine may cause nasal congestion and a runny nose. Sores on the nasal membranes can also occur, along with sore throat and hoarseness. Cocaine users can experience shortness of breath, cold sweating, and tremors. Long term use can also damage the liver.
2. Neural damage due to cocaine use is highly likely. The acute hypertension occasionally brought on by cocaine use can burst weakened blood vessels.
3. Heavy cocaine use can cause one to suffer from an irregular heartbeat. Pre-existing coronary heart disease may become worse and heart attack can be caused.
4. Cocaine use can bring on high blood pressure and can cause a blood vessel in the brain to rupture which may lead to stroke.
5. Eye doctors have noticed small crystals in the retinas of cocaine users. This may be the reason that chronic users occasionally suffer from "snow lights" or flashes of light in the periphery vision.
6. Since cocaine suppresses the appetite, many users suffer from malnutrition and lose weight. Immune defenses can be lowered, making the user susceptible to tuberculosis, fungal disease, and other infections.
7. Intravenous cocaine users risk AIDS, hepatitis, and other infections and free-base smokers risk lung damage.
8. Cocaine overdose can result in paralysis of the respiratory muscles, abnormal heart rhythms, and repeated convulsions. Sudden death from cocaine use is unpredictable, and can occur in a person who has used only a small amount of the drug.
9. Cocaine use by pregnant women can cause eye and bone defects in their unborn children. Using cocaine can also cause premature and stillbirth. During the baby's first days of life, a baby born to a cocaine using mother is often irritable and jittery. Cocaine can also be transferred to a baby through breast milk.

HALLUCINOGENS

Hallucinogens are chemicals which produce changes in perception, thought and mood. They make people see and hear things that are not there. LSD, a hallucinogen, produces visual and auditory hallucinations so intense as to mimic a psychotic state. LSD can cause dilated pupils, flushed face, chilliness, and a rise in body temperature, increase in heart rate, goose bumps, salivation, and perspiration. LSD is known for producing flashbacks weeks or months after the last dose was taken. Because the consequences of LSD abuse include bizarre behavior and disorientation, there is also a significant risk of accidental injury and death.

PCP, another hallucinogen, causes many users to feel tremendous anger. They may inflict violence upon themselves or others. PCP can induce a psychotic state exactly like schizophrenia. The effects of PCP can last up to a month. In severe cases, the user can have convulsions, go into a coma, and die.

MARIJUANA

While the harmful effects of marijuana are less obvious than those of cocaine and PCP because overdose is not common, these health effects have been reported: short-term memory impairment; impaired lung function, similar to that found in cigarette smokers; decreased sperm count and sperm mobility; interference with ovulation; impaired immune response; possible adverse effects on heart functions; and by-products remaining in body fat for weeks, with unknown consequences.

METHAMPHETAMINE

Methamphetamine is an addictive stimulant drug that strongly activates certain systems in the brain. Methamphetamine releases high levels of the neurotransmitter dopamine, which stimulates brain cells, enhancing mood and body movement. It appears to have a neurotoxic effect, damaging brain cells that contain dopamine as

well as serotonin. Methamphetamine causes increased heart rate and blood pressure and can cause irreversible damage to blood vessels in the brain, producing strokes. Other effects include respiratory problems, irregular heartbeat and extreme anorexia. Its use can result in cardiovascular collapse and death.

PENALTIES AND SANCTIONS

FEDERAL SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE

1. 1st Offense: Up to one (1) year imprisonment and fined at least \$1,000, but not more than \$100,000, or both.
 - ◆ After one (1) prior drug conviction: At least 15 days in prison, not to exceed two years, and fined at least \$2,500, but not more than \$250,000, or both.
 - ◆ After two (2) or more prior drug convictions: At least 90 days in prison, not to exceed three years, and fined at least \$5,000, but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least five years in prison, not to exceed 20 years and fined at least \$1,000, but not more than \$250,000, or both, if: 1st conviction and the amount of crack cocaine possessed exceeds 5 grams.

 - (a) 2nd crack conviction and the amount of crack cocaine possessed exceed 3 grams.
 - (b) 3rd or subsequent crack cocaine conviction and the amount of crack cocaine possessed exceeds 1 gram.

Special sentencing provisions for possession of flunitrazepam: Up to three years imprisonment and fined up to \$250,000, or both.
2. Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack cocaine).
3. Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.
4. Civil fine of up to \$10,000 (pending adoption of final regulations).
5. Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses. Up to one (1) year for 1st offense, up to five (5) years for 2nd and subsequent offenses.
6. Ineligible to receive or purchase a firearm.
7. Revocation of certain Federal licenses and benefits, (e.g., pilot licenses, public housing tenancy, etc.) are vested within the authorities of individual Federal agencies.
8. Any alien in the United States who is convicted of violating any state law relating to a controlled substance will be deported.
9. No suspended or deferred sentences.
10. An additional fine equal to the reasonable costs of investigation and prosecution of the offender subject to ability to pay.

STATE OF MONTANA SANCTIONS CONCERNING ALCOHOL

1. Possession of alcohol by a person under the age of 21: (MCA 45-5-624)
 - 1st Offense: Fine not less than \$100 and not to exceed \$300 and shall be ordered to perform community service; shall be ordered, and person's parents or guardian shall be ordered, to complete and pay all costs of participation in a community-based substance abuse information course that meets specified requirements; and, if the person has a driver's license, must have the license confiscated by the court for 30 days.
 - 2nd. Offense: Fine not to exceed \$200 and may be ordered to perform community service, have the person's driver's license suspended by the court for no more than 60 days if the person was driving or otherwise in actual physical control of a motor vehicle when the offense occurred.
 - 3rd and Subsequent Offense – shall be fined an amount not to exceed \$300 and; may be ordered to perform community service, must have the person's driver's license suspended for not more than 120 days if the person was driving or otherwise in actual physical control of a motor vehicle when the offense occurred, shall be ordered to complete an alcohol information course at an alcohol treatment facility approved by the Department of Public Health and Human Services, which may, in the sentencing court's discretion and upon recommendation of a certified chemical dependency counselor, include alcohol or drug treatment, or both, and in the discretion of the court, shall be imprisoned in the county jail for a term not to exceed 6 months.
2. Sell or give alcohol to person under the age of 21.
 - 1st Offense: Imprisonment for up to six (6) months or a fine up to \$500, or both.
3. Operation of a vehicle and use of alcohol.
 - 1st Offense: Imprisonment not less than twenty-four (24) hours or less than 6 months, a fine not less than \$300 and not more than \$1,000, and completion of an alcohol information course at an alcohol treatment program. (MCA 61-8-714)
 - If you operate a vehicle in Montana, you have already given consent to being tested for the purpose of determining the alcohol content of your blood. To refuse such a test will result in loss of your driver's license for 90 days.
 - ◆ It is unlawful to drive with an alcohol concentration in your blood, breath, or urine of 0.08% or more.

STATE OF MONTANA SANCTIONS CONCERNING CONTROLLED SUBSTANCES

1. Sale, exchange, or offer to sell or exchange. (MCA 45-9-103)
 - 1st Offense: Imprisonment for not less than two (2) years and a potential fine up to \$50,000.
2. Sale of a narcotic drug or opiate drug to a minor.
 - 1st Offense: Imprisonment for not less than four (4) years and a potential fine up to \$50,000.
3. Possession of dangerous drugs.
 - 1st Offense: Marijuana - (Misdemeanor offense): Imprisonment in the county jail for up to six (6) months and a fine of not less than \$100 and no more than \$500.
 - 1st Offense: Opiate - Imprisonment in the state prison for not less than two (2) years and a potential fine up to \$50,000.
4. Possession of any dangerous drug with intent to sell.
 - Opiate: Imprisonment in the state prison for not less than two (2) years and a potential fine up to \$50,000.
 - Other Drugs: Imprisonment in the state prison for up to twenty (20) years or fined up to \$50,000, or both.

5. Inhaling or ingesting toxic substances with intent to alter mental or physical state. Toxic substances include, but are not limited to; glue, fingernail polish, paint, paint thinners, petroleum products, aerosol propellants, and chemical solvents.
 - Imprisonment for up to six (6) months or fined up to \$50,000 or both.
6. Use or possession of drug paraphernalia (misdemeanor).
 - Imprisonment for up to six (6) months, or fined up to \$500 or both.

The maximum levels of imprisonment and fine increase with each offense. NOTE: According to Federal law any non-U.S. citizens in the U.S. who are convicted of violating any state law relating to a controlled substance will be deported.

UNIVERSITY SANCTIONS

Any student or employee who observes a violation of the University of Great Falls drug and alcohol policy should immediately report the incident. Student violations will be reported to the Student Development Office. The Vice President for Student Development or his/her designee will investigate the report, impose any sanctions, and maintain a record of all policy violations and sanctions under a separate disciplinary file. Employee violations are reported to the employee's immediate supervisor.

Students who violate the University of Great Falls drug and alcohol policy are subject to disciplinary action by the Vice President for Student Development (or his/her designee) and may also be subject to criminal prosecution. The Vice President for Student Development (or his/her designee) may, depending on the severity of the violation, choose any step listed below.

Depending on the severity and/or frequency of the violation, the following disciplinary process will be initiated:

STEP 1: Verbal Reprimand

An oral reprimand by the Vice President for Student Development (or his/her designee) shall immediately follow any violation of the UGF drug and/or alcohol policy. This verbal reprimand will be documented.

STEP 2: Written Reprimand

A written reprimand will be issued by the Vice President for Student Development (or his/her designee).

STEP 3: Probation

For a determined amount of time, not less than three (3) months or more than one (1) year, the student will be required to follow the UGF policy in regard to drug and/or alcohol use. During this period, the student is required to attend either individual or group counseling. A verification of such participation must be submitted to the Vice President for Student Development (or his/her designee). Education, professional evaluation, counseling, and/or treatment may also be a requirement of this probationary period. Any required education counseling, or treatment is at the student's expense.

STEP 4: Suspension

Students will be temporarily excluded from classes, other privileges, or activities as specified in writing for a definite period of time, not less than one semester or more than two years. Before re-admission to the University a student must show evidence of having successfully completed drug and alcohol education, counseling and/or treatment and complete requirements as stated by the Vice President for Student Development (or his/her designee).

STEP 5: Expulsion

A student will be expelled from study at the University of Great Falls. Any required education, counseling, or treatment is at the student's expense. The student has the right to appeal any sanction. This process is outlined in the Student Rights and Responsibilities section of the Student Handbook, under "Judiciary Procedures in non-Academic Matters."

EMPLOYEE SANCTIONS

Employee violations should be reported immediately to the employee's immediate supervisor. The supervisor will investigate the incident and report all violations of policy to the Director of Human Resources. The Director of Human resources will maintain a record of all violations and sanctions in the employee's personnel file (student violations are reported to the Vice President for Enrollment and Student Services.)

If an employee appears intoxicated or appears to be under the influence of drugs or alcohol, the employee shall immediately be ordered to stop work by the supervisor. Employees who violate the University of Great Falls substance abuse policy are subject to disciplinary action and may also be subject to criminal prosecution.

The supervisor may choose any step listed below, depending on the severity and/or frequency of the violation. The following disciplinary process will then be initiated by the employee's immediate supervisor in conjunction with the appropriate Vice President. The University of Great Falls regards disciplinary action to be a dimension of performance evaluation. It is a corrective process related to work-related situations. The University establishes procedures to ensure that the disciplinary process is consistent throughout the University.

STEP 1: Stage 1 Warning

A supervisor may give an employee an initial warning. The supervisor will meet with the employee and inform the employee of the specific performance problem. The supervisor will document the time, date, and issue involved in writing with a copy to the employee and a copy will be placed in the employee's personnel file. (Personnel Policy Handbook)

STEP 2: Stage 2 Warning

A supervisor may give an employee a written warning of unsatisfactory work performance. The written warning should document:

- The extent of the problem.
- The violated rule, policy or procedure.
- Suggested courses of action for improvement.
- A statement of consequences in the absence of improvement.
- Any follow-up action.

The supervisor will give a copy of the written warning to the employee prior to meeting with the employee. The employee may request the Director of Human Resources be present at the meeting. The employee will be asked to sign a written acknowledgement of receipt of this warning. Refusal to sign the acknowledgement by the employee will be noted on the written acknowledgement by the supervisor with the current date and supervisor's signature. The employee may submit a written statement of clarification if he/she chooses. (Personnel Policy Manual)

STEP 3: Probation

For a determined amount of time, not less than three (3) months or more than one (1) year, the employee will be required to follow the UGF policy in regard to drug and/or alcohol use. During this period, the employee is required to attend either individual or group counseling. A verification of such participation must be submitted to the Director of Human Resources. Education, professional evaluation, counseling, and/or treatment may also be a requirement of this probationary period. Any required education, counseling or treatment is at the employee's expense.

STEP 4: Suspension

An employee may be suspended from university employment for a specified period of time. Not less than one month (accrued vacation and/or sick leave may be applied during this period). A professional evaluation for drug and/or alcohol use as well as counseling, and/or treatment will be required of those on suspension. Before resuming employment the employee must show evidence of having successfully completed such treatment and will be required to sign a Back to Work Agreement. *The University*

supports sound treatment and rehabilitative efforts and, therefore, an employee's job will not be jeopardized should this sanction be imposed.

Suspension (with/without pay) – In some cases, including those involving gross misconduct suspension without pay may be a disciplinary action. Suspension is used to impress upon an employee the serious nature of his/her actions. The President or designee must approve this action. If circumstances require an immediate suspension, it may be verbally issued but written notice must follow within three (3) workdays. (Personnel Policy Manual, Page 6-2, 1.4.)

STEP 5: Dismissal

In those circumstances where an employee is requested to seek professional treatment in lieu of being terminated, refusal by the employee to participate in or complete treatment will result in dismissal. The President or designee must review and approve all disciplinary dismissals. (Personnel Policy Manual: Page6-2, #6.1.1.5.) Employees must make their own arrangements for payment of treatment through individual insurance plans or other personal means. Employees may contact the Director of Human Resources for information regarding the Employee Assistance Program.

An employee convicted of any drug violation occurring in the work place is required to notify the Director of Human Resources within five (5) days of conviction. As required by the Drug-Free Work Place Act of 1988, convicted employees are required to satisfactorily participate in a drug abuse rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or appropriate agency. All such convictions will be reported to the appropriate federal agencies or offices within ten (10) days after the University receives the employee drug conviction notification. Following any of the aforementioned sanctions, an employee has the right to appeal any decision to the Grievance Committee. (This procedure is outlined in the Personnel Policy Manual.)

COUNSELING AND TREATMENT OF SUBSTANCE ABUSE

The University of Great Falls, in keeping with its basic mission, requires that its primary response to issues of alcohol and drug abuse be through educational programs, as well as through intervention, individual counseling and referral services. The University further recognizes that alcoholism and drug addiction are illnesses that are not easily resolved and may require professional assistance and/or treatment programs. Participation in such programs may be required of a student or an employee who wishes to continue at the University. The University will adhere to strict policies of confidentiality for all participants in drug or alcohol counseling or treatment. Students who wish to seek counseling related to substance abuse should contact a counselor in the Student Services office. Employees should contact the Employee Assistance Program provided by the Benefis West – Addiction Treatment Center.

Employees should contact the **Employee Assistance Program** by calling 1-800-854-1446. The Employee Assistance Program is an avenue for employees and their family members to receive confidential assistance for personal problems. Assessment and short-term counseling are available at no out-of-pocket cost to employees and family members. The University of Great Falls recognizes that employees and their family members may, at times, be under stress and in need of assistance. Therefore, the Employee Assistance Program is available to assess individual problems such as marital, financial, alcohol, drug, parenting and other concerns. **All benefit eligible employees are eligible to utilize this service. These services are confidential. No one at the University will be aware of who specifically uses the program.** All records regarding individuals will be maintained by the Employee Assistance Program. The University of Great Falls encourages employees and family members to call for assistance when problems occur. Waiting to seek help usually makes matters worse. For further information regarding this program, or to make an appointment, please contact the program at 1-800-

854-1446 or for more information; contact the University of Great Falls Human Resources Office at (406) 791-5263.

TREATMENT CENTERS

ROCKY MOUNTAIN TREATMENT CENTER

920 Fourth Avenue North, Great Falls, Montana 59401, (406) 727-8832

This treatment center offers individualized programs as well as programs for family members. The staff consists of physicians, psychologists, addiction counselors, nurses, and other health care providers. Programs are available for alcohol and chemical dependency and other addictive disorders. The fee charged is determined on an individual basis. Rocky Mountain's inpatient program consists of 30 days for adults and 45 days for adolescents. Group therapy is conducted twice a day and patients meet individually with their counselor at least once a week. Rocky Mountain's day treatment program is structured to accommodate individual needs. Individualized counseling, family counseling and weekly group therapy is available.

GATEWAY RECOVERY CENTER

401 Third Avenue North, Great Falls, Montana 59401, (406) 727-2512

Gateway Recovery Center is a private, non-profit, outpatient treatment center specializing in the treatment of alcohol and other drug addictions. Programs are available at various times of the day and evening. Length of programming is based on the individual needs of each patient. Services include state-approved programming inclusive of evaluations, intensive outpatient, specific women's groups, adolescent groups, intensive relapse programming, MIP and ACT programs. Reduced-fee services are available upon completion of a financial application. Parenting classes, family services and retreat weekends are also available.

BENEFIS WEST- ADDICTION TREATMENT CENTER

500 Fifteenth Avenue South, Great Falls, Montana 59405, (406) 455-2367

Benefis West Addiction Treatment Center offers a full range of chemical dependency services. These services include adult inpatient treatment (length of stay determined by the patient's need); adolescent inpatient treatment (length of stay determined by the patient's need); day intensive outpatient treatment; a four weekend intensive family program; a comprehensive chemical dependency evaluation system; an ACT (DUI) Program; and a structured continuing care program.

CHEMICAL DEPENDENCY SUPPORT GROUPS

(All groups can be reached by calling 452-1234)

Alcoholics Anonymous

Alanon

Alateen

Narcotics Anonymous