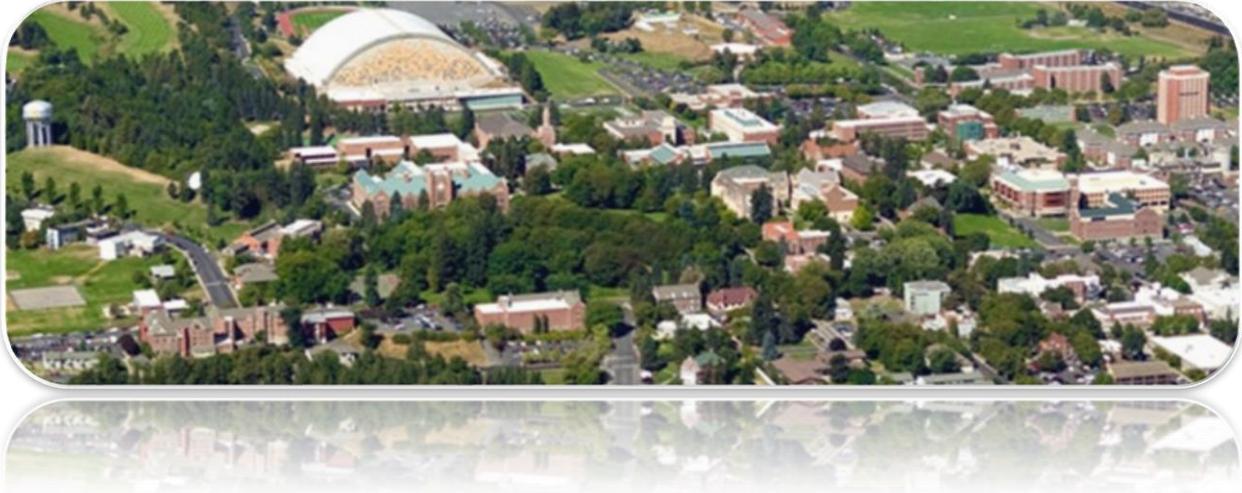


University of Idaho



Security and Safety Plan

2014

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Security and Safety Plan

The University of Idaho has developed and implemented a broad range of safety and security policies. This plan provides an overview of the programs and policies that provide for the safety and security of the Vandal community. Safety and Security is a shared and collaborative effort at the University of Idaho.

The Office of Public Safety & Security consists of University Security, Risk Management, Emergency Management and, Environmental Health & Safety. The office of Public Safety is focused on creating and maintaining a safe environment for the UI Community and those who visit. We are engaged with internal and external stakeholders creating effective and efficient safety and security programs that enhance the living, learning and working experience at the University of Idaho.

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Timely Warnings and Emergency Notifications

To report a crime, dangerous situation, or imminent threat on campus, during daytime business hours call the Office of Public Safety and Security at 208-885-7074 or Campus Security 24-7 at 208-874-7550.

Emergency Notifications

The Clery Act requires institutions to issue an emergency notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students and employees occurring on campus. If a report of a dangerous situation or immediate threat is received and an institutional official (or officials), in coordination with public safety agencies or community partners if necessary, has verified that a legitimate emergency or dangerous situations exists, the Office of Public Safety and Security (OPSS) will issue an emergency notification to the campus community. Authorized personnel from OPSS will send out a Vandal Alert, which may include some or all of the following methods of contact: Email, telephone message, and/or text message. The UI will, without delay, and taking into account the safety of the community, determine the content of the Vandal Alert 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. Depending on the situation and circumstances, the information may also be included in various campus publications; the Public Safety and Security and University websites; and/or press releases.

In addition, the Vandal Alert system is tested at least once per semester.

Timely Warnings

The Clery Act requires institutions to make a “timely warning” to the campus community when a report of murder, sex offense, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, or arson is received by campus security authorities and, in the judgment of the institution, the crime at issue poses a serious or continuing threat to students and employees. The Act and its implementing regulations leave it to each institution to determine the suitability, timing and substance for these reports. At the University of Idaho, the Office of Public Safety and Security (OPSS) along with senior leadership are responsible for making these determinations and for issuing “timely warnings” when appropriate.

When the OPSS becomes aware of criminal incidents that in the judgment of OPSS and the University's senior leadership constitute an ongoing or continuing threat to the campus community, the OPSS issues a timely warning to notify the community. Depending on the particular circumstances, a timely warning may be disseminated by using one or a combination of the following: Vandal Alert, which may include email, telephone message and/or text message; various campus publications; the Public Safety and Security and University websites; and/or press releases.

Reporting Crimes and Other Emergencies

Important Phone Numbers

- During an **EMERGENCY** (*Fire/Medical/Accident/Hazardous Spill*) always **CALL 911**
- To Reach CAMPUS SECURITY in a non-emergency, call (208) 885-7054
- For University of Idaho Emergency Updates, call (208) 885-1010
- National Poison Control call 1-800-222-1222
- Environmental Health & Safety (*Hazardous Materials/Lab Safety/Building Safety/Occupational Safety*) (208) 885-6524
- Facilities Services (208) 885-6246
- Moscow Police Department (non-emergency (208) 882-COPS (2677)
- OFFICE OF PUBLIC SAFETY AND SECURITY (208) 885-7074
- HUMAN RIGHTS, ACCESS AND INCLUSION The University of Idaho's non-discrimination policies, including bias or sexual harassment prevention and response, (208) 885-4285
- OMBUDS OFFICE Confidential, impartial and informal conflict resolution assistance, (208) 885-6151
- VIOLENCE PREVENTION PROGRAMS (208) 885-2956
- COUNSELING AND TESTING CENTER Free and confidential counseling services for students, call (208) 885-6716
- STUDENT AFFAIRS (208) 885-6757
- HUMAN RESOURCES (208) 885-3638
- BEHAVIOR OF CONCERN *If you see something, say something!* If you notice behavior of concern in students, staff, faculty or visitors, please seek advice from the Office of Public Safety and Security (208) 885-2254

Voluntary Confidential Reporting

The University of Idaho's confidential hotline number is: 800-775-1056. If anyone sees or suspects unethical or illegal behavior, they may report their concerns anonymously through this toll free number.

Campus Security Authority Training

A Campus Security Authority (CSA) is a person who has significant responsibility for student and campus activities and to whom crimes are most likely to be reported.

Campus Security Authorities include Faculty Advisors to student organizations, Athletic Team Coaches, the Director of Athletics, Intercollegiate Athletics Administration staff members, the Director of Movement Sciences, the Director of the Idaho Commons and SUB, the Dean of Students, the Director of Residences, Resident Advisors, Campus Security, the

Director of Emergency Management and Security Services, the Risk Officer and the AVP's of Coeur d'Alene, Boise and Idaho Falls Higher Education Centers.

An online training program for all Campus Security Authorities is available within the University of Idaho's learning management system: NetLearning .

Emergency Notifications and Evacuation Procedures

Emergency Notifications

Emergencies may range from severe weather to building evacuations to campus closures, and the University has a variety of methods to communicate with students, faculty, staff, visitors, and the public in the event of these and other possible emergencies. Depending on the situation, the University may use some or all of the following tools.

Vandal Alert is used to contact the University of Idaho community by email, text messaging and/or voice in the event of an emergency. If a timely warning or an emergency notification is sent, the Office of Public Safety and Security will utilize the Vandal Alert system to communicate pertinent information which may include but may not be limited to a description of the incident, location, and appropriate protective action to take.

University of Idaho Public Safety and Security website: <http://www.uidaho.edu/public-safety-and-security>. This website is updated with information during actual emergencies or campus closures.

Facebook. <https://www.facebook.com/UniversityOfIdahoEmergencyManagement> The University of Idaho Emergency Management Facebook page posts information about emergencies and safety concerns and is also two way communication from people who have "Liked" the page.

University of Idaho Active in Emergencies update line: (208) 885-1010. Students, faculty, and staff members may call this main number for information and status updates on emergencies and campus closures.

Local News Media. University Communications and Marketing sends press releases and communicates with local media. Because our students, staff, and faculty have varying schedules, the University depends greatly on broadcast media to communicate important emergency information to our campus community before or during their commutes.

Telephone Trees. The Office of Public Safety and Security, as well as all University Units, maintain and update telephone trees of contacts that are activated during emergencies.

The Office of Public Safety and Security primarily develops and disseminates emergency information in cooperation with University Marketing and Communications.

Evacuation Procedures

35.22 - Emergency Evacuation Procedures. The Environmental Health and Safety Office has developed general emergency evacuation procedures and each department supplements these procedures with departmental supplemental information. It is recommended that these procedures be posted in every department and distributed to all building occupants.

Comprehensive Emergency Management Plan (CEMP). The University CEMP describes three protective actions that may be issued by the University Office of Public Safety and Security or University personnel. Protective actions will be issued based on situational awareness and unique conditions.

Evacuation. The first protective action that may be issued by the University Office of Public Safety and Security or university personnel is a building or campus-wide EVACUATION. An EVACUATION protective action may be issued in response to a fire, hazardous materials spill/release, or active shooter situation. An EVACUATION protective action should not be issued for a bomb threat unless there is credible and specific information regarding the location and time of the threat. This protective action is aimed to keep students, faculty, staff, and visitors safe by creating distance between them and the hazard area. EVACUATION means immediately leaving the area you are located for another designated safe location. If a campus-wide EVACUATION is issued, everyone on a campus is required to immediately leave on foot in an orderly manner and should not try to leave by car. Specific information regarding how to properly EVACUATE can be accessed on the Environmental Health and Safety website at <http://www.uidaho.edu/public-safety-and-security/environmental-health-and-safety/topics/firesafety/fireexits>.

Shelter-In-Place. The second of the protective actions that may be issued by the University Office of Public Safety and Security or university personnel is SHELTER-IN-PLACE. A SHELTER-IN-PLACE protective action may be issued in response to a hazardous materials spill/release, active shooter situation, or weather emergency. This protective action is aimed to keep students, faculty, staff, and visitors safe while remaining indoors. SHELTER-IN-PLACE means selecting a secure, interior room if possible, with no or few windows, and taking refuge there. Students, faculty, staff, and visitors are required to immediately SHELTER-IN-PLACE in an orderly manner when directed by emergency response personnel or a Vandal Alert message. Specific information regarding how to properly SHELTER-IN-PLACE can be accessed on the Public Safety and Security website.

Temporary Closure. The third protective action that may be issued by the University Office of Public Safety and Security or university personnel is TEMPORARY CLOSURE. A TEMPORARY CLOSURE protective action may be issued after an EVACUATION is ordered and it is determined that a building or campus is unsafe until further notice. This protective action is aimed to keep students, faculty, staff, and visitors safe by keeping them out of the hazard area and away from emergency response operations. TEMPORARY CLOSURE means all campus classes and functions are canceled until further notice. Only essential personnel should remain on campus unless they are ordered to leave by University Office of Public Safety and Security, Executive or Response Teams, or local emergency response agency personnel. Current information regarding the status of the university during an emergency can be accessed on the Vandal Alert web page at <http://www.uidaho.edu/public-safety-and-security/emergency-management/Vandal-Alerts>.

The CEMP is a living document subject to change, updates, and revisions as environments of the University changes. The Office of Public Safety and Security plans and conducts annual exercises to test and validate plans, procedures, equipment, facilities, and training. Exercise evaluations are conducted and analyzed to determine what occurred, and compared to observations of the plans, policies, and procedures. These observations and comments are discussed in an After Action Review and recommendations for improvement are made in an After Action Report (AAR). An Improvement Plan (IP) is then developed to clarify actions necessary to implement improvements.

Missing Student Notification Policy Statement

95.34 - Missing Persons

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, notify Campus Security at their 24/7 number at (208) 874-7550.

University Security will contact the Director of Emergency Management and Security Services or designee. The Director of Housing and Dean of Students Office will also be contacted.

The Moscow Police Department (MPD) will be informed within 24 hours and will be provided with the student's emergency contact information. If the missing student did not designate an emergency contact person, a missing student report will still be made to MPD.

The Dean of Students Office (DOS) will attempt to notify the students' emergency contact(s) within 24 hours of determining that the student is missing. If the missing student is under the age of 18 and is not an emancipated individual, the DOS Office will notify the student's parents or legal guardian immediately after it has been determined that the student has been missing for 24 hours.

Security and Access Policy Statement

40.28 - Access Control Policy

It is the policy of the University of Idaho that after normal working hours all facilities shall be locked and secured in order to maintain the safety of both the facilities and their contents including any faculty, staff and/or students. Building card access systems provide an alternative method of controlling access to a building or area, allow for accountability in building access, and facilitate key management due to the reduced number of keys needed. Keys and cards are issued for entry to University facilities for the purpose of conducting University business only. The most effective security happens when all University employees and students share in the responsibility of ensuring the safety integrity of all campus facilities.

Residential Buildings

Access to campus residential buildings is operated by University Housing and is restricted to residents, their guests, and applicable staff. Access can be by card and/or key. Students will be issued a room key or room/suite access on their Vandal Cards when they check into the residence halls. They will also receive Vandal Card access to the exterior building doors.

We pride ourselves on having the highest standards of security and demonstrate numerous methods to ensure student residential housing safety, including:

- **Vandal Card Building Access:** residence hall students must use their Vandal Card to enter a residence hall and their card access is restricted to their specific residence hall building and community areas.
 - **Escort Policy:** University Housing requires that students living in residence halls escort guests in and out of buildings at all times. Students may not have a guest stay more than 3 consecutive nights during the semester and is at no time allowed to give their guest card access to the residence hall.
 - **Resident Assistants (RA's):** RA's are located in each hall/floor to resolve student's needs and act as a guide/monitor of student safety procedures and protocol.
 - **Professional Staff:** Each residence hall has a live-in Resident Director or Area Coordinator who is a full time professional staff member available to assist students with any safety or community needs.
 - **LLC 24-Hour Desk:** a 365 day operation, the 24-Hour desk serves as a student resource for emergencies, lock-outs, disturbances, complaints or other student needs. Students and University guests can visit the desk or reach it by phone at 208-885-7379.
 - **Moscow Police Department:** University Housing works directly with the Moscow Police Department to ensure student safety. Police Officers do frequent hall walk-throughs to check that student safety procedures are being followed.
-

- **Campus Security:** University Housing works with the Campus Security officers to provide hall walk-throughs, safety checks and a 24-Hour campus 'Safe Walk' program.

Security Considerations in the Maintenance of Campus Facilities

Contractors working on University projects are required to meet with Facilities' Architectural and Engineering Services department to obtain authorization for access. They are then issued the appropriate keys and card access on a temporary basis to the required areas for their work. Contractors are responsible for the security of the keys/access, their proper use, and the spaces they unlock. Access and keys issued are for official authorized University of Idaho business use only, and are the property of the University of Idaho. Keys are to be returned to Facilities when the project requiring the keys/access ends or upon request. Project retention will not be released until all keys are returned. Some funding is typically retained from contractors, attempting to ensure all punch list and manuals, etc. are completed before final payout of the contract. Misuse and or loss of the keys/access issued could result in severe disciplinary action up to and including prosecution and/or restitution to re-key all affected areas.

Campus Law Enforcement Policy Statements Overview

95.15 - Crime Reporting and Programs and Campus Law Enforcement

Police services are provided by Moscow Police Department under a contract between the Regents of the University of Idaho and the City of Moscow. The Moscow Police Department has full police authority to investigate, apprehend and arrest, and to enforce applicable laws and ordinances on the campus. The Moscow Police have jurisdiction over streets, alleys and other public areas. Fraternities and sororities are located in the City of Moscow and receive police services from the Moscow Police Department. The Moscow Police Department interacts with federal, state and local law enforcement agencies. The contract with the City of Moscow for police services provides for the services of nine (9) FTE officers. When spread over 24-hours a day, 365 days a year this staffing level generally allows one or two officers to be on the campus or in adjacent areas of the city at all times, although variations will occur. There is a Police Sub-Station on the Moscow campus, located in the Idaho Commons at 875 South Line Street.

Campus Security

The University of Idaho Campus Security services are provided by AlliedBarton under a contract between the University of Idaho and AlliedBarton Security Services, LLC. The mission of the University Campus Security is to create a safe, secure campus to provide a safe educational environment through a community approach to security, the promotion of personal safety, and awareness and the deterrence of crime. They strive to preserve this safe and healthy environment through quality training, effective leadership, and collaboration with the Moscow Police Department. To make the University safer, the non-sworn, unarmed security team's core duties are:

- Performing regular visible patrols of the facilities to watch for potential safety hazards and crimes;
- Checking to ensure buildings are locked and secured;
- Documenting detected problems;
- Escalating issues to the University staff that have responsibility for the area/facility or to the Moscow Police Department as directed; and
- Providing Safe Walk services by accompanying students, faculty, and/or staff across campus to make sure they can safely traverse the campus without fear of personal harm.

Accurate and Prompt Reporting

95.15 - Crime Reporting and Programs and Campus Law Enforcement

All students, faculty, staff, and visitors are encouraged to promptly and accurately report criminal incidents, accidents, emergencies and non-emergencies. If there is an emergency on campus, call 911. For non-emergencies and other reports, call Campus Security at (208) 885-7054 on the 24/7 line or the Department of Public Safety and Security during campus business hours.

Pastoral and Professional Counseling Reporting

The University Counseling and Testing Center (CTC) provides a supportive and confidential environment for students to explore their concerns and learn new skills to deal more effectively with problems that may be interfering with their personal well-being and academic goals. Crisis appointments are also available during normal operating hours, and for after-hours crisis intervention students may call the CTC at (208) 885-6716. Professional counselors at the University are encouraged, if and when they deem appropriate, to inform those they counsel of the procedures for reporting crimes voluntarily for inclusion in the Security and Safety Plan.

Monitoring and Reporting of Criminal Activity

The University receives a crime report from the City of Moscow Police Department (MPD) on a daily basis that includes time and date, case number, nature, address, location, and disposition of reported incidents. The Office of Public Safety and Security and MPD collaborate to determine if any crimes in the City involve University students or student organizations. If criminal activity occurs, contact the Police or Sheriff Department in the local jurisdiction of the trip or event, and also submit an Accident/Incident report to the University.

Crime Prevention Programs

Threat Assessment and Management Team

The University of Idaho is committed to providing a safe working, living and learning environment for its members and visitors. This commitment applies to all facilities and locations, including vehicles and field locations, where university business is conducted or services are provided.

An important early step in preventing violence is to assess and manage any behavior that might develop into actions that would harm the self or others. The University is interested in providing assistance to individuals or units who observe behavior that concerns them, and that has potential to develop into disruptive or harmful actions.

If you notice behavior of concern in students, please refer your concerns to [Student Affairs](#).

If you notice behavior of concern in staff, faculty or visitors, please seek advice from the [Office of Public Safety and Security](#). Public Safety and Security can direct you to University resources to deal with the behavior that concerns you.

The University provides students, staff and faculty with many resources to address behavior of concern, and appreciates your individual role in working to make the University a safe environment.

Safe Zone Training

Safe Zone is a program at the University of Idaho which identifies faculty, staff, and students who can provide support and resources for Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) students, faculty, and staff. A Safe Zone sign indicates that the person who posted it is a person who will be understanding, non-judgmental, and trustworthy. Individuals will know that they can come to this person for help, advice, or just talk with someone who is supportive of their sexual orientation or gender identity. Safe Zone training is offered twice a semester to campus faculty, staff, and students who wish to establish a Safe Zone in their area. Also, Safe Zone training can be provided on site at other times.

Moscow Police Department

The Moscow Police Department partners with the University of Idaho to provide public safety and security programs to various groups on campus including fraternities and sororities.

Interagency Planning, Training, and Exercises

In addition to planning, training, and exercising with the Moscow Police Department and the Moscow Volunteer Fire Department, the UI Office of Public Safety and Security's Office of Emergency Management has representation on the Latah County Local Emergency Planning Committee (LEPC) and the North Central Healthcare Coalition. In addition, they participate in LEPC workshops and in Idaho Bureau of Homeland Security exercises.

Drug and Alcohol Policies

According to the University Student Code of Conduct, Article VIII: Alcohol and Drugs:

Drug Policy

The sale, use, or possession of illegal drugs is a violation of this code.

Alcohol Policy

Sale or illegal possession or illegal consumption of alcoholic beverages is prohibited in facilities owned, leased, or operated by UI and on campus grounds.

Alcoholic beverages may not be possessed or consumed under any circumstances in areas open to and most commonly used by the general public. These areas include, but are not limited to, lounges, student union buildings, recreation rooms, conference rooms, athletic facilities, and other public areas of UI-owned buildings or grounds.

UI's primary role in handling matters involving the use or potential use of drugs or alcohol by its students is that of counseling. However, in appropriate situations, the full range of sanctions may be applied. For students under 21, it is illegal to consume alcohol on or off campus.

For more detailed information about the [Student Code of Conduct](#) and the Judicial Process, go to the [Judicial Affairs](#) web page.

Substance Abuse Education Programs

The Counseling and Testing Center (CTC) offers assessment, short-term counseling, groups, educational programs, and referrals for students experiencing substance use and abuse issues. Counselors work with students to explore how their use of alcohol and/or drugs may be a problem or could interfere with their academic success. A non-confrontational approach is used to help students develop strategies to reduce their consumption and the negative consequences of their alcohol and drug use. Online screening for alcohol problems is available on the [CTC web site](#). Students who require intensive outpatient counseling or inpatient treatment are referred to an appropriate off-campus facility.

The Moscow Police Department teaches alcohol education and blood alcohol content (BAC) awareness through an interactive presentation with six pre-determined volunteers drinking to different levels of intoxication and performing some live field sobriety tests to illustrate the different levels of impairment.

The Office of the Dean of Students coordinates programs in substance abuse education for students. Regularly occurring programs include the following:

- Alcohol Awareness Week with guest speakers and forums in student living groups and places of public assembly;
- Leadership Training for fraternity/sorority leaders, residence hall officers and resident advisors; and
- New Student Orientation includes discussions on substance abuse and wellness issues.

For more information, Read the 2012 Drug and Alcohol Abuse Prevention and Education notification for University of Idaho Students and Employees.

<http://www.uidaho.edu/~media/Files/orgs/Student%20Affairs/DOS/Safety/Annual%20Notification%202012>

Firearm Policy

FIREARMS

Effective July 1, 2014, section 18-3309, Idaho code permits qualified retired law enforcement officers and individuals who have obtained an Idaho enhanced concealed weapon license, to possess a concealed firearm on public college and

university property; with the exception of carrying within student dormitories or residence halls and at public entertainment/sporting facilities with a seating capacity of greater than 1,000.

The University of Idaho recognizes that a safe and secure environment is critical to maintaining a climate that is conducive to learning. The University of Idaho Firearm policy is consistent with State of Idaho law and The Governing Policies and Procedures of the Board of Regents of the University of Idaho.

The University of Idaho allows the concealed carry of firearms and ammunition by holders of licenses described in section 18-3309(2), Idaho Code under the conditions and limitations set out in that section. Any other possession of firearms, including open carry, on University property is prohibited under the authority granted in section 18-3309 (1), Idaho Code, unless specifically approved by the Executive Director of Public Safety & Security or as specified in this policy."

Sex Offenses Policy

Faculty Staff Handbook (FSH), Chapter Two: 2350 Student Affairs Policies Sexual Harassment & Sexual Violence Pertaining Specifically To Students

NOTE: The following policy will apply to claims of Sexual Harassment (including Sexual Violence) and claims of Gender-Based Harassment whether occurring on or off campus. The terms of this policy supplement current University policy regarding Sexual Harassment, and supersede any contrary terms in any current University policy (including any contrary terms in FSH [2200](#) - Statement of Student Rights; FSH [2300](#) - Student Code of Conduct; FSH [2450](#) - Appeals to Faculty Senate in Disciplinary Cases; FSH [3215](#) – Non-Discrimination on the Basis of Sexual Orientation and Gender Identity/Expression; FSH [3220](#) – Sexual Harassment). [rev. 5-12]

FSH: Reporting, Jurisdiction, Judicial Process and Appeals

A. DEFINITIONS:

A-1. "Gender-Based Harassment" includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

A-2. "Sexual Harassment" is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual Violence is a form of Sexual Harassment.

A-3. "Sexual Violence" refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of different acts fall within the definition of Sexual Violence, including but not limited to rape, sexual assault, sexual battery, and sexual coercion. All such acts of Sexual Violence are forms of Sexual Harassment.

A-4. "Educational Setting" refers to all the academic, educational, extracurricular, athletic and other programs of the University of Idaho, whether those programs take place in a University facility, at a University class or training program, or elsewhere.

B. REPORTING SEXUAL VIOLENCE. Students who have been sexually assaulted always have the option of reporting the incident to the police. The University of Idaho will provide whatever assistance the victim needs in notifying the police. On-campus assaults should be reported to the Office of Public Safety and Security at (208) 885-7074. Off-campus incidents taking place around campus or in the city of Moscow should be reported to the Moscow Police Department at (208) 882-

COPS (2677). Assaults taking place elsewhere should be reported to the local police in the jurisdiction where the crime occurred; upon request, the Office of Public Safety and Security will assist victims in reporting to the appropriate law enforcement agency. In all cases, emergency assistance can be reached by calling 911.

Additionally, or if the victim does not wish to prosecute the offender or report the offense to the police, she/he can still file a report with the Dean of Students Office and Campus Title IX Coordinator provided the offender is a student. An administrative investigation will be initiated under procedures outlined in the Student Code of Conduct. Students who believe they have experienced sexual harassment, including sexual violence, are encouraged to come forward to receive assistance. But regardless of whether the harassed student files a complaint or otherwise requests assistance, university employees who know about possible harassment must take appropriate steps to report the information to the Title IX Coordinator.

C. JURISDICTION. The jurisdiction of University of Idaho disciplinary regulations shall expand to govern off-campus conduct when such off-campus conduct constitutes Sexual Harassment or Gender-Based Harassment that may have continuing adverse effects in the Educational Setting.

D. VIOLATIONS OF THE STUDENT CODE OF CONDUCT:

D-1. Sexual Harassment and Gender-Based Harassment are violations of the Student Code of Conduct (see [FSH 2300](#)).

D-2. Because campus security and safety are critical to the essential operation of the University, even a single violation of the Student Code of Conduct's prohibition of Sexual Harassment or Gender-Based Harassment may merit expulsion.

E. CHARGES OF SEXUAL HARASSMENT OR GENDER BASED HARASSMENT:

E-1. When the allegations in a student's complaint include Sexual Harassment or Gender-Based Harassment, the Dean of Students office ("DOS") must investigate the incident and take immediate steps to protect the complainant in the Educational Setting. This applies whether the alleged conduct occurred on or off campus.

E-2. A preponderance of the evidence (more likely than not) standard will be used to evaluate allegations of Sexual Harassment or Gender-Based Harassment.

E-3. The DOS may determine to temporarily delay fact-finding in an investigation regarding Sexual Harassment or Gender-Based Harassment while law enforcement authorities are gathering evidence; but once notified that law enforcement has completed gathering evidence, the DOS must promptly resume fact finding. The DOS may not await the ultimate outcome of a law enforcement investigation or the filing of charges before resuming or beginning fact finding. *[ed. 5-12]*

E-4. Both parties must be afforded similar and timely access to any information that will be used at the hearing, other than each party's work product (or that of the party's advisor), consistent with FERPA and other relevant laws, including any recognized privilege.

F. RIGHT TO A HEARING:

F-1. The University Judicial Council ("UJC") (see [FSH 2400 B-2](#) & [1640.93](#)) hearing shall be private when the matter involves charges of Sexual Harassment or Gender-Based Harassment.

F-2. During a hearing involving charges of Sexual Harassment or Gender-Based Harassment, neither the accused student nor his or her representative will be permitted to directly question the complainant(s). Instead, such persons may submit written questions to the chair of the UJC ("Chair"), who will ask questions the Chair determines to be appropriate. *[rev. 5-12]*

G. TYPICAL TIMEFRAME OF THE PROCESS: (see [FSH 2300 X](#)). A typical timeframe for the complaint investigation and hearing procedure is as follows: (1) The University investigation of the complaint is generally completed within 60 calendar days following receipt of a complaint; (2) Both parties receive a response regarding the outcome of the complaint within 10 business days following the UJC's decision; (3) Either party may appeal the UJC's decision within 14 calendar days in accordance with the Appeals provision below. Both parties should receive periodic updates from the DOS. A number of factors may influence the timeframe of any particular complaint investigation and hearing procedure; this typical timeframe is provided for informational purposes only and does not bind the University to this timeframe for any particular complaint. *[rev. 5-12]*

H. APPEALS: (see [FSH 2450](#))

H-1. Either party has the right to appeal the decision of the UJC by notifying the Office of the Faculty Secretary to that effect in writing, within 14 calendar days following receipt by the party of the written decision of the UJC. Parties wishing to appeal must include valid contact information. Appeals may be sent to: Office of the Faculty Secretary, P.O. Box 441106, Moscow, ID 83844-1106.

H-2. A subsequent hearing before the UJC or another board as the result of an appeal by either party, shall not be considered a second "trial" for purposes of [FSH 2200](#) IV(10).

H-3. This Section H specifically supersedes any contrary provision of [FSH 2450](#), including, specifically, subsection D-10.

I. DISCLOSURE OF OUTCOME OF DISCIPLINARY PROCEEDING:

I-1. Both the complainant and the accused student will be notified, in writing, of the outcome of a complaint and any appeal. "Outcome" for these purposes means whether the harassment was found to have occurred. The University will only disclose information about the sanctions imposed when they directly relate to the harassed student, such as a sanction of no contact with the complainant.

I-2. When the allegations include a crime of violence or a non-forcible sex offense, the University will, disclose to the alleged victim of such crime or offense the final results of any disciplinary proceeding conducted by the University against a student who is an alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph. The University may disclose to anyone, upon written request, the final results of a disciplinary proceeding if the University determines that the student is an alleged perpetrator of a crime of violence or a non-forcible sex offense, and, with respect to the allegation made, the student has committed a violation of the institution's rules or policies. "Final results" for these purposes means the name of the accused student, any violation found to have been committed, and any sanction imposed against the accused student by the University. *[rev. 5-12, ed. 10-12]*

I-3. When the allegations include a sex offense, both the complainant and the accused student must be informed of the outcome of any institutional disciplinary proceeding (APM [95.20](#) G-2) brought against the accused student. "Outcome" for these purposes means the University's final determination with respect to the alleged sex offense and any sanctions imposed against the accused student. *[ed. 5-12, ed. 10-12]*

Description of Educational Programs

The Violence Prevention Programs Office offers a variety of presentations relating to interpersonal violence. Topics include:

- Sexual Assault (General)
- Sexual Assault on College Campuses
- Sexual Assault & People with Disabilities

- The Intersections of Interpersonal Violence: (Overview) Child Abuse, Incest, Sexual Assault & Rape, Dating Violence, Domestic Violence & Stalking
- Domestic Violence (general)
- Domestic Violence and the Criminal Justice system
- Domestic Violence as a Global Health Issue
- Dating Violence (general)
- Dating, Domestic Violence & Stalking: Technology as a Weapon
- Stalking (general)
- Interpersonal Violence: Unique Challenges for members of the LGBTQ community
- How Can I Help? An overview of what friends, families and colleagues of survivors of violence need to know

Speakers Bureau. The Speakers Bureau is made up of students, staff and faculty members who also are survivors of Interpersonal Violence (IPV). They are a resource for students, student and general media, faculty and staff. Their immediate goal is to remove the stigma from survivors and discussions surrounding sexual assault, child abuse, domestic violence, dating violence and stalking to create empathy and inspire individual and collective action in addressing the causes underlying person-to-person violence.

Audiences may include: Residence halls, classes, events and faculty meetings or groups. News reporters, faculty, staff and students might also wish to contact the Speakers Bureau members for stories and projects in which they need to talk to someone close to the issues.

Procedures to Follow In the Event of a Sexual Assault

Get to Safety: Get to a safe place, and ask a friend to stay with you.

Call Help: Call the 24-Hour helpline **(208) 883-HELP (4357)** to speak with an advocate for confidential and anonymous support. This advocate can help walk you through the process of seeking medical help, preserving evidence and reporting the crime, based on what you are comfortable with.

Preserve Evidence: Try to preserve all evidence of the assault. Avoid drinking, bathing, showering, douching, brushing your teeth, or changing your clothes. Evidence can be collected at an emergency room and you can decide later whether or not you want to press criminal charges. Collecting physical evidence must occur within 96 hours (4 days).

Write Down Details: Try to write down, or have a friend write down, everything you can remember about the incident including a physical description of the perpetrator, their identity if you know it, and the use of threats or force.

Get Medical Attention: Your personal health is most important! Visit an emergency room or medical facility to be checked out. This includes testing for HIV and other sexually transmitted infections (STIs), as well as receiving preventative treatments (medications to prevent STIs and pregnancy and protect against HIV transmission may be offered). A nurse who is a specially trained Sexual Assault Nurse Examiner (SANE) will help you and [collect evidence](#).

On-Campus Resources

[Violence Prevention Program](#)-(208) 885-2956

If you or someone you know has experienced a sexual assault or is in an abusive relationship, we are here to help. We are here to listen, support, and provide you with resources and options - you should not have to face an abusive situation alone! [Click HERE for Campus Sexual Violence Policy](#)

[Student Health Clinic](#)-(208) 885-6693

In the event of a sexual assault, if you need information on how to obtain [emergency contraception](#) or STD testing, call the Student Health Clinic on campus to set up an appointment.

[Counseling & Testing Center](#)-(208) 885-6716

To meet with a counselor on campus, please contact our Counseling & Testing Center to schedule an appointment.

Off-Campus Resources

[Alternatives to Violence of the Palouse](#) (ATVP)- (208) 883-4357

If you need a confidential advocate to walk you through the process of getting the help you need regarding sexual assault, domestic violence or stalking, contact ATVP.

[Moscow Police Department](#)- (208) 882-COPS (2677)

To report sexual assault or domestic violence, please contact the Moscow police Department.

[National Sexual Assault Hotline](#)-1 (.800)656-HOPE

Changes in Academic and Living Situation

Whenever the University receives a report of sexual misconduct or sexual assault, complainants who are members of the university community may be referred to an advocate from the Violence Prevention Program who can serve as a resource person to the complainant to identify, explain and navigate the complainant's reporting options and the available support services. This may include but is not limited to referrals to counseling, educational support, medical treatment, and information about university processes, criminal processes, and legal assistance. The advocate may also provide assistance in rearranging class schedules, extracurricular activities, and on-campus housing/dining arrangements (for reasons including avoiding contact with the accused student).

The advocate may also assist the complainant in working with appropriate offices to make reasonable accommodations such as, but not limited to:

- issuing written instructions to the accused student restricting him or her from making contact with the complainant;
- temporarily moving the complainant—if living in university housing—to other living arrangements; or
- making alternative instructional arrangements for the accused student.

Registered Sex Offenders

The University advises the campus community where information provided by the State of Idaho concerning registered sex offenders may be obtained. A link to the Idaho State Police Sex Offender Registry (SOR) may be accessed from the Security Services website: <http://www.uidaho.edu/public-safety-and-security/security-services/sexualassault/awareness> The Idaho SOR searches may be conducted by registrant's last name, city, county, zip code, or map. In addition, the National Sex Offender Registry may be accessed via the Idaho State Police webpage.

Student Disciplinary Hearing Results

Upon request the University will disclose the results of a disciplinary proceeding for a violent crime or non-forcible sex offense to:

- The victim of such crime or offense; or
- The next of kin, if the victim is deceased.

Boise

Boise Center for Higher Education

The University of Idaho's Boise Center for Higher Education is located at the Idaho Water Center, 322 East Front Street, Boise, Idaho. The Boise Center does not have campus residences.

Boise Center Law Enforcement

The agency providing law enforcement services to the Boise Center is the Boise Police Department. The Boise Police Department has full police authority to investigate, apprehend and arrest, and to enforce applicable laws and ordinances on the campus. The university does not have a contract with the Boise Police Department for law enforcement services.

If minor offenses involving university rules and regulations are committed by a university student, the police may also refer the individual to the disciplinary division of Student Affairs.

Important Phone Numbers

Emergency: 911

Reporting Crimes:

- Boise City Police Department, 333 N. Mark Stall Place, Boise ID, (208) 337-6790
- Boise Center:
 - AVP/ CEO Boise, 322 E. Front St., Ste. 350, Boise ID, (208) 364-4002
 - Events Coordinator and Operations Manager, 322 E. Front St., Ste. 324, Boise ID, or (208) 364-6137

For Medical Treatment:

- St. Alphonsus Regional Medical Center., 901 N. Curtis Rd., Boise ID, (208) 367-3221
- St. Luke's Boise Medical Center., 190 E. Bannock St., Boise ID, (208) 381-2222
- Treasure Valley Hospital, 8800 Emerald, Boise ID, (208) 373-5000

Reporting Assistance:

24-hour Rape Crisis Hotline - (208) 345-7273 – Women's and Children's Alliance, 720 West Washington St., Boise, ID

Employee Assistance Program:

Crisis Services 24-hour line (800) 833-3031, or Monday-Friday 8:00 a.m. - 5:00 p.m., (800) 999-1077

Other Phone Numbers:

- For University of Idaho Emergency Updates, call (208) 885-1010
 - National Poison Control call 1-800-222-1222
 - Environmental Health & Safety (*Hazardous Materials/Lab Safety/Building Safety/Occupational Safety*) (208) 885-6524
 - OFFICE OF PUBLIC SAFETY AND SECURITY (208) 885-7074
 - HUMAN RIGHTS, ACCESS AND INCLUSION The University of Idaho's non-discrimination policies, including bias or sexual harassment prevention and response, (208) 885-4285
 - OMBUDS OFFICE Confidential, impartial and informal conflict resolution assistance, (208) 885-6151
 - VIOLENCE PREVENTION PROGRAMS (208) 885-2956
 - COUNSELING AND TESTING CENTER Free and confidential counseling services for students, call (208) 885-6716
 - STUDENT AFFAIRS (208) 885-6757
 - HUMAN RESOURCES (208) 885-3638
 - BEHAVIOR OF CONCERN *If you see something, say something!* If you notice behavior of concern in students, staff, faculty or visitors, please seek advice from The Office of Public Safety and Security (208) 885-2254
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Coeur d'Alene

The Coeur d'Alene Center for Higher Education

The University of Idaho's Coeur d'Alene Center for Higher Education is located at North Academic Way, Suite 242, Coeur d'Alene, Idaho. The Coeur d'Alene Center does not have campus residences.

Coeur d'Alene Center Law Enforcement

The agency providing law enforcement services to the Coeur d'Alene Center is the Coeur d'Alene Police Department. The Coeur d'Alene Police Department has full police authority to investigate, apprehend and arrest and to enforce applicable laws and ordinances on the campus. The university does not have a contract with the Coeur d'Alene Police Department for law enforcement services.

If minor offenses involving university rules and regulations are committed by a university student, the police may also refer the individual to the disciplinary division of Student Affairs.

Important Phone Numbers

Emergency: 911

Reporting Crimes:

- Coeur d'Alene City Police, 3818 Schreiber Way, Coeur d'Alene, (208) 769-2320
- Coeur d'Alene Center:
 - AVP/CEO of Northern Idaho, 1031 N. Academic Way, Ste. 242, Coeur d'Alene ID, or (208) 667-2588

For Medical Treatment:

Kootenai Medical Center, 2003 Kootenai Health Way, Coeur D'Alene ID, (208) 666-2000

Reporting Assistance:

24-hour Rape Crisis Line - (208) 661-2522 – North Idaho Violence Prevention Center

Employee Assistance Program:

Crisis Services 24-hour line (800) 833-3031, or Monday-Friday 8:00 a.m. - 5:00 p.m., (800) 999-1077

Other Phone Numbers:

- For University of Idaho Emergency Updates, call (208) 885-1010
- National Poison Control call 1-800-222-1222
- Environmental Health & Safety (*Hazardous Materials/Lab Safety/Building Safety/Occupational Safety*) (208) 885-6524
- OFFICE OF PUBLIC SAFETY AND SECURITY (208) 885-7074
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Idaho Falls

Idaho Falls Center for Higher Education

The Idaho Falls Center for Higher Education is located at 1776 Science Center Drive, Suite 306, Idaho Falls, Idaho, and is part of the Idaho State University/University of Idaho Center for Higher Education at University Place. The Idaho Falls Center does not have campus residences.

Idaho Falls Center Law Enforcement

The agency providing law enforcement services to the Idaho Falls Center is the Idaho Falls Police Department. The Idaho Falls Police Department has full police authority to investigate, apprehend and arrest, and to enforce applicable laws and ordinances on the campus. The university does not have a contract with the Idaho Falls Police Department for law enforcement services.

If minor offenses involving university rules and regulations are committed by a university student, the police may also refer the individual to the disciplinary division of Student Affairs.

Unique to Idaho Falls, on-site non police or emergency security is also provided by Idaho State University Public Safety. Idaho State University's Public Safety employees do not possess arrest power

Important Phone Numbers

Emergency: 8-911 (When the call is made from an Idaho Falls campus land line.)

Reporting Crimes:

- Idaho Falls City Police, 605 N. Capital Ave., Idaho Falls ID, (208) 529-1200
- Idaho Falls Center:
 - AVP/CEO Idaho Falls, 1776 Science Center Dr., Idaho Falls ID, or (208) 282-7960

For Medical Treatment:

Eastern Idaho Regional Medical Center, 3100 Channing Way, Idaho Falls ID, (208) 529-6111

Reporting Assistance:

24-hour Crisis Hotline – (208) 235-2412 – Domestic Violence and Sexual Assault Center

Employee Assistance Program:

Crisis Services 24-hour line (800) 833-3031, or Monday-Friday 8:00 a.m. - 5:00 p.m., (800) 999-1077

Other Phone Numbers:

- For University of Idaho Emergency Updates, call (208) 885-1010
 - National Poison Control call 1-800-222-1222
 - Environmental Health & Safety (*Hazardous Materials/Lab Safety/Building Safety/Occupational Safety*) (208) 885-6524
 - OFFICE OF PUBLIC SAFETY AND SECURITY (208) 885-7074
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- HUMAN RIGHTS, ACCESS AND INCLUSION The University of Idaho's non-discrimination policies, including bias or sexual harassment prevention and response, (208) 885-4285
 - OMBUDS OFFICE Confidential, impartial and informal conflict resolution assistance, (208) 885-6151
 - VIOLENCE PREVENTION PROGRAMS (208) 885-2956
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University Housing Fire Safety Regulations

Resident Handbooks

All students signing a lease agreement with University Housing receive a handbook for their residence hall or on campus apartment. These handbooks outline the University of Idaho's Fire Safety Regulations. They also address university policies regarding portable electrical appliances, smoking and open flames.

1. Residence Hall Handbook (updated 8/15/2012): <http://www.uidaho.edu/~media/Files/orgs/Finance-and-Administration/University%20Housing/Forms%20and%20Policies-new/2012-2013/Residence%20Hall%20Handbook%20Final%20081512.ashx>
2. Apartment Handbook (updated 9/12/2012): <http://www.uidaho.edu/~media/Files/orgs/Finance-and-Administration/University%20Housing/Forms%20and%20Policies-new/2012-2013/Apartment%20Handbook%202012-2013%20-%20Final%20091212.ashx>

Evacuation Procedures

Residence Halls

1. Students are responsible for reading and understanding the fire safety procedures posted on the back of their dorm room entrance.
2. Students are responsible for locating all exits from their floor, memorizing their locations, and becoming familiar with "landmarks" that would aid evacuation if visibility were reduced by smoke.
3. Students are responsible for locating all fire alarm pull stations on their floor and familiarizing themselves with the correct operation.
4. At the first sound of a fire alarm, students are expected to immediately leave the building and cross to the other side of the street.

On Campus Apartments

1. Residents are expected to vacate their apartment when instructed by University, Police, or Fire personnel.
2. Elmwood Apartment residents vacate their apartment and evacuate to the other side of the street in the event of a fire alarm.

Fire Notification Reporting Procedure

1. The individual reporting a fire (staff member or student) notifies the fire department.
2. The individual reporting a fire then notifies the University Housing staff member on call.
3. The University Housing staff member assesses the situation and notifies the Director of University Housing.
4. Any additional notifications are made by the Housing Director.
5. The staff member on call completes a fire report.
6. The Assistant to the Director is responsible for faxing fire reports to Campus Security.

More information is available under "Emergency Plans" on the University Housing website:
<http://www.uidaho.edu/universityhousing/apartment-housing/health-and-safety/emergency-plans>

Fire Safety Training

The Department of Environmental Health and Safety trains resident directors at the beginning of the academic year. The resident directors are responsible for training their resident assistant staff. In 2012 the resident directors received additional training to aid them in training their resident assistants.