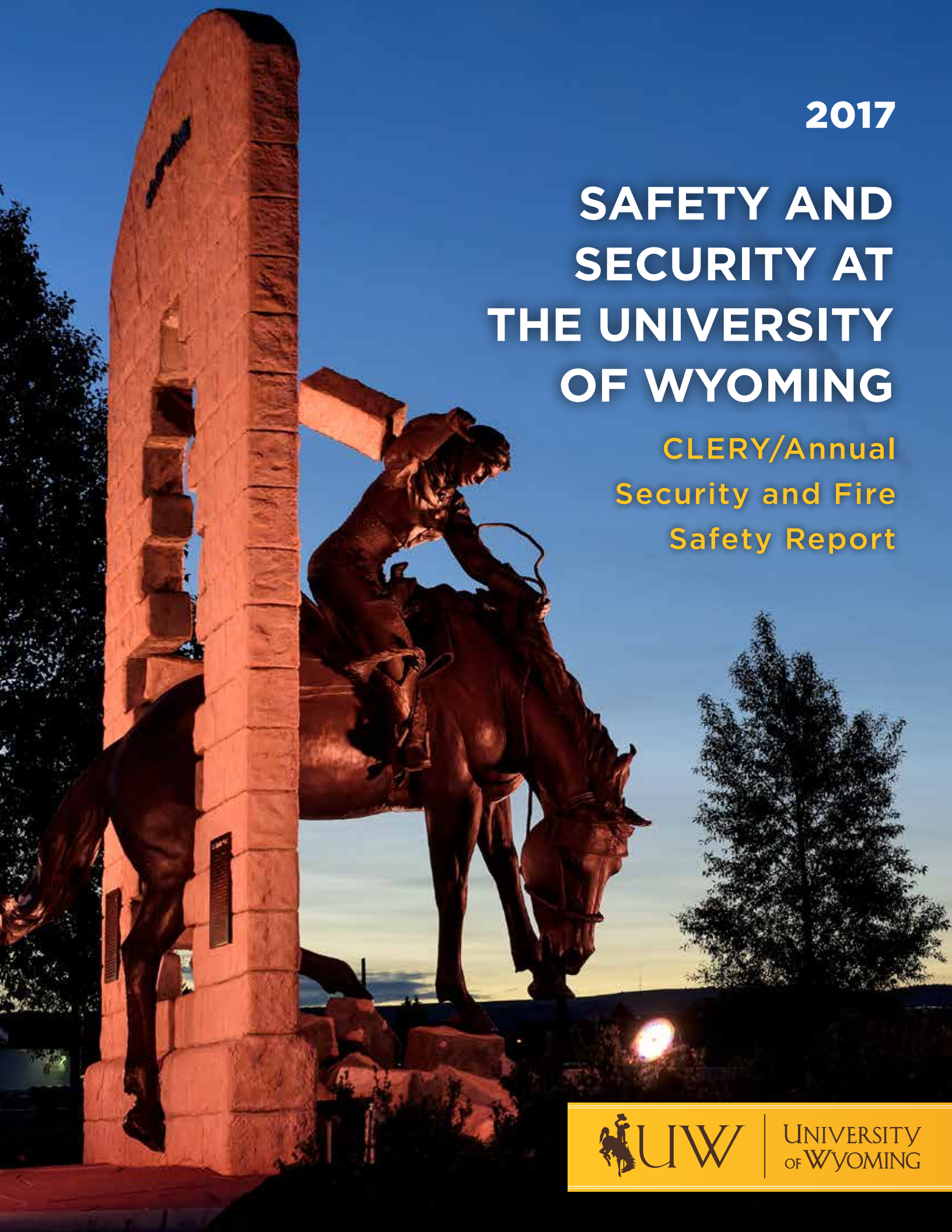


2017

# SAFETY AND SECURITY AT THE UNIVERSITY OF WYOMING

CLERY/Annual  
Security and Fire  
Safety Report



UNIVERSITY  
OF WYOMING



# QUICK REFERENCE TELEPHONE DIRECTORY

WEB SITE: [WWW.UWYO.EDU/UWPD](http://WWW.UWYO.EDU/UWPD)

## UW POLICE DEPARTMENT TELEPHONE NUMBERS

Emergencies - Police/Fire/Medical (TDD)	9-1-1	Non-Emergencies General Assistance (TDD)	(307) 766-5179
Chief of Police	(307) 766-5179	Campus Escorts	(307) 766-5179
Senior Sergeant	(307) 766-5480	Special Events Coordinator	(307) 766-5700
Investigations	(307) 766-5179	Training Coordinator	(307) 766-5480
Office Associate, Senior	(307) 766-5188	Crime Prevention	(307) 766-5780
SAFERIDE	(307) 766-3344	Fax	(307) 766-3694

## OTHER IMPORTANT TELEPHONE NUMBERS

EORR (Title IX Office)	(307) 766-5200	Transit and Parking	(307) 766-9800
Student Health Service	(307) 766-2130	Residence Life and Dining Services (RLDS)	(307) 766-3179
Dean of Students	(307) 766-3296	Physical Plant	(307) 766-6225
Laramie Police/Sheriff/Fire	(307) 721-2526	Albany County SAFE Project	(307) 742-7273
Stop Violence Program	(307) 766-3296	Employee Relations	(307) 766-5484
University Counseling Center (students)	(307) 766-2187	Albany County Crime Victim/Witness	(307) 721-5315
Human Resources	(307) 766-2215		



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**BORN  
TO BE  
A  
POKE**



September 18, 2017

Dear University of Wyoming Community:

The safety and security of our campus is of utmost importance. Each year, the University publishes this Annual Security and Fire Safety Report to provide the University community with essential information regarding campus crime statistics and security information.

With a work force of nearly 2,800 and a student body of approximately 12,400, the University is a large and complex institution. The University is committed in its efforts to assure that the campus remains safe and secure. To do so requires not just the efforts of the University Police Department, but the cooperation and understanding of every member of the University community. We ask that you do your part to help protect yourself and others. I encourage you to review this guide carefully and, in particular, the crime prevention tips that are included.

If you have any questions or suggestions about security or law enforcement at the University of Wyoming, please contact Michael Samp, University Chief of Police, at (307) 766-5179 or [bowhnr@uwyo.edu](mailto:bowhnr@uwyo.edu). Together, we can ensure that our campus community remains safe.

Sincerely,

Laurie S. Nichols  
President





## OVERVIEW OF THE UNIVERSITY OF WYOMING POLICE DEPARTMENT

The University of Wyoming Police Department (UWPD) provides comprehensive law enforcement and security services to all components of the University including the academic campus, and other properties owned or controlled by the University.

The department has 26 authorized full-time positions including 15 state certified Peace Officers, 5 Security Officers, 5 Emergency Communications personnel, 1 civilian support staff, in addition to part-time communications officers and student employees. The University Police Officers are commissioned under Wyoming State Statute and have the full range of police authorities granted any peace officer including power to arrest, on property owned by or under the control of the University of Wyoming, including adjacent public streets and sidewalks. University Security Officers work closely with our police officers in constantly patrolling University properties and assisting employees and visitors in accessing University facilities. The UWPD operates 24 hours a day, 365 days a year, and is located at 1426 East Flint, Laramie, Wyoming 82071.

The department also maintains a fully staffed investigations division, a professional recruiting and training unit, and a 9-1-1 Emergency Communications Center. The Police Department maintains excellent working relationships with all area law enforcement agencies including the City of Laramie Police Department, the Albany County Sheriff's Department, the Wyoming Highway Patrol, the Wyoming Division of Criminal Investigation (DCI), Wyoming Office of Homeland Security, and the local field office of the Federal Bureau of Investigation (FBI). These working relationships are maintained through periodic communication among agency administrators and by frequent contact between line officers and investigators cooperating on specific cases.

In addition, our agency has sophisticated communications and computer systems to provide for instant communication between local and state agencies in times of emergency.

Essential to our goal of maintaining a safe campus is providing courteous and efficient service to the entire University community. If you have questions regarding the Police Department, or comments or suggestions about our services, please contact our crime prevention department at (307) 766-5782.

Please visit the department's Web site at [www.uwyo.edu/uwupd](http://www.uwyo.edu/uwupd) This site includes detailed information about our services, along with a telephone and e-mail directory of key department personnel.

A map that identifies UW-owned properties within the City of Laramie may be viewed at the following Web address: [www.uwyo.edu/tour/map.pdf](http://www.uwyo.edu/tour/map.pdf)

## THE CAMPUS SECURITY ACT LEGAL REQUIREMENTS

The Campus Security Act requires colleges and universities to:

- *publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements;*
- *disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other University officials who have “significant responsibility for student and campus activities;”*
- *provide “timely warning” notices of those crimes that have occurred and “pose an ongoing threat to students and employees;” and*
- *disclose in a public crime log “any crime that occurred on campus. . . or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department.”*

The University of Wyoming Police Department is responsible for preparing and distributing this report. We work with other University of Wyoming departments, such as the Offices of the Dean of Students and Residence Life and Dining Services, as well as the Laramie Police Department, to compile the information.

We encourage members of the University of Wyoming community to use this report as a guide for safe practices on and off campus. It is available on the Web at the following link: <http://www.uwyo.edu/uwpd/files/docs/2012securityreport.pdf>. Each member of the University community receives an e-mail that describes the report and provides its Web address. For a printed copy, contact the University of Wyoming Police Department at Dept. 3124, 1000 E. University, 1426 East Flint Street, Laramie, WY 82071 (307) 766-5179.

## PROFESSIONAL STANDARDS

The quality of our service is dependent in part on feedback from the community we serve. The Police Department has an extensive professional standards process in place to respond to citizen complaints and concerns. The department also has various ways in which we are able to recognize outstanding performance by our employees.

Please help us improve our department by bringing your compliments and concerns to the attention of any of the following individuals in a timely manner:

- Request the on-duty Police Supervisor (normally a Police Sergeant) by calling (307) 766-5179; this individual is available 24-hours a day.
- Address written correspondence to: Chief of Police, University of Wyoming Police Department, Dept. 3124, 1000 E. University, Laramie, WY 82071.



## INCIDENT REPORTING AND RESPONSE

Students, employees, patients, and visitors are encouraged to immediately report any criminal offense, suspected criminal activity, or other emergency directly to the UW Police Department. This can be done in several ways. The first is to use one of the emergency phones and direct alarms available on campus. The second way is to simply dial 9-1-1 on any ordinary telephone. Dialing 9-1-1 will reach the UW Police Department from every UW telephone exchange. If dialing from a personal cell phone or an off-campus telephone within Laramie, the call will immediately reach the Laramie Area Records and Communications Department which dispatches for law enforcement/EMS services for the City of Laramie and Albany County. In either case, each agency has instant communication with the other and calls can be immediately transferred from one to the other. For non-emergency calls to the UW Police Department, dial (307) 766-5179. We encourage students and employees to put this non-emergency number into their cell phones as a speed dial entry.

The UW Police Department's procedures require an immediate response to emergency calls. We work closely with the full range of City and County emergency resources to assure a complete and timely response to all emergency calls. Priority response is given to crimes against persons and personal injuries. Special services include an experienced Investigations Division as well as the generous availability of local, state, and federal law enforcement agencies in providing support and assistance.

When a student is involved, the information is also provided to the Dean of Students' office for appropriate university discipline as provided by University Regulation 8-231. University Regulation 8-30 defines the code of student conduct. The institution will upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the 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.

Sanctions may include suspension or expulsion for student offenders and termination of employment for employee offenders. In on-campus disciplinary action, the accuser and accused are entitled to the same opportunities to have others present during campus hearings. Both accuser and accused shall be informed of the outcome of disciplinary hearings.

For students living in residence halls or University apartments, violations of criminal law or regulations listed in housing contracts may also result in disciplinary sanctions through the UW Residence Life and Dining Services office. Students involved in on-campus disciplinary activities related to their living in a residence hall may request a change of residence. Any such request will be honored promptly.

### CONFIDENTIAL REPORTING PROCEDURES

If you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may still want to consider making an anonymous report. With your permission, an investigator or other designee of the UW Police Department can file a report on the details of the incident without revealing your identity. The purpose of an anonymous report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of these incidents, determine if there is a pattern of crime with regard to a particular

location, method, or assailant, and possibly alert the campus community to potential danger. Reports filed in this manner are only counted and disclosed in the annual crime statistics for the institution. Information may also be shared with identified Campus Security Authorities. Reports may also be submitted by utilizing reporting forms found at these links: [http://www.uwyo.edu/uwprd/files/sexual\\_assault\\_%20report\\_form.pdf](http://www.uwyo.edu/uwprd/files/sexual_assault_%20report_form.pdf), [http://www.uwyo.edu/uwprd/files/incident\\_report\\_form.pdf](http://www.uwyo.edu/uwprd/files/incident_report_form.pdf). In addition to the above means of reporting incidents, the Police Department offers anonymous crime tip reporting at its Silent Witness link: UW Silent Witness, texting the keyword UWYO to 847411 (TIP411), and by telephone to Albany County CRIMESTOPPERS at (307) 742-2273.

## CAMPUS SECURITY AUTHORITIES

The CLERY Act mandates that institutions must disclose statistics both for crimes reported to local police agencies and crimes reported to Campus Security Authorities (CSAs). The intent of including non-law enforcement personnel as campus security authorities is to acknowledge that many individuals, and students in particular, are hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

The CLERY Act regulations define a Campus Security Authority (CSA) as:

- A member of a campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property)
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of an institution.

Campus Security Authorities for the University of Wyoming are identified as follows: The University President, Vice Presidents, Deans of the colleges, Associate Deans of the colleges, Department heads, the University of Wyoming Police Department; Dean of Students, DOS Judicial Officer, DOS Victim Advocate, DOS Greek Life Coordinator, Executive Director of Residence Life and Dining Services and Wyoming Union, RLDS Judicial Officers, Resident Assistants and Area Coordinators; ASUW President; UW Director of Athletics, Assistant ADs (including Senior Women's Administrator), and Head Coaches, and Assistant Coaches; Director and Associate Director of the Wyoming Union; Director of Human Resources; Title IX Coordinator/Manager of Investigations; Director, Student Educational Opportunity and Associate Director, University Disability Support Services; Director, University Counseling Center; Director, Risk Management and Insurance; Associate Dean, International Programs; Registrar; Director of Admissions; Student Health Services Director; Directors of off-campus facilities owned, operated, or controlled by the UW, and faculty advisors to active Registered Student Organizations (RSO's) that have been notified by the UWPD of their responsibilities.

## TIMELY WARNINGS

In the event that a situation arises, either on or off campus, that, in the judgment of the University administration, constitutes an immediate or ongoing threat, a campus wide Crime Alert will be issued. When an immediate or ongoing threat to the campus community has been confirmed, the University Police will coordinate the messaging in collaboration with the Department of Institutional Communications and Department of Information Technology. Campus advisories and warnings will be conducted without delay to ensure prompt notification of the campus community in an emergency. Timely Warnings may be issued utilizing UW ALERT (text messaging service), e-mails, the student newspaper, The Branding Iron; by public address systems, by Wyoming Public Radio, by posters or flyers; by notices posted on the University Web site, or any other method deemed appropriate based upon the circumstances. Depending on the particular circumstances of the threat, the University may issue a Crime Advisory, when circumstances indicate a particular crime has occurred that warrants information be disseminated to the public but there is no immediate or ongoing threat. Dissemination of Crime Advisories shall be tailored to the specific incidents in accordance with the policies of the University of Wyoming. The UW alert system will be tested on an annual basis, to include all electronic means of communication with the campus community.

## EMERGENCY RESPONSE PLAN

The University of Wyoming utilizes current National Incident Management System/Incident Command System (NIMS/ICS) Standardized protocols for the formation of incident management teams in large scale incidents. Details of the response plan can be viewed at: <http://www.uwyo.edu/administration/files/docs/emergencyresponseplan.pdf>. All evacuation procedures and appropriate maps are posted within facilities pursuant to fire code. Any additional situation based evacuation plans will be addressed by management in the Emergency Response Plan.

## ACCESS TO FACILITIES

The administrators responsible for each facility determine access to each campus facility.

The UW Police Department works closely with these administrators and the UW Operations to maximize security coverage and to ensure appropriate access controls.

### ON CAMPUS

Residence halls are provided with electronic key card access systems that are connected to a central computer monitored 24 hours a day. Residence Hall assistants assist with ensuring doors are not propped open or modified, as well as monitoring access control rules are being followed.

Several classroom buildings, especially those that house computer clusters, also have electronic key card access systems that operate during other than normal working hours. Some interior spaces are also secured in this manner.

UW's Operations (UWO) takes security service needs as its highest priority. UWO responds to reports of inoperable doors, burned out lights, broken windows and screens, and other requests from the UW Police Department to make repairs/adjustments for security reasons.



UW Police personnel closely monitor any security-related maintenance problems after hours until reported to and resolved by UWO personnel.

## OUTREACH SCHOOL/BRANCH CAMPUSES

The University of Wyoming owns or controls properties in virtually every county within the State of Wyoming. The vast majority of these facilities are properties utilized in the Outreach program and agricultural research facilities located in or near the following locations: Casper, Cheyenne, Gillette, Jackson, Lingle, Rawlins, Riverton, Rock Springs, Sheridan, and Torrington. Directors and coordinators of these facilities are identified as Campus Security Authorities (CSA) under the CLERY guidelines and as such are responsible for reporting CLERY Act crimes to the UWPD as soon as possible following an incident. All crimes occurring at these locations should be immediately reported to the local law enforcement agency, police or sheriff, in the jurisdiction where the facility resides. UWPD can then coordinate with that law enforcement agency and offer assistance if necessary and obtain any clarification to ensure accurate reporting. Training will be provided to the CSAs when requested to do so on reporting requirements for CLERY.

## MISSING PERSON POLICY

### PURPOSE

The safety and security of the University of Wyoming campus is of fundamental importance. In accordance with the Higher Education Opportunity Act, this policy outlines the University's policies and procedures when a student is missing.

### POLICIES AND PROCEDURES

#### *Emergency Contact*

Most suspicions that a student is missing arise from an alteration in a student's normal habits and the failure to inform a roommate or friend. A Student should let a roommate or friend know if he/she plans to deviate from his/her normal habits. In addition, during the registration process students are given the opportunity on the University Admissions Registration Form and the Residence Life & Dining Services (RLDS) Contract Application Form to designate someone to contact in an emergency, including if the student is missing. For those living in the Residence Halls or the UW Apartments, students are also given the opportunity to put this information into the University's Room Management Software during the check-in process. Students are highly encouraged to provide an emergency contact. This University will treat this information as confidential and will only share the information with authorized campus officials.

#### *Reporting procedures for students*

If you are a student and you have reason to believe that a fellow student is missing, you should immediately notify your Resident Assistant, Apartments Living Advisor, the building's lobby desk officer, the Office of Greek Life, or the Dean of Students.



If a report of a potential missing person is made to one of the above individuals or if a member of the RLDS staff comes to suspect that a student is missing, the RLDS staff member or the Dean of Students will take the following steps:

- (1) Attempt to make contact with the potentially missing student.
- (2) Identify other students who might know where the potentially missing student may be.
- (3) Conduct a health and welfare check in the room of that student.
- (4) If the student has provided an emergency contact, contact the emergency contact person.

If these measures fail to produce assurances that the student is safe RLDS staff will contact UWPD. UWPD will follow the procedures outlined below.

*Reporting procedures for RLDS staff or other members of the University community*

Any member of the University community who believes that a student is missing should immediately notify the University of Wyoming Police Department (UWPD) at: 307-766-5179. UWPD will generate a missing person report and initiate an investigation. Should UWPD determine that the student has been missing for 24 hours, UWPD will notify the student's emergency contact no later than 24 hours after the student is determined to be missing. In addition, if the missing student is under the age of 18 and is not an emancipated minor, UWPD will notify the student's

parent or legal guardian immediately after UWPD has determined that the student has been missing for 24 hours. In the event that a student that is currently living off campus is reported missing, UWPD will collaborate with the primary investigating agency to facilitate a resolution.

## ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS

University of Wyoming policies and procedures, including the enforcement practices of the UW Police Department, are consistent with applicable local, state, and federal laws regarding the possession, use, and/or sale of these substances. Alcohol and drug offenses shall be deemed as serious, and enforcement will be reflected accordingly. All criminal citations written to UW students for alcohol and/or drug violations result in notification and possible disciplinary action through the Dean of Students Office and/or Residence Life and Dining Services Judicial Officer. The University of Wyoming policy on drugs and alcohol may be viewed at: <http://www.uwyo.edu/generalcounsel/files/docs/uw-reg-2-39.pdf>.

### ENFORCEMENT

Failure to abide by University rules and regulations concerning alcohol and drug use will result in disciplinary action. UW's substance abuse education programs exceed the requirements of the Higher Education Act of 1965, as amended. In addition to traditional enforcement methods, the Police Department works closely with the Dean of Students in matters involving student alcohol consumption and related University policies.

### WYOMING STATE LAW ON ALCOHOL AND DRUGS

For complete information regarding Wyoming State Statute governing alcohol, one should consult Wyoming Revised Statutes, 12-6-101. Some highlights are excerpted below.

It is illegal for anyone less than 21 years of age to:

- Possess or Consume any alcoholic beverage (Penalty - It is considered a misdemeanor, which will become a matter of public record as a criminal conviction and subject one to court costs and/or fines and/or community service.)
- Purchase or attempt to purchase any alcoholic beverage.
- Use or attempt to use, in order to obtain alcoholic beverages when not of lawful age, a fraudulent or altered driver's license; or a fraudulent or altered identification document other than a driver's license; or a driver's license issued to another person; or an identification document other than a driver's license issued to another person, or possess a fraudulent or altered driver's license, or other forms of identification.
- Permit (aid or abet) the use of one's driver's license or any other identification document of any kind by any person under 21 to purchase or attempt to purchase or possess alcohol.

It is illegal for anyone (regardless of age) to:



- Aid and abet an underage person in the sale, purchase, and/or possession of alcohol (including giving alcohol).
- Provide a residence or location for any person under the age of 21 to consume alcohol.

## DEFINITIONS

*Malt Beverage*—means any fluid, substance, or compound intended for beverage purposes manufactured from malt, wholly or in part, or from any substitute thereof, containing at least one-half of one percent (.5%) of alcohol by volume.

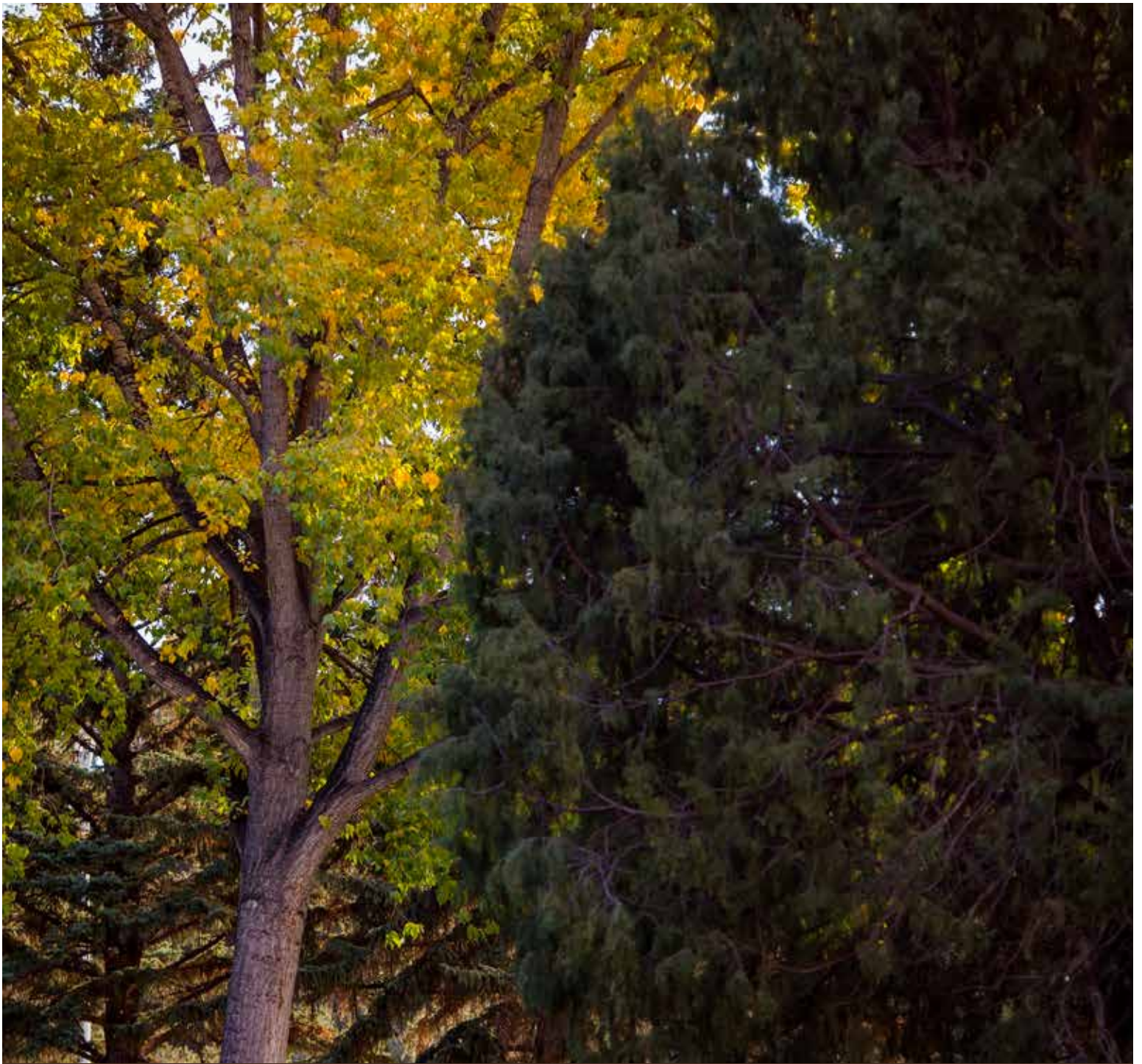
*Sale of Alcohol*—any transfer, trade, exchange or barter, in any manner or by any means for consideration of alcohol (e.g., cover charges, mug/t-shirt sales, etc.).

*Alcoholic Liquor*—means any spirituous or fermented fluid, substance or compound other than malt beverage intended for beverage purposes which contains at least one-half of one percent (.5%) of alcohol by volume. As used in this paragraph, “beverage” does not include liquid filled candies containing less than six and one-quarter percent (6.25%) of alcohol by volume.

*Use of Alcoholic Beverages*—possession, consumption, distribution, purchase, sale, or transfer of alcoholic liquor and/or malt beverages.

## DRUGS AND DRUG PARAPHERNALIA

Wyoming State Statute 35-7-1031 prohibits the manufacture, sale, delivery, possession, or use of a controlled substance without legal authorization. A controlled substance includes any drug, substance or immediate precursor covered under the Wyoming Controlled Substances Act, including but not limited to marijuana, opiates, barbiturates, amphetamines, and hallucinogens. The possession of drug paraphernalia is also prohibited under Wyoming state law and University policy. Drug paraphernalia includes all equipment, products and material of any kind that are used to facilitate, or intended or designed to facilitate, violations of the Wyoming Controlled Substances Act. Alleged violations of this policy may result in criminal charges and will also be adjudicated through University disciplinary procedure.



SEXUAL MISCONDUCT POLICIES  
AND PROCEDURES DOCUMENT FOR  
FACULTY, STAFF, AND STUDENTS



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## SECTION 1: INTRODUCTION AND POLICY

### A. PURPOSE AND SCOPE.

The University of Wyoming is committed to maintaining a respectful, safe, and non-threatening environment for its faculty, staff, students, contractors, and visitors (“University community”), and will address and resolve all complaints of sexual misconduct.

This document sets forth resources available to University community members, describes prohibited conduct, and establishes procedures for responding to incidents of sexual misconduct.

### B. POLICY.

Pursuant to University Regulations 1-5 (Civil Rights Discrimination) and 8-256 (Sexual Misconduct involving Students), sexual misconduct is expressly prohibited and will not be tolerated. Sexual misconduct incorporates a range of behaviors including dating violence, domestic violence, hostile environment sexual harassment, sexual assault, sexual exploitation, sexual harassment, stalking, and any other conduct of a sexual nature that is nonconsensual.

### C. JURISDICTION.

This policy applies to sexual misconduct that is committed by any member of the University community when the misconduct occurs: (1) on University property, or (2) off University property, if in connection with a University or University-recognized program or activity.

Additionally, the University may have an obligation to respond to student-on-student sexual harassment that initially occurred off school grounds, outside a school’s education program or activity, if the student files a complaint with the school.

#### D. DISTRIBUTION.

This policies and procedures document is available in hard copy (Dean of Students' Office, Knight Hall Room 128) and electronically (<http://www.uwyo.edu/generalcounsel/>). E. Notice of Nondiscrimination.

The University does not discriminate on the basis of sex in its education programs and activities, and is required by Title IX not to discriminate in such a manner. Questions regarding Title IX may be referred to the University's Title IX Coordinator or to the United States Department of Education Office of Civil Rights. Questions concerning Title IX may be referred to the Title IX Coordinator/Manager of Investigations, in person (Bureau of Mines Building, Room 318), by telephone (307-766-5200), or by email ([report-it@uwyo.edu](mailto:report-it@uwyo.edu) or [jimosbrn@uwyo.edu](mailto:jimosbrn@uwyo.edu)).

## SECTION 2: REPORTING POLICIES AND PROCEDURES

#### A. REPORTING OPTIONS.

Complainants, Reporters, and Respondents have a number of reporting options on and off campus. Individuals should be aware of confidentiality and reporting requirements when discussing their concerns (as described below).

##### 1. Reporting to the University.

###### a. Office of Diversity and Employment Practices.

The Office of Diversity and Employment Practices responds to reports of suspected violations of (1) Title IX of the Education Amendments of 1972, as amended; (2) Title VII of the Civil Rights Act of 1964, as amended; (3) UW Regulation 1-5 (Civil Rights Discrimination); and (4) UW Regulation 1-44 (Violence in the Workplace). Reports can be made:

- i. By telephone (307-766-5200);
- ii. In person (Bureau of Mines Building, Room 318) (subject to University business hours); or
- iii. By email ([report-it@uwyo.edu](mailto:report-it@uwyo.edu) or [jimosbrn@uwyo.edu](mailto:jimosbrn@uwyo.edu)).

###### b. Dean of Students.

The Dean of Students Office responds to reports of suspected violations of the Student Code of Conduct, which includes complaints related to sexual misconduct. Reports can be made:

- i. By telephone (307-766-3296);
- ii. In person (Knight Hall, Room 128) (subject to University business hours); or
- iii. By email ([dos@uwyo.edu](mailto:dos@uwyo.edu)).

###### c. Residence Life and Dining Services.

The Office of Residence Life and Dining Services (RLDS) responds to reports of suspected violations of the RLDS Rights & Responsibilities Handbook. Reports to RLDS will be forwarded to the Dean of Students Office. Reports can be made:

- i. By telephone (307-766-3175);
  - ii. In person (lower level of Washakie Center) (subject to University business hours);
  - iii. In person to a Residence Coordinator, Assistant Property Manager, a Resident Assistant, or an Apartment Living Assistant; or
  - iv. By email ([reslife-dining@uwyo.edu](mailto:reslife-dining@uwyo.edu)).
2. Reporting to law enforcement.

In addition to reporting incidents to the University, Complainants and Reporters are strongly encouraged to report the incident to law enforcement. The STOP Violence Coordinator is available to assist students wishing to report to law enforcement, whether anonymously or not.

There are four law enforcement agencies in Albany County:

- a. University of Wyoming Police Department (UWPD) Phone: Non-emergency Dispatch: 307-766-5179 Address: 1426 E. Flint St, Laramie, WY 82071 Website: [www.uwyo.edu/uwpd](http://www.uwyo.edu/uwpd)  
Email: [uwpd@uwyo.edu](mailto:uwpd@uwyo.edu)
- b. City of Laramie Police Department (LPD) Phone: Non-emergency Dispatch: 307-721-2526 Address: 620 Plaza Court, Laramie, WY 82073 Website: <http://ci.laramie.wy.us/index.aspx?nid=97>
- c. Albany County Sheriff's Office (ACSO) Phone: Non-emergency Dispatch: 307-721-2526  
Address: 525 Grand Ave, Suite 101, Laramie, WY 82070  
Website: <http://www.co.albany.wy.us/sheriff.aspx>
- d. Wyoming State Highway Patrol Phone: 307-777-4321  
Address: 5300 Bishop Blvd, Cheyenne, WY 82009  
Website: <http://www.whp.dot.state.wy.us/home.html>

There are three ways to file a report with a law enforcement agency:

- a. Calling the applicable phone number listed above;
- b. Walking in to the police department and asking to speak to an officer; or
- c. Submitting information in writing via email (UWPD only).

Individuals unsure about which law enforcement agency to report to are encouraged to report to UWPD. UWPD will assist in referring the individual to another agency, if necessary.

In most cases, when UWPD receives a report of sexual misconduct involving a student, they will notify the following University units: the Division of Student Affairs, the Dean of Students Office, Residence Life and Dining Services, the Office of Diversity and Employment Practices, the Office of General Counsel, and Athletics (if applicable). The notification to these departments will usually include identifiable information about the Complainant, Respondent, and/or Reporter (if applicable). In most cases, when UWPD receives a report of sexual misconduct involving an employee or third party, they will notify the Office of General Counsel and the Office of Diversity and Employment Practices. The notification to these departments will usually include identifiable information about the Complainant, Respondent, and/or Reporter (if applicable).



### 3. Anonymous reporting.

Individuals may submit anonymous reports to UWPD in one of three ways:

- a. Silent Witness: <http://www.uwyo.edu/uwspd/crimereporting-info/silent-witness.html>
- b. Confidential Sexual Assault Report Form: <http://www.uwyo.edu/uwspd/crimereporting-info/sexassault-info.html>
- c. Text Tips to UWPD: Text the keyword UWYO and a message to 847411 (Tip411).

Individuals may also submit anonymous reports to the STOP Violence Program (307- 766-3434 or [stopviolence@uwyo.edu](mailto:stopviolence@uwyo.edu)).

## B. REPORTING OBLIGATIONS AND CONFIDENTIALITY.

Aside from the exceptions listed below, individuals should assume that information about an incident shared with a UW employee will be reported to the Dean of Students Office, the Office of Diversity and Employment Practices, and UWPD. While the University will treat information it has received with appropriate sensitivity, the University has certain mandatory reporting obligations under federal and state law:

### 1. Title IX of the Education Amendments Act of 1972.

Title IX of the Education Amendments Act of 1972 protects individuals from discrimination based on sex in education programs or activities which receive federal financial assistance. Under Title IX, the University has a responsibility to take immediate and effective steps to respond to sexual violence and/or sexual harassment. Title IX mandatory reporters are required to notify the Office of Diversity and Employment Practices of any allegation of sexual misconduct. Mandatory reporters at the University include every administrative officer, dean, director, department head, supervisor, and all instructional personnel.

Questions concerning Title IX should be referred to Title IX Coordinator/Manager of Investigations (307-766-5200 or [report-it@uwyo.edu](mailto:report-it@uwyo.edu) or [jimosbrn@uwyo.edu](mailto:jimosbrn@uwyo.edu)) or the U.S. Department of Education, Office for Civil Rights (<http://www2.ed.gov/about/offices/list/ocr/index.html>).

### 2. Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

The Clery Act requires the University to disclose crime statistics for certain crimes that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus, and at certain non-campus facilities including Greek housing and remote classrooms. For purposes of the Clery Act, Campus Security Authorities (CSAs) are required to report suspected violations of this policy to UWPD for statistical purposes. Such reports are confidential and do not include identifying information.

CSAs include the University President, Vice Presidents, Deans of the colleges, Associate Deans of the colleges, Department heads, and UWPD; Dean of Students, DOS Judicial Officer, DOS Victim Advocate, DOS Greek Life Coordinator, Residence Life and Dining Services Director, RLDS Judicial Officers, and Resident Assistants and Area Coordinators; the ASUW President; the University Director of Athletics, Assistant ADs, Head Coaches, and Assistant Coaches; Director and Associate Director of the Wyoming Union; Director

of Human Resources; Director of Diversity and Employment Practices; Director, Student Educational Opportunity and Associate Director, University Disability Support Services; Director, University Counseling Center; Director, Risk Management and Safety; Associate Dean, International Programs; the Registrar; Director of Admissions; Student Health Services Director (unless acting in a clinical role); Directors of off-campus facilities owned, operated, or controlled by the UW; and faculty advisors to active Registered Student Organizations (RSOs).

Questions concerning the Clery Act should be referred to the UWPD Chief of Police (307-766-5179 or [uwpd@uwyo.edu](mailto:uwpd@uwyo.edu)).

Any report of sexual misconduct to the University's STOP Violence Coordinator, the University's Counseling Center, or the University's Student Health Services (or other mental health counselors, medical professionals, victim advocates, or clergy members) is confidential by law and will not be reported to the Title IX Coordinator or other entities unless there is concern for the immediate health and safety of any individual or when a minor is involved in an incident of abuse. Information about an incident of sexual assault, domestic and dating violence, or stalking does not automatically meet the threshold of "immediate health and safety."

### C. PROHIBITION AGAINST RETALIATION.

The University prohibits retaliating against those who file a complaint or third-party report, or otherwise participate in the investigative and/or disciplinary process. The University will take disciplinary action in accordance with University regulations if any retaliation occurs.

### D. AMNESTY.

The University will not sanction a student under the University's disciplinary procedures for underage drinking if the alcohol use is revealed in a good-faith report of sexual misconduct, domestic and dating violence, or stalking.

### E. PRESERVATION OF INFORMATION AND MATERIALS.

If an individual is unsure about reporting to the University and/or law enforcement, the University strongly encourages the individual to take certain steps to preserve information and materials. These steps include:

1. Preserving any materials connected to the incident(s), including but not limited to text messages, emails, voicemails, letters, and photos of injuries or property damage.
2. Writing down a complete account of the incident(s). Such account can assist in memory recall.
3. If applicable, obtaining a sexual assault forensic examination. This examination can be obtained at Ivinson Memorial Hospital and the cost of the exam is covered by the State, regardless of whether or not the complainant chooses to report to law enforcement.

### F. SEX OFFENDER INFORMATION

The Wyoming Sexual Offender registry is coordinated by the Wyoming Division of Criminal Investigation. The campus community can access pertinent sex offender information at the following link: <http://wyomingdci.wyo.gov/dci-criminal-justice-information-systems-section/>

[sex-offender-registry-section](#). If campus constituents have knowledge of other sexual offenders that are on University property without properly registering, they are encouraged to immediately report violations to the University Police at 766-6179.

## SECTION 3: INVESTIGATION POLICIES AND PROCEDURES

In cases of alleged sexual misconduct, the University will review and respond in a prompt and equitable manner, as required by Title IX.

### A. PROTECTION ORDERS, NO CONTACT ORDERS, TRESPASS ORDERS, AND OTHER SIMILAR LAWFUL ORDERS.

The University respects the terms of any lawful order issued by a court, and will support and assist University community members protected by such an order. University community members are encouraged to provide a copy of the order to UWPD and the University Dean of Students (if the individual is a student) or UWPD and the University Human Resources Department (if the individual is an employee).

### B. STUDENTS.

In most cases, when the Respondent is a student, the reported violation of this policy will be addressed by the Dean of Students Office according to the Student Code of Conduct, which is available at <http://www.uwyo.edu/dos/conduct/>.

### C. EMPLOYEES AND THIRD PARTIES.

When the Respondent is an employee or third party, the reported violation of this policy will be addressed by the Office of Diversity and Employment Practices according to University Regulations 1-5 (Civil Rights Discrimination) and 1-44 (Violence in the Workplace). For additional information, see [www.uwyo.edu/reportit](http://www.uwyo.edu/reportit).

### D. ROLE OF THE TITLE IX COORDINATOR.

The Title IX Coordinator is responsible for coordinating the investigation of complaints related to sexual misconduct. As described above, if the Respondent is an employee or third party, the Title IX coordinator (or designee) will conduct the investigation. If the Respondent is a student, the Title IX coordinator (or designee) will review the Dean of Students' process and final outcome, and make recommendations for additional remedies, if necessary.

## SECTION 4: EDUCATION AND TRAINING

The University offers education and training to students, faculty, and staff that promotes the prevention and awareness of sexual misconduct.

### A. STUDENTS.

Prevention programming for students is primarily provided by the STOP Violence Program in



collaboration with UWPD, RLDS, and the Office of Diversity and Employment practices, and includes:

1. Online training for all incoming freshmen;
2. Training for new students at new student orientation, the Cowboy Connect transition to college program, and/or within the residence halls during the first half of the fall semester;
3. Ongoing campus-wide awareness programming for the University community, including at least one campus-wide program during the fall and spring semesters;
4. Ongoing small group programs;
5. Involvement in primary prevention peer education work;
6. Bystander Intervention Training (facilitated by DOS);
7. Rape Aggression Defense Systems (RADS) Self Defense Training (provided by UWPD); and
8. UWPD Adopt-A-Cop Program.

Additional prevention programming for students is provided by the Division of Student Affairs and other academic offices, including but not limited to, the Department of Women and Gender Studies, Fraternity and Sorority Life, the University Counseling Center, and the Dean of Students. For more information on student training opportunities, contact the STOP Violence Program at 307-766-3434.

## B. EMPLOYEES.

The University provides training in accordance with Title IX of the Education Amendments Act of 1972, as amended and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Campus SaVE Act. For more information on employee training opportunities, contact the Equal Opportunity Report and Response at 307-766-5200 or the Human Resources Department at 307-766-5484.

# SECTION 5: RESOURCES

## A. IMMEDIATE ASSISTANCE.

The following entities are advocates and counselors who can provide an immediate confidential response in a crisis situation:

1. University Counseling Center (on campus)
  - a. Phone: 307-766-2187 and 307-766-8989 (after hours emergencies)
  - b. Website: <http://www.uwyo.edu/ucc/>
2. STOP Violence Program (on campus)
  - a. Phone: 307-766-3434
  - b. Website: <http://www.uwyo.edu/stop/>

3. Albany County SAFE Project (off campus)
  - a. Phone: 307-745-3556 (24 hours)
  - b. Website: <http://www.safeproject.org/>
4. Ivinson Memorial Hospital Behavioral Health Unit (off campus)
  - a. Phone: 307-742-0285 (24 hours)
  - b. Website: [http://www.ivinsonhospital.org/getpage.php?name=behav\\_health&sub=Services](http://www.ivinsonhospital.org/getpage.php?name=behav_health&sub=Services)

The following entities are campus safety, law enforcement, and other first responders, who can provide immediate assistance in a crisis situation:

In all emergency situations, individuals should call 911 for immediate assistance.

1. University of Wyoming Police Department (UWPD) (on campus)
  - a. Phone: Non-emergency Dispatch: 307-766-5179
  - b. Website: [www.uwyo.edu/uwpd](http://www.uwyo.edu/uwpd)
2. City of Laramie Police Department (LPD) (off campus)
  - a. Phone: Non-emergency Dispatch: 307-721-2526
  - b. Website: <http://ci.laramie.wy.us/index.aspx?nid=97>
3. Albany County Sheriff's Office (ACSO) (off campus)
  - a. Phone: Non-emergency Dispatch: 307 721-2526
  - b. Website: <http://www.co.albany.wy.us/sheriff.aspx>
4. Wyoming Highway Patrol (off campus)
  - a. Phone: 307-777-4321
  - b. Website: <http://www.whp.dot.state.wy.us>

The following entities are health care options for someone needing immediate medical assistance:

1. Student Health Service (on campus)
  - a. Phone: 307-766-2130
  - b. Address: 1st Floor, Student Health/Cheney International Center Building
  - c. Website: <http://www.uwyo.edu/shser/>
  - d. Email: [studenthealth@uwyo.edu](mailto:studenthealth@uwyo.edu)
2. Ivinson Memorial Hospital (off campus)
  - a. Phone: 307-742-2142 ext. 3322 or 307-742-0285 (24 hours)
  - b. Address: 255 N. 30th Street, Laramie, Wyoming 82072
  - c. Website: [http://www.ivinsonhospital.org/getpage.php?name=behav\\_health&sub=Services](http://www.ivinsonhospital.org/getpage.php?name=behav_health&sub=Services)

3. Care United Medical Center (off campus)
  - a. Phone: 307-721-1794
  - b. Address: 3810 Grand Avenue., Laramie, Wyoming 82070
  - c. Website: <http://www.urgentcareoflaramie.com/>

## B. ONGOING ASSISTANCE.

The following entities can provide ongoing counseling, advocacy and support:

1. STOP Violence Program (on campus)
  - a. Phone: 307-766-3434
  - b. Website: <http://www.uwyo.edu/stop/>
2. University of Wyoming Counseling Center (on campus)
  - a. Phone: 307-766-2187
  - b. Address: Room 341, Knight Hall
  - c. Email: [uccstaff@uwyo.edu](mailto:uccstaff@uwyo.edu)
  - d. Website: <http://www.uwyo.edu/ucc/>
3. Psychology Clinic (on campus)
  - a. Phone: 307-766-2149
  - b. Address: Room 307, Biological Sciences Building
  - c. Email: [psyc.uw@uwyo.edu](mailto:psyc.uw@uwyo.edu)
  - d. Website: <http://www.uwyo.edu/psychology/clinic.html>
4. Counselor Education Training Clinic (on campus)
  - a. Phone: 307-766-6820
  - b. Address: Room 44, Education Building
  - c. Email: [cetc@uwyo.edu](mailto:cetc@uwyo.edu)
  - d. Website: <http://www.uwyo.edu/profstudies/counseling/counseling-training-clinic.html>
5. University of Wyoming Law School Domestic Violence Legal Assistance Project (on campus)
  - a. Phone: 307-766-3747
  - b. Address: Law School Annex, Laramie Wyoming 82071
  - c. Email: [dvlap@uwyo.edu](mailto:dvlap@uwyo.edu)
  - d. Website: <http://www.uwyo.edu/law/experiential/clinics/legal-services-dv.html>
6. Student Health Service (on campus)
  - a. Phone: 307-766-2130
  - b. Address: 1st Floor, Student Health/Cheney International Center Building
  - c. Email: [studenthealth@uwyo.edu](mailto:studenthealth@uwyo.edu)
  - d. Website: <http://www.uwyo.edu/shser/>



7. Albany County SAFE Project (off campus)
  - a. Phone: 307-745-3556 (24 hours)
  - b. Website: <http://www.safeproject.org/>
8. Peak Wellness Center (off campus)
  - a. Phone: 307-745-8915 (24 hours)
  - b. Address: 1263 North 15th Street Laramie, WY 82072
  - c. Website: <http://peakwellnesscenter.org/>
9. Legal Aid of Wyoming, Inc. (off campus)
  - a. Phone: 877-432-9955
  - b. Website: <http://www.lawyoming.org/>

The University Office of Equal Opportunity Report and Response and the University Dean of Students Office can assist with implementing interim measures to ensure the safety and wellbeing of individuals, such as academic accommodations or changes in work schedules. These measures are available to individuals regardless of whether the individual reports to law enforcement and without the need to wait for the outcome of a Student Code of Conduct hearing or Title IX investigation. Students should contact the Dean of Students Office at 307-766-3296. Employees should contact the Office of Equal Opportunity Report and Response at 307-766-5200.

### C. ADDITIONAL RESOURCES.

Safe Ride

<http://www.uwyo.edu/tap/transit/saferide.html>

UW Student Code of Conduct

<http://www.uwyo.edu/dos/conduct/index.html>

UW Regulation 1-5: Civil Rights Discrimination

<http://www.uwyo.edu/generalcounsel/files/docs/uw-reg-1-5.pdf>

UW Regulation 1-44: Violence in the Workplace

<http://www.uwyo.edu/generalcounsel/files/docs/uw-reg-1-44.pdf>

Title II, Americans with Disabilities Act of 1990, as amended

[http://www.ada.gov/regs2010/titleII\\_2010/titleII\\_2010\\_regulations.htm#title2regs](http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm#title2regs)

Title VII of the Civil Rights Act of 1964, as amended

<http://www.eeoc.gov/laws/statutes/titlevii.cfm>

Title IX of the Education Amendments Act of 1972, as amended

[http://www2.ed.gov/about/offices/list/ocr/docs/tix\\_dis.html](http://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html)

## APPENDIX A: DEFINITIONS

- A. Complainant. The party who brings or initiates a complaint against a member of the University community.
- B. Consent. A freely and affirmatively communicated willingness to participate in particular sexual activity or behavior, expressed either by words or clear, unambiguous actions. Behaviors that do not communicate consent include, but are not limited to:
  1. Past consent does not imply future consent
  2. Lack of protest or resistance;
  3. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another
  4. Silence
  5. Coercion, force, or threat of either invalidates consent

The following people are unable to give consent:

1. Persons who are asleep or unconscious
2. Persons who are incapacitated due to the influence of drugs, alcohol, or medication
3. Persons who are unable to communicate consent due to a mental or physical condition
4. Persons who are under the legal age of consent.

Source: University Student Code of Conduct (<http://www.uwyo.edu/dos/conduct/>) and White House Task Force Checklist for Campus Sexual Misconduct Policies (<https://www.notalone.gov/assets/checklist-for-campus-sexual-misconduct-policies.pdf>).

- C. Domestic and Dating Violence. Conduct that includes:
  1. Physically abusing, threatening to physically abuse, attempting to cause or causing physical harm or acts which unreasonably restrain the personal liberty of any household member;
  2. Placing a household member in reasonable fear of imminent physical harm;
  3. Causing a household member to engage involuntarily in sexual activity by force, threat of force or duress; and/or
  4. Intentionally interfering with a household member's ability to meet academic obligations.

Source: University Student Code of Conduct (<http://www.uwyo.edu/dos/conduct/>)

- D. Hostile environment sexual harassment. Unwelcome conduct of a sexual nature that is sufficiently serious that it affects an individual's ability to participate in or benefit from an education program or activity, or creates an intimidating, threatening or abusive educational environment. Source: U.S. Department of Education Office for Civil Rights (<http://www2.ed.gov/about/offices/list/ocr/qa-sexharass.html>) and UW Regulation 1-5 ([www.uwyo.edu/generalcounsel/files/docs/UW-Reg-1-5.pdf](http://www.uwyo.edu/generalcounsel/files/docs/UW-Reg-1-5.pdf)).

- E. Intimidation. Intentional behavior that would cause a reasonable person to fear that he/she is in danger of injury or harm.
- F. Reporter. An individual who reports a possible violation of this Policy.
- G. Respondent. The party against whom a complaint is brought or initiated.
- H. Retaliation. An adverse action or threat made in reprisal against any individual who participates as an actual or potential party, witness or representative relating to a report under this policy. Source: UW Regulation 1-5 ([www.uwyo.edu/generalcounsel/files/docs/UW-Reg-1-5.pdf](http://www.uwyo.edu/generalcounsel/files/docs/UW-Reg-1-5.pdf)).
- I. Sexual assault. Any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Source: United States Department of Justice (<http://www.ovw.usdoj.gov/sexassault.htm>).
- J. Sexual exploitation. When a person for any purpose, knowingly:
  - 1. Causes, induces, entices, coerces or permits a child to engage in, or be used for, the making of child pornography;
  - 2. Causes, induces, entices or coerces a child to engage in, or be used for, any explicit sexual conduct;
  - 3. Manufactures, generates, creates, receives, distributes, reproduces, delivers or possesses with the intent to deliver, including through digital or electronic means, whether or not by computer, any child pornography; or
  - 4. Possesses child pornography (except as outlined in Wyoming Statute 6-4-303 (b) (iv)).Source: Wyoming Statute 6-4-303 (<http://legisweb.state.wy.us/titles/statutes.htm>).
- K. Sexual harassment. Unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature. Source: UW Regulation 1-5 ([www.uwyo.edu/generalcounsel/files/docs/UW-Reg-1-5.pdf](http://www.uwyo.edu/generalcounsel/files/docs/UW-Reg-1-5.pdf)).
- L. Sexual misconduct. Sexual misconduct incorporates a range of behaviors including dating violence, domestic violence, hostile environment sexual harassment, sexual assault, sexual exploitation, sexual harassment, stalking, and any other conduct of a sexual nature that is nonconsensual.
- M. Stalking related to sexual misconduct. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - 1. Fear for his or her safety or the safety of others; or
  - 2. Suffer substantial emotional distress.Source: Proposed definition in the Violence Against Women Reauthorization Act of 2013 (VAWA) (<http://www.ifap.ed.gov/dpccletters/GEN1413.html>).
- N. University community. Faculty, staff, students, contractors, and visitors of the University.



## CRIME PREVENTION PROGRAMS

The University of Wyoming Police Department promotes prompt reporting of all crimes to all appropriate police agencies. Several policies and programs are used to encourage and promote safety, including:

### *Orientation & Crime Prevention Programs*

UW Police officers deliver crime prevention programs at new student orientation and new employee training sessions. The department also provides programs on sexual assault awareness, robbery/shoplifting prevention, violence in the workplace, and underage drinking /alcohol laws.

### *Crime Prevention Services*

UW Police officers perform security audits for employees, students, and other organizations or departments upon request. Recommendations for access and surveillance systems, alarm needs, and instruction and troubleshooting of alarm systems are also provided.

### *Daily and Weekly Crime Publication*

Via the Daily Activity Report (DAR) [www.uwyo.edu/uwspd/dispatch/index.html](http://www.uwyo.edu/uwspd/dispatch/index.html) the UW Police updates and publishes daily all crimes reported to the UWPD. Information required by the CLERY Act in reference to fire safety is also maintained on this log. A printed daily log is also maintained in the department's Records Office and is available for public review.



*Note: Incidents with a case number that start with “NA” involve information received from other University Administrators, who are defined by federal law as “campus security authorities”. These administrators share non-identifying information, with the University Police, that is provided by the victim. In these incidents, the victim did not file an official police report and therefore, it is not always possible to provide information regarding the five areas typically covered in the Crime Log, e.g., (Nature/Classification, Date Reported, Date Occurred, Time, General Location, Off Campus (Y or N), Disposition.) Because an official report was not filed, there will be no disposition. These incidents are reported to the University Police for statistical purposes and are posted to the Crime Log as the information is received by the University Police.*

### *University Newspapers*

The UW Police Department’s Chief of Police and Detective have direct contact with the UW Media Relations office and the local media outlets, and report significant incidents that occur. Information on crimes is also solicited in this manner.

### *Crime Prevention Releases*

Crime prevention brochures that include requests to immediately report all crimes or suspicious activities to the police are regularly distributed during programs, including new student orientations, job fairs, and other public safety talks.

## ADDITIONAL CRIME PREVENTION TRAINING RESOURCES:

- STOP Violence Project: Sexual Assault/Domestic Violence/Stalking Prevention (307) 766-3296
- AWARE: Alcohol and Drug Prevention, 341 Knight Hall (307) 766-3412
- University Counseling Center: 341 Knight Hall (307) 766-2187
- Dean of Students Office: 128 Knight Hall (307) 766-3296
- SAFE Project: Sexual Assault/Domestic Violence/Stalking 319 S. Lincoln Street, Laramie, WY 82070 (307) 742-7273

## CRIME PREVENTION TIPS

### *Personal Safety*

- Walk or jog with a friend, not alone.
- Avoid isolated areas.
- Use campus escort services.
- Know your limits on dates and communicate them to your partner.
- Know your limits with alcohol and do not accept drinks from others.

### *Protection from Date Rape Drugs*

- Never leave your drink unattended. Because they are colorless and odorless, date rape drugs can be slipped into any type of beverage.

- Do not accept drinks from anyone but a bartender or server.
- Try to attend bars or parties with a group of friends, arranging beforehand to watch each other's drinks.
- If you think your drink has been tampered with, seek medical attention immediately and request the hospital conduct toxicology testing.

#### *Residential Safety*

- Lock your dorm room or apartment whenever you leave and when you are sleeping.
- Do not prop open card reader or any other doors.
- Call 9-1-1 if you see someone in the building who does not belong.
- Do not allow strangers to follow you into the building.

#### *Campus Safety*

- Tell a friend where you are going and when you will return.
- Carry a whistle or noise maker. Do not be afraid to scream if you need help.
- Use a help phone or raise the hood and stay in your car if it breaks down. If people stop to assist, ask them to call the police.
- Be aware of your surroundings.

#### *Workplace Safety*

- Keep personal items (purses, book bags) locked up.
- Secure the work area when no one is in it.
- Report suspicious people to the police.

#### *Protecting Your Property*

- Record the serial numbers of your valuables.
- Engrave valuables with your license number.
- Register your bike with the UW Police Department.
- Keep your vehicle locked when it is parked and when you drive.
- Consider installing anti-theft or alarm devices on your vehicle.
- Do not leave textbooks, purses, or book bags unattended.
- Do not leave laptop computers unattended.

#### *Reporting Lost or Stolen Access Cards*

- Lost or stolen UW ID Cards should be reported to the UW ID Office at (307) 766-5800.
- After hours lost or stolen UW access cards should be reported to the UW Police at (307) 766-5179.

## OFF-CAMPUS CRIME

The University of Wyoming has no off-campus housing or student organization facilities. A large number of UW graduate and professional students and some undergraduate students live off campus. The University does have a variety of satellite facilities located away from the main academic campus. With some exceptions (e.g., UW Casper College Center), these are primarily administrative offices and agricultural research locations, and not traditional educational facilities.

The UW Police Department handles criminal matters at all University-owned facilities located within a reasonable distance from the main campus. Matters occurring at properties that are more distant from the main campus are handled either entirely by the local law enforcement agency with jurisdiction (e.g., City Police or County Sheriff's Departments) or handled by such agencies in conjunction with UW Police.

If one of the local law enforcement agencies responds or is contacted about criminal activity occurring off campus involving UW students, they may notify the UW Police Department. However, there are no official agency policies requiring such notification. Students in these cases may be subject to arrest by the local agencies and subject to University judicial proceedings through the Dean of Students Office. Guides for student conduct can be found in UW Regulation 8-30.

The UW Police Department monitors off-campus criminal activity that may affect the University community so that it may provide timely warnings and advisories. This information is disseminated via campus media, posted bulletins, and through the student residential staff. Although the department does not routinely record statistics on crimes that occur outside its legal jurisdiction, it does collect and publish statistics for select crimes occurring on public streets immediately adjacent to University property.

In general, prospective students, employees, and visitors to the University of Wyoming should know that as with any campus, there is crime both on and off campus and that it is important to take reasonable precautions at all times. The UW Police Department can assist any member of the campus community in determining an appropriate point of contact for police matters falling outside of the department's jurisdiction. Contact the department at (307) 766-5179 for assistance.

For additional local, off-campus information, you may contact the Laramie Police Department at: [www.ci.laramie.wy.us/cityservices/lawenforcement/index.html](http://www.ci.laramie.wy.us/cityservices/lawenforcement/index.html).

Information about the Albany County Sheriff's Office may be viewed at the following website: [www.co.albany.wy.us/Departments/Sheriff/Employment/tabid/150/Default.aspx](http://www.co.albany.wy.us/Departments/Sheriff/Employment/tabid/150/Default.aspx)

## CRIME STATISTICS

### DEFINITION OF TERMS

**Sex Offenses Definitions:** *As per the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program*

#### *Sex Offenses-Forcible:*

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

#### **A. Forcible Rape**

The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

#### **B. Forcible Sodomy**

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

#### **C. Sexual Assault with an Object**

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

#### **D. Forcible Fondling**

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

#### *Sex Offenses-Non-Forcible:*

Unlawful, non-forcible sexual intercourse.

#### **A. Incest**

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

#### **B. Statutory Rape**

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

### CRIME DEFINITIONS FROM THE UNIFORM CRIME REPORTING HANDBOOK

**Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury



result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Domestic Violence/Dating Violence:** Domestic assault-is defined as: having the present ability to do so, he or she unlawfully attempts to cause bodily injury to another household member. Domestic battery if he or she knowingly or recklessly causes bodily injury to another household member by use of physical force. Household members pursuant to Wyoming Revised Statute are defined as: persons who are in, or have been in, a dating relationship; persons married to each other; persons living with each other as if married; persons formerly married to each other; persons formerly living with each other as if married; parents and their adult children; other adults sharing common living quarters; or persons who are the parents of a child but who are not living with each other.

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

**Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Manslaughter by Negligence:** The killing of another person through gross negligence.

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and/or causing the victim fear.

**Stalking:** A person commits the crime of stalking if, with intent to harass another person, the person engages in a course of conduct reasonably likely to harass that person, including but not limited to any combination of the following: Communicating, anonymously or otherwise, or causing a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses; following a person, other than within the residence of the defendant; placing a person under surveillance by remaining present outside his or her school, place of employment, vehicle, other place occupied by the person, or residence other than the residence of the defendant; or otherwise engaging in a course of conduct that harasses another person.

**Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include:

opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).

**Liquor Law Violations:** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned violations.

## LOCATION DEFINITIONS FROM THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

### *On Campus:*

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

### *Non-Campus Building or Property:*

- (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
- (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

The below tables reflect crime statistics mandated by the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” that have been compiled by the UW Police Department. These tables include all reports made to the UW Police as well as officials of the University who have significant responsibility for student and campus activities. The Public Property portion of the tables reflects those statistics that the Laramie Police Department provided. “NA” means those statistics were unavailable.

Campus Residence =	Student residences at the University including the University Apartments.
Campus Total =	“Campus Residence” numbers (above) with the addition of parking lots, open areas, and non-residential facilities on the University’s academic campus.
Public Property =	Public streets passing through the campus; public property and streets immediately adjacent to and accessible from the campus as reported to the UW and Laramie Police Departments. For the purposes of this statement, “NA” is defined as Not Available.

## UNIVERSITY OF WYOMING POLICE DEPARTMENT

## CRIME STATISTICS MANDATED BY THE JEANNE CLERY ACT

NOTE: ALL NUMBERS LISTED INCLUDE ATTEMPTED AS WELL AS COMPLETED CRIMES

Category	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	2016	2015	2014
Murder													0	0	0
UW Residences													0	0	0
Neg Manslaughter													0	0	0
UW Residences													0	0	0
SA/Forcible		1			1	1			2	4		10	19	14	9
UW Residences		1			1	1			2	4			9	6	1
SA/non-forcible													0	0	0
UW Residences													0	0	0
Robbery													0	0	0
UW Residences													0	0	0
Agg Assault*													0	0	0
UW Residences													0	0	0
Burglary			1					1					2	9	19
UW Residences			1										1	0	1
MV Theft										1			1	1	4
UW Residences													0	0	0
Arson/Fire													0	0	0
UW Residences													0	0	0
Weapons													0	0	1
UW Residences													0	0	0
Hate Crime***													0	0	1
UW Residences													0	0	1
Stalking			2			1				1		4	8	13	22
UW Residences			1										1	0	2
Domestic Violence								1			3	3	7	4	7
UW Residences											1		1	2	1
Alcohol-Total	5	5	6	14	17	0	0	9	31	35	41	13	176	138	175
Alcohol -Res Halls	5	3	6	8	16	0	0	6	15	8	20	2	89	82	128
Alcohol-discipline	0	5	0	0	0	0	0	2	10	2	0	34	53	16	29
Alcohol discip.-RH	0	0	0	0	0	0	0	1	2	1	0	29	33	10	19
Alcohol-public prop	0	0	0	0	2	1	0	0	1	7	0	0	11	12	33
Grand total Cites	5	5	6	14	19	1	0	9	32	42	41	13	187	150	207
Drugs -Total	0	1	10	2	1	0	2	1	3	3	6	5	34	35	33
Drugs - Res Halls	0	1	10	1	1	0	2	0	3	1	2	3	24	28	24
Drugs-discipline	0	7	0	2	0	0	0	0	0	1	0	0	10	17	15
Drugs discip.-RH	0	1	0	2	0	0	0	0	0	1	0	0	4	9	10
Drugs-public prop	0	0	0	0	1	0	0	0	0	2	1	1	5	9	16
Grand total Cites	0	1	10	2	2	0	2	1	3	5	7	6	39	42	49

\*2013/2014 Hate Crimes: Vandalism/Graffiti with sexual orientation biased language

\*\*4 sexual assaults and 10 Stalking cases were reported by non-law enforcement CSA's in 2014. (they are reflected in December 2014)

Includes disciplinary actions taken by UW Athletics

Stalking/Domestic Violence/Sexual Assault numbers include reports taken by STOP Violence/UWPD/LPD/ACSO

Specific information regarding Crime Statistics can be found by accessing the Department of Education website at: <http://www.ed.gov/>

## HATE CRIMES

The University of Wyoming records all crimes including the aforementioned crimes, any crime involving bodily injury, larceny, intimidation, and destruction/damage/vandalism of property reported to the University Police or any other Campus Security Authority which manifest evidence that the crime was perpetrated because of the perpetrator's bias based on the following categories: Race, Gender, Religion, Sexual Orientation, Ethnicity/national origin, and/or Disability. During calendar years 2013 and 2014 there was one reported incident per year of vandalism/graffiti/property destruction that was based on sexual orientation bias. In calendar year 2015 there were no reported Hate Crimes on the University of Wyoming campus.



# FIRE SAFETY



# UNIVERSITY OF WYOMING FIRE SAFETY REPORT 2016

## UNIVERSITY RESIDENTIAL FACILITIES:

### **Residence Halls**

- Crane Hall
- Downey Hall
- Hill Hall
- McIntyre Hall
- White Hall
- Honors House
- Health Sciences Living House (closed)

### **Apartment Complexes**

- Bison Run Apartments
- Landmark Apartments
- River Village Apartments
- Spanish Walk Apartments

### **Fraternity/Sorority Chapter Houses**

- Alpha Tau Omega Fraternity
- Chi Omega Sorority
- Delta Delta Delta Sorority
- Kappa Kappa Gamma Sorority
- Pi Beta Phi Sorority
- Pi Kappa Alpha Fraternity
- Sigma Alpha Epsilon Fraternity
- Sigma Chi Fraternity
- Sigma Phi Epsilon Fraternity
- Sigma Nu Fraternity

### **University owned homes**

- Bradley Street
- 9<sup>th</sup> Street
- 11<sup>th</sup> Street
- Beef Unit



# POLICIES

## RESIDENCE HALLS

### *Fire Safety*

Creating a safe and secure environment in which to pursue learning includes taking fire safety seriously. The following rules are provided for the protection of residents and their invited guests. Please help support a quality living environment by avoiding these behaviors:

- Extension cords and surge protectors: The use of extension cords or multi-plug outlet adapters is not permitted. UL-approved power strips must be designed to detect cord damage, disconnect powering 25/1000 of a second, and prevent cord fires and shock hazards.
- Cooking items: Appliances used for cooking must be approved for home use and use fewer than 10 amps in full operation. These items cannot be left unattended. Open flame or exposed element appliances (e.g., hot plate, toaster oven, and George Foreman- style grill) are prohibited.
- Refrigerators: Refrigerators must be smaller than 4.5 cubic feet and use no more than 800 watts of power.
- Arson: Purposely attempting to set fire to or burn any building, furnishings, personal property, or equipment is prohibited.
- Combustible substances: Carrying in or storing petroleum distillates such as fuels, solvents, or other highly combustible substances (or their containers, empty or full) in the residence halls is prohibited.
- Fire safety equipment and false alarms: The tampering, damage, or misuse of fire safety equipment, alarms, extinguishers, exit signs, and smoke detectors is not permitted. This includes touching or hanging any items from sprinkler heads. Falsely reporting, setting, or causing a false alarm is prohibited.
- Flammable materials: Burning of any substances in the residence halls is not permitted. Odor-producing paraphernalia that require the use of open flames (e.g., incense) may not be stored in the building and are prohibited. Candles and candle warmers are not permitted. Halogen Torchiere lamps are not permitted. Storing, transporting, or discharging fireworks of any kind is not permitted.
- Decorations: Decorations may not cover exit signs, extinguishers, alarms, or like items. Decorations may not cover exit doors, hallways, exterior lights or security peep holes. Electrical lights must be UL labeled and designed for interior use. Non-potted, non-rooted trees are not permitted. Decorations comprised of or containing dried plants or plant parts are prohibited. Students must leave a four-inch non-decorated perimeter on any door; paper may not hang over the edge.

- Failure to evacuate or follow directions during an alarm: To enhance the safety of everyone—including emergency response personnel— residents and guests must follow directions given by staff, emergency responders or the voice system, or leave the building and move to an area of safety.
- Room modification: Making holes, placing items on the exterior of the building (e.g., antennas and cable), and removing University furniture are prohibited. Waterbeds and other water-filled furniture are not allowed.
- Windows: Banners, signs, and other items may not be displayed in individual windows or on the exterior of the building. Window air conditioner units are not allowed.

## APARTMENTS

### *Fire Safety*

Creating a safe and secure environment in which to pursue learning includes taking fire safety very seriously. The following rules are provided for the protection of all persons. Please help support a quality living environment by avoiding these behaviors:

- Arson: Purposefully attempting to set fire or burn any building, furnishings, personal property or equipment is not permitted.
- Combustible substances: Carrying in or storing petroleum distillates such as fuels, solvents, or other highly combustible substances (or their containers, empty or full) in the residence halls is prohibited.
- Fire safety equipment and false alarms: The tampering, damage, or misuse of fire safety equipment, alarms, extinguishers, exit signs, and smoke detectors is not permitted. This includes touching or hanging any items from sprinkler heads and over sprinkler covers. Falsely reporting, setting, or causing a false alarm is not permitted.
- Flammable materials: Burning of any substances in the University Apartments is not permitted. Odor-producing paraphernalia that require the use of open flames (e.g., incense) is prohibited. Open flames, other than those produced by provided gas appliances, are not permitted. Candles and candle warmers are not permitted. Electrical cooking appliances must be approved for home use and use less than 10 amps in operation. Halogen lamps are not permitted. Storing, transporting, or discharging fireworks of any kind is not permitted. Non-potted, non-rooted trees are not permitted.
- Extension cords and surge protectors: The use of extension cords or multi-plug outlet adapters is not permitted. UL-approved power strips must be designed to detect cord damage, disconnect powering 25/1000 of a second, and prevent cord fires and shock hazards.
- Unattended cooking: Failure to remain in the immediate presence of an operating and/or heated stove, oven, grill, smoker, fryer, or any other heat-generating cooking appliance or device – inside an apartment or on apartment grounds – is prohibited.



- Failure to evacuate in the event of an alarm: In order to enhance the safety of everyone, including emergency response personnel, it is imperative that in response to a fire alarm every resident and guest leave the apartment and move to an area of safety. They are to follow the instructions given by members of the staff or emergency responders. Failure to do so is prohibited.

## FRATERNITY/SORORITY CHAPTER HOUSES

### *Risk Management*

- Open flames: Open flames are not allowed in chapter/colony houses.
- Evacuation maps: Each chapter must have evacuation maps on each bedroom door and one in each common room.
- Smoke detectors/fire extinguishers: All chapters/colonies shall have smoke detectors and fire extinguishers professionally checked annually.
- Fire and Safety Inspections: All chapter/colony properties must have annual fire and safety inspections conducted by the Laramie Fire Department prior to the 2nd week of the academic year. Reports are on file with the Fraternity/Sorority Affairs office in Wyoming Union Room 45. If a chapter or colony does not pass the inspection, no public or social events are allowed until an inspection is passed.
- Health Inspections: All chapter/colony kitchens are required to have annual health inspections conducted by the Albany County Health Department. Reports remain on file with Fraternity/Sorority Affairs. If a chapter/colony does not pass an inspection or does not have its passed inspection on file, no meals will be served and the kitchen will be closed to all members until an inspection is passed.
- Insurance Policies: All chapters/colonies are required to hold insurance policies, as determined by their inter/national headquarters. A copy of the insurance policy is filed with Fraternity/Sorority Affairs and the University Risk Management Office.
- Crisis management plan: A crisis management plan must be developed by each chapter/colony and reviewed by Fraternity/Sorority Affairs.
- Structural inspections: Each chapter/colony shall have a structural integrity inspection of its house every ten years.

## UNIVERSITY-OWNED HOMES

### *Leases and Agricultural Facilities*

A total of five buildings are leased to students involved in various programs for the purpose of residential use. The structures are typically short term leases while the homes are in transition from purchase to expansion, or are located on agricultural research locations owned by the University. All of those structures have a minimum of two smoke and carbon monoxide detectors.

## PROCEDURES

As the facilities are upgraded to more sophisticated fire detection and suppression systems, these procedures will be updated to reflect the changes. The residential fire alarm reporting form has been updated to include more detailed accounts of fire alarms and fire drills than this initial document reflects. Subsequent reports, including statistics and graphs, may therefore include more detailed accounts of fire alarm events.

### RESIDENCE HALLS

#### *Hill, Crane and White Halls*

**POLICY:** EVERY fire alarm will be handled as if there is a real emergency in process. There are no false alarms. Call the UWPD 911 using campus phones or (307) 766-5179 using a cell phone.

- The Residence Coordinator, Assistant Residence Coordinator, Resident Assistant (RA) on-call, or desk worker will go to the control panel at the office to determine the origin of the alarm.
- All paraprofessional staff members (Resident Assistants) will go door-to-door on their designated floors and instruct all residents to evacuate the building. They are to knock on all the doors, avoid use of the elevators, go downstairs (never upstairs to another floor), and move away from the building.
- Once RAs have completed the above procedure, they are to report the status of their floors at the front desk. Desk personnel will record a list of vacated floors as well as any potential problems for Fire Department personnel. Note: A list posted at the office will designate students who need assistance vacating the building in an emergency (due to wheelchairs, crutches, etc.).
- The Live-in On-Call, Residence Coordinator or Assistant Residence Coordinator will direct paraprofessionals to each of the hall's entrances to keep individuals from entering.
- All residents must remain outside the building until the alarm goes off and the Fire Department gives permission for students to return to the building.
- Evacuation areas must be as far away from the building as the building height (100 feet away at a minimum).
- Residential staff members are never to reset or silence a fire alarm.
- If the desk personnel feel they are in danger, they are to leave the desk but keep the office area open for emergency personnel to access.
- The fire report must be submitted immediately following the event via the RA intranet.



### *McIntyre, Orr, and Downey Halls*

Please note that as other residence halls are fitted with the new fire panel and system, this set of procedures will be expanded to include those halls.

- All common area smoke detectors and heat detectors, as well as activation of the fire sprinkler system, will cause a general alarm in the building. This alarm requires the control panel to be reset to clear the alarm and will automatically alert UWPD of an alarm event.
- Floor Above, Floor Below System: In the case of a general alarm, the residents of the building will be notified as follows: the floor where the event is occurring is considered the “fire floor.” That floor and the floor above and below will receive an “evacuation” message over the loud speakers, instructing those present to evacuate their floor by using the fire exits. The rest of the building will receive a “standby” message that an event is occurring in the building and individuals should stand by for further instructions.

On floors receiving an “evacuation” announcement, the RA(s) will:

1. Knock on each resident’s door to alert all residents to the evacuation alarm and ensure the residents evacuate the floor/building.
2. Proceed to the main desk and follow the instructions of the RA/Desk worker, Area Coordinator, Hall Director On-Call, or Fire Department.

On floors receiving a “standby” announcement, the RA will:

1. Knock on each resident’s door to alert all residents to the standby message.
2. Instruct the residents to stand by the exit doors, keeping them closed.
3. Wait on the floor with the residents until further instructions are received.

If an “evacuation” announcement is later received on a “standby” floor, the RA is to ensure the residents are evacuating the floor/building and then proceed to the main desk and follow the instructions of the RA/Desk worker, Area Coordinator, Hall Director On-Call, or the Fire Department.

- Fire Drills: During the first floor meetings each semester, the Area Coordinator should play a recording of the two messages that will sound during a general alarm (“evacuation” and “standby”). This will give the residents an opportunity to hear both messages prior to a fire drill or a real event. During the first floor meeting the RA will review with the residents the expectations of conduct during an emergency.
- Pull Stations: When the manual pull station by the fire alarm panel is engaged, the system will transmit the “evacuation” message throughout the facility and an alarm to the UWPD dispatch. This operation provides the facility managers or fire department a means to evacuate all floors during an uncontained fire event or bomb scare.

### *Honors House*

- The alarm will sound throughout the house. The Graduate Assistant (GA) or Resident Advisor present will go door-to-door to every resident room and instruct all residents to evacuate the building. They are to knock on all the doors.
- The GA or RA will stand at the main entrance of Honors House to keep individuals from entering.
- All residents must remain outside the building until the alarm goes off and the Fire Department gives permission for students to return to the building.
- Evacuation areas must be at least 100 feet away from the house.
- Residential staff members are never to reset or silence a fire alarm.
- The fire report must be submitted immediately following the event via the RA intranet.

## APARTMENTS

POLICY: EVERY fire alarm will be handled as if there is a real emergency in process. There are no false alarms. Call the UWPD 911 using campus phones or (307) 766-5179 using a cell phone.

### *Spanish Walk*

- The Apartment Life Assistant (ALA) on-call will go to the control panel in the building to determine the origin of the alarm.
- All paraprofessional staff (ALAs) will go door-to-door in their designated buildings and instruct all residents to evacuate the building. They are to knock on all the doors.
- Once paraprofessionals have completed the above procedure, they will record a list of vacated floors and potential problems to give to Fire Department personnel.
- The Administrator on-call or RA to first respond will direct paraprofessionals to each of the building’s entrances to keep individuals from entering.
- All residents must remain outside the building until the alarm goes off and the Fire Department gives permission for students to return to the building.
- Evacuation areas must be as far away from the building as the building height (100 feet away at a minimum).
- Fire alarms are not to be reset or silenced by resident staff members.

## ALL OTHER COMPLEXES

The ALA on call, with the assistance of UWPD, will determine if the individual smoke alarm is sounding in an apartment. If confirmed, the following will happen:

- All paraprofessional staff (ALAs) will go door-to-door on their designated building and instruct all residents to evacuate the building. They are to knock on all the doors.
- Once paraprofessionals have completed the above procedure, they will record a list of vacated floors and possible problems to give to Fire Department personnel.
- The Administrator on-call or RA first to respond will direct paraprofessionals to each of the building's entrances to keep individuals from entering.
- All residents must remain outside the building until the alarm goes off and the Fire Department gives permission for students to return to the building.
- Evacuation areas must be as far away from the building as the building height (100 feet away at a minimum).
- Fire alarms are not to be reset or silenced by resident staff members.

## FRATERNITY/SORORITY CHAPTER HOUSES

**POLICY:** EVERY fire alarm will be handled as if there is a real emergency in process. There are no false alarms. Call the UWPD 911 using campus phones or 766-5179 using a cell phone.

The Fire Evacuation Policy is set by each chapter's housing corporation (owners), but includes:

- Evacuation areas must be as far away from the building as the building height (100 feet away at a minimum).
- Each chapter must have a crisis management plan in place to respond to fire evacuation.
- Each chapter must host a fire evacuation drill once per semester.
- Each chapter must have evacuation maps on each bedroom door and one in each common room.
- Alarms in chapter facilities are connected directly to the UWPD.

# EDUCATION & TRAINING

## RESIDENCE HALLS

All Residence Halls include the following programs in their fire safety education and training efforts:

- Annual fire evacuation drills at the beginning of every fall semester.
- Informational brochures specific to fire evacuation procedures for each building that are distributed during the annual fire evacuation drills.
- Initial floor community meetings that incorporate lectures and discussions related to building-specific fire safety and evacuation policies and procedures.



- Programming for live-in staff geared toward leadership during evacuation procedures and knowledge and enforcement of fire safety policies.
- Strict enforcement of fire safety and room personalization policies.
- Health and Safety Inspections performed 3-5 weeks after the start of the fall semester, with follow-up education and debriefing.
- Close working relationship with the Laramie Fire Department.

## APARTMENTS

All apartment residents are given the fire safety basics and prevention information in their handbooks. In addition, each resident receives as part of the move-in packet an informational brochure specifying the fire evacuation procedures for each area.

## FRATERNITY/SORORITY CHAPTER HOUSES

All chapter/colony properties have annual fire and safety inspections conducted by the Laramie Fire Department prior to the 2nd week of the academic year.

It is recommended that all housed fraternities and sororities host fire safety education programs as part of their risk management education programs. Fire safety programs should be held at least once every academic year.

# FACILITIES

## RESIDENCE HALLS

### *Crane Hall*

Crane Hall is equipped with a full fire suppression system (fire sprinklers) throughout the building. There are plans to install a fire alarm/detection system in corridors as well as battery-operated smoke detectors in all sleeping rooms. There are plans to install a full fire alarm/detection system throughout the building, which has an estimated completion date range of 2012-2013.

### *Hill Hall*

Hill Hall is equipped with a full fire suppression system throughout the building. There are plans to install a fire alarm/detection system in corridors as well as battery-operated smoke detectors in all sleeping rooms. There are plans to install a full fire alarm/detection system throughout the building, which has an estimated completion date range of 2012-2013.

### *Downey Hall*

Downey Hall has a full fire suppression system throughout the building. This hall is also equipped with a full fire integrated modern fire alarm/detection system throughout the building.

### *McIntyre Hall*

McIntyre Hall is equipped with a full fire suppression system throughout the building. It possesses a full fire integrated modern fire alarm/detection system throughout the building.



### *Orr Hall*

Orr Hall has a full fire suppression system throughout the building. This hall is also equipped with a full fire integrated modern fire alarm/detection system throughout the building.

### *White Hall*

White Hall has a full fire suppression system throughout the building. This hall is also equipped with a full fire integrated modern fire alarm/detection system throughout the building. White Hall was not utilized as a residence hall for the 2012-13 fiscal year as it was undergoing interior renovations.

### *Honors House*

The Honors House is equipped with a full fire suppression system throughout the building. It possesses a full fire integrated modern fire alarm/detection system throughout the building.

## APARTMENTS

### *Spanish Walk*

Spanish Walk Complex is equipped with a full fire suppression system throughout each building. It possesses a full fire integrated modern fire alarm/detection system throughout each building.

### *Landmark Village*

Landmark Village has battery-operated smoke detectors in all apartments as well as carbon monoxide detectors in each kitchen area. Batteries for both are changed yearly. Each apartment is equipped with a fire extinguisher, which is checked monthly.

### *River Village*

River Village has battery-operated smoke detectors in all apartments. Batteries are changed yearly. Each apartment is equipped with a fire extinguisher, which is checked monthly.

### *Bison Run Village*

The Bison Run Apartments have an integrated fire suppression system throughout the community. Each building utilizes a flow sensor within its fire suppression system that will signal an alert, identifying which building is having troubles. The apartments are also equipped with smoke and CO detectors as well as a fire extinguisher. The detectors will be serviced on an annual basis, sooner if needed. The fire extinguisher will be checked on a monthly basis.

## FRATERNITY/SORORITY CHAPTER HOUSES

The following facilities are equipped with full fire suppression systems and fire and smoke detectors in the hallways, common rooms, and bedrooms in compliance with the requirements of the Laramie Fire Department:

- Pi Beta Phi
- Sigma Phi Epsilon
- Kappa Kappa Gamma
- Delta Delta Delta
- Pi Kappa Alpha
- Chi Omega
- Sigma Chi

The following facilities are equipped with fire and smoke detectors in the hallways, common rooms, and bedrooms in compliance with the requirements of the Laramie Fire Department:

- Alpha Tau Omega
- Sigma Nu
- Sigma Alpha Epsilon

All chapters/colonies are encouraged to have carbon monoxide detectors; number present and location should be determined through consultation with the Laramie Fire Department.

## FIRE SAFETY OFFICER

The Fire Safety Officer for the University of Wyoming has been designated as the Chief Risk Officer. The Director shall oversee compliance with the Clery Act Fire Safety requirements in collaboration with Environmental Health and Safety, Residence Life and Dining Services, Physical Plant, Police Department, and the Laramie Fire Marshall.

## STATISTICS AND GRAPHS

### DATA COLLECTION

Reports are composed on each fire alarm incident by appropriate staff members present at the scene. Data generally includes time, date, location, cause of alarm, evacuation details, and confirmation of alarm reset. Prior to 2011, this information was manually recorded on a form and in turn entered into a database. Data collected was confirmed by comparison with the Daily Activity Report (DAR) crime and fire log compiled by the University Police. Currently, all information from residence halls and apartments is tracked in the conduct manager system.

<b>Fire Alarms</b>	
<b>Residence Halls</b>	<b>16</b>
White	3
McIntyre	6
Downey	1
Orr	3
Hill	1
Honors House	2
<b>Apartments</b>	<b>2</b>
Landmark	1
River Village	0
Spanish Walk	1
Bison Run	0
<b>Total Fire Alarm Calls</b>	<b>69</b>
<b>Total Valid Alarm Calls</b>	
Chemical spill	1
Mechanical issue (oil spilling on oven)	1
Caused by burnt food	5
<b>Total Fire Calls</b>	<b>4</b>
Smoking ashtray	2
Steam	1
Cooking fire	1
<b>Call location</b>	
Campus Buildings	47
Residence Halls	16
Apartments	3
Greek Life	8

Specific information regarding Fire Statistics can be found by accessing the Department of Education website at: <http://www.ed.gov/>



