S&T POLICE DEPARTMENT

Parking

All student-operated vehicles should have either a valid campus parking permit or student registration decal affixed properly to the vehicle. Missouri S&T Parking, Security and Traffic Safety Regulations, as adopted by the Parking, Security and Traffic Safety Committee and approved by the chancellor, provide for the payment of established fees for parking privileges and set fees for violation of those regulations. The university police department has the responsibility of enforcing parking regulations at Missouri S&T.

The size of the student body, faculty, and staff, coupled with the fact that a large number of students live off-campus, leads to a relatively large number of motor vehicles on and near the campus. This traffic load, in turn, complicates parking for the campus citizen and creates a hazard for vehicles and pedestrians. The committee has prescribed the rules governing the classification and use of parking lots, the qualifications for parking on those lots, and the rules for application, issuance, and use of parking permits.

Specific information on current regulations and other details pertaining to parking can be obtained at the University Police Department, G-10 Campus Support Facility, 573-341-4303. The regulations may also be found at: http://police.mst.edu/parking/parking.

Missouri S&T Parking: Rules in Capsule Form

1. All parking on campus requires either a purchased permit or payment at a meter. Decals (permit and registration stickers) must be affixed to the outside of the rear window or bumper on the driver’s side of the vehicle. Temporary tags shall be affixed to the inside rear window on the driver’s side of the vehicle or hung on rear-view mirror. (Do not back into or pull through the space.)
2. All vehicles shall be parked HEADING into the parking spaces. (Do not back into or pull through the space.)
3. A visitor is anyone OTHER THAN an employee, student or member of their family.
4. Regulations pertaining to area permits and metered parking are enforced YEAR ROUND from 7:30 a.m. to 4:30 p.m. except on Saturdays, Sundays and official university holidays. Other regulations are enforced at all times.
5. Permit and metered parking at Thomas Jefferson Residence Hall and the Multi-Purpose Building shall be enforced 24 hours a day 7 days a week.
6. Employees and students lending their vehicle to a visitor will be responsible for any violations occurring on campus.
7. Parking permit owners shall park only in the area to which the purchased permit allows access.
8. Employees and students without parking permits shall use only metered spaces.
9. Specially marked disabled parking, driveways, yellow curbs and zones, spaces marked for 24 hour enforcement, fire lanes, vehicle types and areas not designated as a parking area, etc., shall be enforced 24 hours a day seven days a week.
10. University driveways, yellow curbs and zones, and any other area not specifically designated as a parking area shall not be used at any time.

11. The Director of University Police, with the concurrence of the Parking Committee Chair, shall have the authority to suspend all or part of the parking regulations for specific periods of time.

The full and complete set of Missouri S&T Parking Rules and Regulations can be found on our website, http://police.mst.edu/parking/parking/.

Lost and Found

The university police department is the central “lost and found” repository for the campus. Any lost and found items should be turned into the university police for reclamation purposes. If an item is lost, information should be filled out with university police, 573-341-4300, or can be reported by accessing: http://police.mst.edu/aboutus/services/lost/ in case the item is turned in at a later date.

Campus Security

Missouri State Uniform Crime Reporting (UCR) Statistics

Every law enforcement agency in the state is required to report crime data monthly to the Missouri State Highway Patrol (MSHP). MSHP creates and maintains computer files of the Missouri data and supplies information not only to the Federal Bureau of Investigations (FBI) for use in national crime statistics, but also to local agencies and organizations. To access crime data for the Missouri S&T police department submitted to the MSHP visit the MSHP Statistical Analysis Center: http://www.mshp.dps.missouri.gov/MSHPWeb/SAC/data_and_statistics_ucr.html.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (CLERY)

As required by the U.S. Department of Education, the CLERY Act requires higher education institutions to make public certain crime data. Review the annual CLERY report submitted by the Missouri S&T police department online: http://police.mst.edu/info/clery/. A paper copy of the report can be requested by contacting the Missouri S&T police department at 573-341-4300 or by responding to the department which is located in G-10 Campus Support Facility.

Daily Crime Report

The CLERY Act also requires that crime information be made available to the public within two working days. Review the Daily Crime Report in the lobby of the Missouri S&T police department located in G-10 Campus Support Facility or at http://police.mst.edu/crimeinfo/ucr/.

University Police

The mission of the Missouri S&T police department is to support the academic and campus community in fulfilling its commitment to teaching, research, and service. The functions performed by the Missouri S&T police department include many services offered by a small municipal police agency, as well as certain service functions unique to the university setting. The Missouri S&T police department has an authorized strength of 23 full-time employees, including 12 state-commissioned police officers, six security guard, two parking control officers and four administrative staff members. Missouri S&T police officers are empowered under Chapter 172.350 of the Missouri Revised Statutes. As such the police officers are commissioned and armed. Additionally all Missouri S&T police officers possess Rolla City Police
commissions as well. Police officers patrol on foot and by vehicle all properties owned by the Missouri University of Science and Technology 24 hours seven days a week. The security guards perform additional security checks on the main campus during evening and night hours. In addition to the full-time staff, the department employs six campus service officers (CSO’s), who are students that assist on a part-time basis. Missouri S&T police department also has a Reserve Police Officer Program where part-time officers are used on an as-needed basis.

Duties of the Missouri S&T police department include, but are not limited to, preventative patrols, the investigation of crimes, crime prevention through active campus involvement, service to students and others in emergencies, special event coverage, overseeing parking lot operations, and the enforcement of state laws, city ordinances, and university rules and regulations.

The university police are dispatched from the Rolla 911 Call Center. To have a university police officer respond to your location you may call 911 or the non-emergency line for the university police, 573-341-4300.

**Reporting Crimes at Missouri S&T**

All crime victims are highly encouraged to report incidents to the Missouri S&T police department regardless of how seemingly insignificant the crime. Missouri S&T policy requires employees to promptly report all criminal acts occurring on campus. To report a crime, the victim or witness need only call the Missouri S&T police department. A police officer will meet with the person to gather information and prepare an official report. A log of all reported crimes is posted at the Missouri S&T police department (G10 Campus Support Facility) and on our website, [http://police.mst.edu/crimeinfo/ucr/](http://police.mst.edu/crimeinfo/ucr/), under crime statistics to meet CLERY Act requirements.

**Security of Campus**

Accountability of the security of campus facilities originates with the department chair. Areas of responsibility include, but are not limited to, both interior and exterior entryways, exists, and windows, and items of value within the department. Areas not under a specific department shall be under the responsibility of the next higher level within the division.

The department chair is ultimately answerable for security problems existing within his/her area of control, but can designate a dependable and reliable individual(s) areas of security responsibility.

A particularly sensitive area in building access control is the issuance of keys by departments to faculty, staff, and students. Department key issuance and control shall comply with guidelines set forth in BPM-404 Keys to University Buildings: [http://www.umsystem.edu/ums/rules/bpm/bpm400/manual_404](http://www.umsystem.edu/ums/rules/bpm/bpm400/manual_404).

Buildings shall be secured during the evening hours at the earliest reasonable time. Any facility open for an extended period after normal operating hours for that building shall require a permit to be open for the hours specified on the permit.

During the academic year in which residence halls are open, those halls shall be secured during the evening hours according to housing department regulations. Faculty, staff, and students are encouraged to prevent access by unauthorized personnel, in both residence halls and other campus buildings, by verifying any door entered or exited has closed and locked.

Maintenance of campus facilities involving security problem areas, such as broken locks, windows, door, etc., shall involve reporting the security problem as soon as possible to the physical facilities department, who shall rectify the security breach within a timely manner.

**RAVE Guardian**

Missouri S&T University purchased an add-on phone app for the campus community. The app is named Rave Guardian and is available for free at the app store for anyone who has a Missouri S&T email address. The app has several different valuable components including a safety timer, a method to text message the university police, an icon to reach the university police with the touch of a button, and the ability to call the 911 call center with the touch of a button. For further information on the Rave Guardian app please visit the website: [http://ravemobilesafety.com](http://ravemobilesafety.com) or contact the university police department via email police@mst.edu or via phone 573-341-4300.

**Alcohol/Illegal Drugs Policies:**

**Alcoholic Beverages**

The use or possession of any alcoholic beverage is prohibited on all university property, except in the president’s residence and the chancellors’ residences, and the sale, use, or possession may, by appropriate university approval be allowed in approved university alumni centers or faculty clubs, and for single events and reoccurring similar events in designated conference, meeting, or dining facilities provided by university food services, subject to all legal requirements. Further information pertaining to alcoholic beverages can be obtained from the S&T Alcohol Handbook: [http://chancellor.mst.edu/media/administrative/chancellor/documents/policy/I-90.pdf](http://chancellor.mst.edu/media/administrative/chancellor/documents/policy/I-90.pdf).

**Illegal Drugs**

University of Missouri regulations prohibit the unlawful possession, use, distribution, and sale of alcohol and illicit drugs by university students and employees on university-owned property and at university or supervised activities. Local, state, and federal laws also prohibit the unlawful possession, use, distribution, and sale of alcohol and illicit drugs. Violation of the University of Missouri regulations and federal and state laws can result in disciplinary action up to and including expulsion for students and discharge for employees.

A variety of resources exist for drug and/or alcohol counseling, treatment, or rehabilitation program. For detailed information concerning university and community resources, students and employees may contact the Substance Abuse Prevention Program, 107 Norwood Hall, 573-341-4292. Confidential consultation, assessment, short term counseling, and referral services are available free of charge to faculty, staff, and students. A variety of prevention of education programs are also offered.

**Victim of Sexual Assault Information**

The following information is provided to assist a person who has been the victim of a sexual assault.

**Emergency Medical Examination/Evidence Collection**

Receiving medical care immediately following a rape, attempted rape, or sexual assault is extremely important for your well-being. It is essential that you obtain:

- Emergency medical exam if you are injured.
- A general medical exam to ensure that you haven't obtained injuries that you are unaware of or unable to determine.
- A medical/legal examination for the collection of evidence if you think there is any possibility you will want to prosecute the offender.
The exam must be conducted within 48 hours of the assault and you must NOT clean up before the exam to avoid loss or contamination of evidence.

- Testing for sexually transmitted diseases. AIDS, and possible pregnancy (as part of follow-up treatment).

For medical emergencies, call 911 to have an ambulance dispatched.

Other sources of medical information for victims include Missouri S&T student health services (available during business hours).

**Emotional Support**

The need for emotional support and assistance after a rape, attempted rape, or sexual assault is great. In the aftermath of such a violation and loss of control, it may be difficult to consider what steps to take.

Contact a close friend or family member to talk with and assist in making decisions. Contact the Missouri S&T counseling center whose services are strictly confidential and contacting this support service does not obligate you to take any further action.

**Reporting of Incident**

You may wish to report the assault in order to have the alleged offender apprehended and/or for the protection of self or others. If this is the case, successful apprehension and or prosecution of the offender depends greatly on a rapid and accurate report of the crime. Information about the assault can assist law enforcement authorities in providing and improving prevention strategies for the protection of the victim and others in the community.

You have the option of making a report for the purpose of assisting the police in protecting the community without obligation to participate in the prosecution. While the actual prosecution of the offender is pursued by the Phelps County prosecutor (not by the victim), prosecution is unlikely to occur without the consent and assistance of the victim. You have the right to choose not to contact the Missouri S&T police, but you are strongly encouraged to report the assault to the police department.

**Anonymous or Third Party Reporting**

Even if you may not want to prosecute the offender to have it known you were the victim of an assault, you can choose to report the assault anonymously. Or somebody who you have told about the assault can report it. This type of reporting will provide the department with general information that may be useful in preventing additional assaults on campus. To make an anonymous report, call the police department and request to speak with an officer.

**Disciplinary Actions**

Whether or not you choose to report the assault to law enforcement or participate in criminal prosecution, you may decide to take action through the campus judicial system. If you were assaulted by another Missouri S&T student, on or off-campus, the accused may be charged under the University of Missouri Standard of Conduct. The judicial officer at Missouri S&T is available to discuss campus judicial procedures. While the judicial officer may investigate the complaint and impose appropriate discipline with or without the victim's consent, discussing a matter of sexual assault with her/him does not compel the victim to participate actively in pursuing disciplinary charges. The judicial officer's phone number is 573-341-4292.

---

**Contact with Offender**

In situations where the accused and the accuser may be in close contact with each other because of class schedules and/or living arrangements, adjustments to housing or class schedules may be made. The director of residential life has the authority to give the accuser and/or accused the option of changing living arrangements. If the accuser and the accused refuse to change living arrangements, the director has the authority to change the living arrangements of either person. The judicial officer shall give the parties the option of changing class schedules to avoid contact. However, change of class schedules cannot be required until after disciplinary proceedings have concluded.