

Annual Security Report (ASR)

The Annual Security Report is produced to provide students, prospective students, faculty and staff members with important safety information and resources. This document is updated annually on or before October 15th.

The contents and elements of this report are dictated by the Department of Education as well as federal legislation including the *Higher Education Act* (HEA); the *Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act* (Clery Act); the *Violence Against Women Reauthorization Act of 2013* (VAWA); the *Campus Sexual Violence Elimination Act* (SaVe Act); and the *Drug-Free Schools and Communities Act*.

If you have questions about any of the information provided in the report or if you would like a physical copy of any policy or report contained herein, please contact the Dean of Students Office at (406) 657-1018 or email your request to kristin.mills@rocky.edu.

Reporting criminal actions and emergencies—in case of emergency, do not hesitate to dial 9-1-1 (8-9-1-1 from any on campus phone). For reporting non-emergency incidents or activity follow this link to the Campus Safety incident report form. <https://rmc.flowforms.io/forms/120>

Security Awareness and Crime Prevention- The Rocky Mountain College Campus Safety Office provides many services to the campus community to maintain a safe and secure environment conducive to all the activities found at an institute of higher learning. These services are in place to help increase awareness and personal safety of individuals while on campus. Specific program descriptions and registrations can be found at: <https://www.rocky.edu/campus-life/campus-safety/campus-safety-services>.

Daily Crime Logs--A daily crime log is maintained and is available for public view in the Campus Safety Coordinator's office. Safety and security alerts are widely distributed and posted on bulletin boards in residence halls and academic buildings as well as other conspicuous places around the campus to properly alert the community of suspicious persons, frequent crimes, etc. or any violent crime that would occur on or around campus

Security of and access to campus facilities-- It is the policy of the college that access to campus facilities be limited to authorized personnel, students, scheduled visitors and approved community members hosting events. While community members are welcome to walk the college grounds, individuals wishing to enter the facilities should have a legitimate purpose for their visit or be a student or employees invited guest. Visitors are subject to the college's policies and codes at all times. RMC's complete policy regarding [facility access and security can be found here](#).

Campus safety enforcement authority-- The Billings Police Department is the primary law enforcement agency for the City of Billings. Because Rocky Mountain College is within the city's jurisdiction, Billings Police Department responds to all 911 dispatch calls for service, as well as other calls or incidents requiring law enforcement officials.

Students and employees are encouraged to report any criminal or suspicious activity on campus of which they are aware to the Campus Safety Department or to the Billings Police Department.

Prompt and accurate reports are an important factor enabling the Safety Office to fulfill its responsibilities and provide appropriate responses for incidents that occur as well as crime prevention services.

Monitoring and recording-- Rocky Mountain College is committed to providing a safe environment by integrating the best practices of security with state-of-the-art technology. A critical component of a comprehensive security plan is closed-circuit television (CCTV) — a technology that can remotely monitor and record activity on campus. The College's [policy on CCTV monitoring and recording can be found here](#).

Alcohol and Drugs—All required drug and alcohol policies including those pertaining to the drug possession, use or sale and policy enforcement of can be found by following this link to the Colleges drug and Alcohol policy: <https://www.rocky.edu/campus-life/campus-safety/drug-alcohol-policy>

Biennial Review Report-- The 2021 Rocky Mountain College Biennial Review fulfills the requirement of the Drug-Free Schools and Campuses Regulation that calls for institutions of Higher Education to conduct a biennial review of their alcohol and other drug (AOD) programs and policies (EDGAR Part 86.100).

It is the goal of the Student Affairs Division to produce a Biennial Review that would be used to document the progress made by the College and also provide insight into how RMC AOD programs could be improved. This Biennial Review encompasses July 2019 – June 30, 2021. The full report can be found by following this link: [Biennial review 2021.pdf \(rocky.edu\)](#)

Campus Crime Report-- The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, is a federal statute that requires all colleges and universities that participate in federal financial aid programs to collect and disclose crime information that occurs on campus. To find crime information for any campus that complies with the Clery Act, conduct a search of the [Campus Safety and Security Institution/Campus Search](#); to find information specific to Rocky Mountain College, follow this link to the RMC report <https://www.rocky.edu/sites/default/files/clery-report.pdf>.

Sex Offender Registry—the Clery act mandates Colleges and Universities to provide students, faculty and staff members access to the National Sex Offender data base. You can find the site by clicking on this link: <https://www.nsopw.gov/>. Or, you can utilize the Montana Sexual or Violent Offender Registry at: <https://app.doj.mt.gov/apps/svow/>

Dating violence, domestic violence, sexual assault and stalking (DVSAS) prevention, response, and disciplinary procedures can be found at: <https://www.rocky.edu/campus-life/campus-safety/sexual-misconduct-and-sexual-assault-policy>

Fire Safety Report--As a part of the Higher Education Act of 1965 (HEA), amended by the Higher Education Opportunity Act of 2008 (HEOA), federal law requires colleges and universities to disclose certain timely and annual information about campus fire incidents and safety policies for all on campus housing facilities. All public and private institutions of postsecondary education participating in federal student aid programs are subject to this reporting. A paper copy of this report is available upon request in the Campus Safety Office and you can view the online version by following this link: <https://www.rocky.edu/sites/default/files/fire-report.pdf>

Missing Student Notification-- If faculty, staff, or students become concerned about a student living on campus who has not been seen in 24 hours, contact the Director of Residence Life at 406.657.1051 or the On-Call Residence Life Staff at 406.698.8777 to initiate a wellness check for the student. If the student does not answer the door and is not available by phone, staff members will enter the student's room to be sure that he or she is safe. If the staff member does not come in contact with the student in question, he or she will be reported to the Dean for Student Life.

If it is determined by the Dean that the student is missing, an official missing student report will be referred to the Campus Safety Coordinator and the Billings Police Department. If students are under the age of 18 years old and have not emancipated, their parent or guardian will be notified as well the student's confidential contact person.

Students have the opportunity to register a confidential contact person at any time in the semester by filling out the "Confidential Contact Person" form on the residence life webpage or by using this link: <https://www.rocky.edu/sites/default/files/confidential-contact-form-small.pdf>.