

CAMPUS SECURITY POLICIES AND PROCEDURES

Alderson-Broaddus College is concerned about the safety and security of all members of the College community and all visitors to the campus. Therefore, the following safety and security policies and procedures have been adopted by the College.

Campus Security

Alderson-Broaddus College has appointed a Campus Security Team, consisting of the president of the college, the provost/vice president for academic affairs, the vice president for student services and enrollment management, the vice president for advancement, the vice president for business and finance, the vice president for assessment, planning and technology, the president of the Student Government Association, and one academic division chairperson, plus legal counsel. It is the responsibility of the Campus Security Team to periodically review and revise, if necessary, campus security policies and emergency response procedures. This review will also include an evaluation of campus lighting and campus buildings and grounds so as to increase the likelihood of crime prevention.

Campus Law Enforcement

A campus security force is in operation for the welfare and benefit of students, faculty, staff and guests. Students and employees are encouraged to cooperate with security officers and to report crimes and other emergencies to security personnel.

Security personnel are on duty from 7:00 p.m. to 6:00 a.m. each day, and are available to assist students, employees and guests. Security personnel are not authorized to make arrests or to carry weapons. Their responsibilities include enforcement of traffic and parking regulations, enforcement of College policies and behavioral expectations, and the making of rounds and inspection of the campus for safety and maintenance concerns. However, security personnel cooperate with local and state law enforcement agencies and have access to direct and immediate communication with these agencies. Each resident director or the resident assistant on duty in each Residence Hall also has direct and immediate communication with both College security personnel and with local law enforcement agencies. Finally, local law enforcement officers patrol the campus from time to time.

Crime Prevention and Sex-offense Programs

Alderson-Broaddus College provides programs designed to inform students and employees about campus security procedures and practices, about crime prevention, and to encourage students and employees to be responsible for their own security and the security of others. In addition, Alderson-Broaddus College provides education programs designed to promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. Such programs are provided at least once each semester through orientation programs, residence hall education programs, safety awareness programs, and employee training programs. Finally, security, crime prevention, and sex-offense information is provided through both student and employee handbooks.

Alcohol and Drug Policies and Programs

Alderson-Broaddus College, for educational reasons as a church-related institution of higher education, and for the health and safety of its students and employees, prohibits the possession, use, distribution and sale of alcoholic beverages, controlled substances and illegal drugs as defined by State Law and Federal Code on the premises of Alderson-Broaddus College and at all College-sponsored activities.

Alderson-Broaddus College, in compliance with the Drug-Free Schools and Communities Act of 1989, annually publishes and distributes to each student and employee information regarding College policies and programs related to the use, possession, distribution and sale of alcoholic beverages, controlled substances and illegal drugs as defined by State Law and Federal Code. This information is available from the vice president for student services and enrollment management to prospective students, parents and other interested persons upon request.

Campus Facilities - Access and Security

Students normally have access to academic buildings according to the following schedule:

Library

Monday - Thursday.....	8:00 a.m. - 10:00 p.m.
Friday.....	8:00 a.m. - 5:00 p.m.
Saturday.....	1:00 p.m. - 5:00 p.m.
Sunday.....	1:00 p.m. - 10:00 p.m.

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Wilcox Chapel, Withers-Brandon Hall, Myers Hall, Kemper-Redd Hall, Coliseum, New Main Hall and Erickson Alumni Center:

Sunday - Saturday.....6:00 a.m. - 11:00 p.m.

Hamer Center

Sunday - Thursday.....6:00 a.m. - 11:00 p.m.

Friday - Saturday.....6:00 a.m. - 2:00 a.m.

Residence Hall Open House and Security Policies

The College recognizes the necessity of opening and closing hours in the Residence Halls to assure adequate security for resident students. At the same time, the College recognizes the need for freedom and responsibility for all students. Therefore, the following policies have been adopted:

Benedum Hall, with the exception of the lobby, is locked 24 hours a day. Students residing in Benedum Hall or Priestley Hall may gain access to residence hall rooms through a coded lock system.

Paul Jones Hall is not currently used as a residence hall.

Residence hall suites and apartments located within the Kincaid Residence Center each may be accessed from the outside. Student residing in Kincaid Residence Center are encouraged to keep suite, room and apartment doors locked even when they are present in the suite, room or apartment.

All Residence Halls are open for visitation according to the schedule published annually. Guests in Benedum Hall are required to be escorted by a resident of the building in order to enter the living area and while in the living area of the building.

Resident Assistants are on duty in each of the Residence Halls from 4:00 p.m. each evening through 4:00 p.m. the next day.

Policies Concerning the Distribution of Keys

Except during check-in, keys are distributed by the building resident director or assistant resident director. Policies regarding the distribution of keys to faculty and staff are enumerated in the *Faculty-Staff Handbook*.

Security Considerations Used in the Construction and Maintenance of Campus Facilities

The concern of the College for the safety and security of all students, employees, and guests of the College is considered in all renovation and new construction on campus. This concern extends, but is not limited to, such matters as the placement of shrubbery, campus lighting, the security of doors and windows, fire alarm systems, and fire escape routes. In addition, maintenance problems that might affect the safety and security of students, employees and guests are given the highest priority for correction. Such maintenance matters include, but are not limited to, lock and key replacement, the installation and maintenance of door security alarms, and the maintenance of fire alarm systems and extinguishing mechanisms.

Reporting Criminal Actions and Other Emergencies

Students and employees who witness or are the victims of crimes and other emergencies are encouraged to voluntarily and on a confidential basis, promptly report such occurrences to Security Officers, the Philippi Police Department, the director of residence life, the resident director of their Residence Hall, the resident assistant on duty in their Residence Hall, or the vice president for student services and enrollment management. It is the responsibility of the persons receiving such a report to, in turn, notify their immediate supervisor who will then report the incident to the chairperson of the Emergency Response Team and to the Security Office. If the incident occurs in a Residence Hall, it shall also be the responsibility of the person initially receiving the report to complete a written Residence Hall Security Report to be submitted to the director of residence life.

Campus Crime Log

The Security Office of Alderson-Broaddus College will maintain a written daily crime log which records any crime that occurs on campus, in a non-campus building or on property owned or controlled by the college, or on public property within the campus, or immediately adjacent to and accessible from the campus. This Campus Crime Log will include the nature, date, time and general location of each crime, and the disposition of the complaint, if known. The Security Office will make an entry or an addition to an entry to the log within two business days of the report of the information to the Security Office, unless that entry is prohibited by law or would jeopardize the confidentiality of the victim.

Alderson-Broaddus College will make the Campus Crime Log for the most recent 60-day period open to public inspection during normal business hours, and will make any portion of the Campus Crime Log older than 60 days

available for public inspection within two business days of a request for public inspection.

Forcible and Non-forcible Sex Offenses

Alderson-Broaddus College encourages the victims of both forcible and non-forcible sex offenses to report these offenses to college security personnel, the director of residence life, the resident director of their residence hall, or the vice president for student services and enrollment management. The college official to whom the report is made will discuss with the victim the range of resources and alternatives available to her/him, as well as the importance of preserving evidence as may be necessary to the proof of a criminal sexual offense.

The college official will encourage the victim to report the incident to law enforcement authorities. In some cases, the college official will, at the request of the victim, assist the victim in arranging a meeting with law enforcement authorities and will accompany and support the victim during the meetings.

When the evidence warrants, and at the request of the victim, campus disciplinary proceedings will also be initiated by the vice president for student services and enrollment management if the alleged perpetrator is a student or an employee of the college. Campus disciplinary proceedings will be conducted according to the procedures specified in the “Disciplinary Policies and Procedures” section. According to these procedures, both the accuser and the accused are entitled to the same opportunity to have others present during a campus disciplinary proceeding. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceedings brought alleging the occurrence of a forcible or non-forcible sex offense. Sanctions for those found guilty of committing a forcible or non-forcible sex offense may include expulsion or suspension from “Alderson-Broaddus College. (See Section V, item A1 and Section VIII of the “Disciplinary Policies and Procedure”).”

The vice president for student services and enrollment management will discuss options for changes in academic and living situations with the victim of an alleged sex offense, and Alderson-Broaddus will change a victim’s academic and living situations after an alleged sex offense, if requested by the victim and if the changes are reasonably available.

On-campus counseling services are available to victims of sexual offenses through the director of student development. Off-campus counseling services are available to victims of sexual offenses through Appalachian Mental Health, Women’s Aid in Crisis, Together in Recovery and other counseling and mental health services located within a 50-mile radius of Alderson-Broaddus College.

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While no fee is charged for on-campus counseling services, off-campus agencies providing counseling and mental health services may charge a fee which it will be the responsibility of the victim to pay.

Emergency Response Team

Alderson-Broaddus College has established an Emergency Response Team, consisting of the vice president for student services and enrollment management, the president of the Student Government Association, the director of communications, the director of student development, the director of physical plant, and the director of residence life. It is the responsibility of the Emergency Response Team to respond to reports of criminal activity or other emergencies in such a way as to attempt to prevent the re-occurrence of such activity or emergency.

If a murder, rape, robbery, aggravated assault, burglary, arson, manslaughter, motor vehicle theft or violent crime directed against an individual because of race, gender, religion, ethnicity, sexual orientation or disability is reported to have occurred on campus, in or on non-campus buildings or property owned or controlled by the college, or on public property adjacent to a facility used by the college, Alderson-Broaddus College will issue a timely report of such an occurrence to the campus community for the purpose of aiding in the prevention of similar occurrences.

Such a report may withhold information that would jeopardize a criminal investigation or the safety of an individual, cause a suspect to flee or evade detection or result in destruction of evidence. However, this information may be released two days after these reasons for non-release no longer apply.

The campus community is defined, in this instance, as all students enrolled for at least one course for credit, all full-time and part-time employees of the College, and other persons who may have an interest in or benefit from such a report; e.g. parents of enrolled students.

It shall be the responsibility of the Emergency Response Team to issue such reports and to determine the most appropriate means for the dissemination of the report, based upon the likelihood of the incident posing an immediate threat to others. If the Emergency Response Team determines that the most appropriate means for the dissemination of the report involves a press release to campus and local press, radio, TV, and other media, the director of communications will coordinate the release of the information to the media through legal counsel.

Issues and information discussed by the Emergency Response Team are confidential and should not be disclosed to others.

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Release of Information

The college will inform the parents/guardians of dependent students who have violated laws on use and/or possession of alcohol or drugs, and may publicly release information (name, violation, sanction) on any student who has admitted or been found guilty of committing a violent crime or a non-violent sexual offense. The names of victims of violent crimes or non-violent sexual offenses, and the name of witnesses to violent crimes or non-violent sexual offenses will only be disclosed with the written consent of the victim(s) and/or witness(es).

As noted above, the college will withhold information that would jeopardize a criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in destruction of evidence. However, this information may be released two days after the reasons for non-release no longer apply.

Off-Campus Criminal Activity

Alderson-Broadus College assumes no responsibility for off-campus events sponsored by student organizations or for the behavior of individual students off-campus unless the activity is expressly authorized by the College and supervised by official College personnel. Students are encouraged to report criminal activity which occurs at off-campus events which are not expressly authorized and/or supervised by the College to local law enforcement agencies.

The Campus Security Annual Report

On or before October 1 each year, the *Campus Security Annual Report* will be made available to students and employees through the Student Handbook.

A summary of the *Campus Security Annual Report* will be distributed to every prospective student and prospective employee, and information will be provided concerning how the full report may be obtained.

CAMPUS SECURITY STATISTICS

Definitions

Aggravated Assault - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe lacerations or loss of consciousness.

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Arrest - An “arrest” occurs when a law enforcement officer has detained an individual with the intention of seeking charges against that person for a specific offense(s) and a record is made of the detention.

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 of another, etc.

Burglary (breaking and entering) - The unlawful entry into a building or other structure with the intent to commit a felony or a theft. Forced entry is not a required element of the offense; so long as the entry is unlawful (constituting a trespass) it may be accomplished via an unlocked door or window. Included are unsuccessful attempts where force is employed, or where a perpetrator is frightened off while entering an unlocked door or climbing through an open window.

Campus - Any building or property owned or controlled by the college within the same reasonably contiguous geographic area and used by the college in direct support of or related to its educational and residential purposes.

Campus Security Authority - Security officers, director of residence life, resident director, resident assistant on duty, or vice president for student services and enrollment management.

Drug Abuse Violations - Violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and use.

Hate Crimes - Crimes directed against individuals because of race, gender, religion, ethnicity, sexual orientation or disability.

Liquor Law Violations - Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (with the exception of “driving under the influence” or “drunkenness”).

Manslaughter - The killing of another person through gross negligence

Motor Vehicle Theft - The theft or attempted theft of a motor vehicle.

Murder - The willful (non negligent) killing of one human being by another.

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Non-Campus Buildings or Property - Buildings or property located off-campus which are owned by student organizations recognized by the college, and/or buildings or property located off-campus which are owned or controlled by the college, used by students and which are used by the college in direct support of, or in a manner related to its educational purposes.

Public Property - Thoroughfares, streets, sidewalks and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus.

Referral for Campus Disciplinary Action - The referral of any student to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

Report - A crime is “reported” when a campus security authority investigating an incident determines that a crime has occurred or a local police agency notifies the college that it has documented a criminal offense which has occurred on campus.

Robbery - The taking, or attempting to take, of anything of value under confrontational circumstances from the control, custody or care of another person or persons by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

Sex Offenses:

Forcible Sex Offense - Any sexual act directed against another person forcibly and/or against that person’s will, or not forcibly or against that person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity; or an attempt to commit rape by force or threat of force. Forcible sex offenses include forcible rape, forcible sodomy, sexual assault with an object and forcible fondling.

Non-Forcible Sex Offense - Any intentional touching by the accused, either directly or through the clothing, of the victim’s genitals, breasts, thighs or buttocks without the victim’s consent. Non-forcible sex offenses also includes touching or fondling of the accused by the victim when the victim is forced to do so against his or her will. This category also includes unlawful nonforcible sexual intercourse such as incest and statutory rape.

Weapons Possession - Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

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On Campus Incidents Reported to Campus Security Authorities or Local Police Agencies

	1/1-12/31/02	1/1-12/31/03	1/1-12/31/04
Murder	0	0	0
Forcible Sex Offense	0	0	0
Non-forcible Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	6	1	3
Motor Vehicle Theft	0	0	1
Arson	0	0	0
Negligent manslaughter	0	0	0

Arrests Made by Local Police Agencies For Crimes Occurring On Campus

	1/1-12/31/02	1/1-12/31/03	1/1-12/31/04
Liquor Law Violations	1	0	12*
Drug Abuse Violations	0	0	0
Weapons Possession	0	0	0

*All of these violations represent College policy violations referred for disciplinary action. This represents a change in the reporting procedure beginning in 2004.