



## ANDREW COLLEGE ANNUAL SECURITY REPORT

Andrew College prepares this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned by Andrew College; and on public property within, or immediately adjacent to and accessible from the campus. This report also includes institutional policies concerning campus security; such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

This report is prepared in cooperation with the local law enforcement agencies and the Dean of Students Office. Campus crime, arrest and referral statistics include those reported to the Andrew College Police Department (ACPD), designated campus officials, and local law enforcement agencies. Each year notification is made to all enrolled students, faculty and staff providing information on how to access the Andrew College Annual Security report online or request a printed copy from ACPD. Copies of this report may be obtained at the ACPD located in Old Main Building.

### **General Procedures for Reporting a Crime or Emergency**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the ACPD in a timely manner. To report a crime or an emergency from an on-campus phone, call 911. When using a cell phone, please remember that 911 will not reach the ACPD but the county emergency services. ACPD recommends pre-programming of cell phones with the ACPD number (229-732-5911). ACPD officers respond to all requests for service and are the investigating authority for all crimes on campus. When calling for either emergency or non-emergency service, be prepared to:

- Clearly identify yourself;
- State where you are calling from;
- State briefly the nature of your call.

To report a crime that occurs at an off-campus location, contact the appropriate local police department or dial 911. In the case of an emergency it is always best to dial 911.

### **Timely Warnings**

The Andrew College Police Department is responsible for issuing public safety advisories in compliance with the *Clery Act*. In the event a situation arises, either on or off campus, these advisories are issued to keep the campus community informed about safety and security matters. The decision to issue a public safety advisory (*Campus Security Alert*) is decided on a case by case basis in light of all the facts surrounding an incident, including factors such as the nature of the crime, the continuing threat to the campus community, and the possible risk of compromising law enforcement efforts. *Campus Security Alerts* are issued for specific crime classifications: arson, aggravated assault, and criminal homicide, robbery, and sex offenses. *Campus Security Alerts* may also be posted for other crime classifications as deemed necessary. To issue a *Campus*

*Security Alert*, the ACPD informs the campus community via a campus-wide email which is addressed to students, faculty and staff. Additionally, a copy of this notice is posted in all affected residence halls and public buildings on campus. In addition, *Campus Security Alerts* are issued to the campus community in the event of an imminent or ongoing threat to the community. *Campus Security Alerts* are disseminated with the goal of notifying as many people as possible, as rapidly as possible. (i.e., active threats, bomb threats, or a dangerous chemical spill, etc.) These alerts are sent via *The Crisis Communication Message Notification System* voice mail to all students and staff. All students, faculty, and staff are encouraged to sign up to receive these notices at the beginning of each semester. The following notifications are also utilized: emergency intercom broadcast, speakers in the Jones Chapel, e-mail, and telephone and messenger trees.

### **Limited Voluntary Confidential Reporting**

It is the policy of Andrew College that all crimes should be reported to the Andrew College Police Department. Anyone who is the victim or witness to a crime on campus is encouraged to promptly report the incident to the ACPD. Due to the sensitive nature of certain types of crime, victims of sexual assault may choose to confidentially report crimes to the Dean of Students Office or to Residence Life staff. These reports are included in the annual crime statistics. Police reports are public records under state law, and therefore, the Andrew College Police Department cannot hold reports of crime in confidence. All reports will be investigated. When appropriate to do so, violations of the law will be referred to the Dean of Students Office for review. When a potentially dangerous threat to the college community arises, *Campus Security Alerts* will be issued to notify individuals of the threat in a timely manner. These alerts will also inform the community of any recommended action to be taken.

### **Security and Access**

Most campus buildings and facilities are accessible to members of the campus community, guests, and visitors during normal hours of business, Monday through Friday, and for limited designated hours on Saturday, Sunday, and holidays. Facilities are maintained, and their security monitored, in the interest of students, staff, and faculty. Many cultural and athletic events held in college facilities, such as the Jinks Physical Education Complex, Hord Athletic Fields, Gilbert Field, and Jones Chapel, are open to the public. Other facilities such as the bookstore, Pitts Library, and Turner Dining Hall are also open to the public. Access to academic and administrative facilities on campus is generally limited to students, employees, and visitors for the purpose of study, work, academic instruction, and other college business. Each building has established hours based on the needs of the college. ACPD provide random patrols of all campus buildings 18 hours a day. Mitchell, Rhodes, and Fort residence halls are locked 24 hours per day.

### **Campus Law Enforcement Authority and Jurisdiction**

The Andrew College Police Department is certified by the State of Georgia and officers possess the power and authority to apprehend and arrest anyone involved in illegal acts on campus. In addition, the ACPD, the Randolph County Sheriffs Office, and the Cuthbert Police Department have a mutual aid agreement. Each department augments the other within their jurisdiction during mutual investigations, arrests, and prosecutions. The ACPD operates 18 hours per day on business days and ten hours per day on weekends and college recognized holidays. The Chief of the Andrew College Police is on-call twenty four hours per day, seven days a week, and also serves as a primary responder. The campus police provide all patrol, investigation, specialized, and emergency response, as well as crime prevention and educational services at Andrew College.

### **Security Awareness and Crime Prevention Programs**

Programs to increase security awareness and promote crime prevention are sponsored by the Student Life Office and the Andrew College Police Department. Students are introduced to campus security and safety issues during orientation. Security and crime prevention are addressed in depth in the Freshman Experience Class. In addition, the Director of Residence Life schedules programs throughout the year that focus on safety and crime prevention. Safety information is also included in the annual publication of the *Andrew College Student Handbook*.

### **Residence Hall Security**

Under the director of the Residence Life Director, the Resident Assistants facilitate ongoing security programs in the residence halls. Hall meetings are held regularly to address residence life issues with a focus on safety and security. Guest speakers, i.e. campus and community police officers and safety officers frequent these meetings to provide informative crime prevention tips/techniques to students. Individual sessions are held with students who violate safety/security policies or pose security risks to themselves or the campus. Each year, a workshop is held on the Jeanne Cleary Act with the Student Life staff and the Resident Assistants.

All residence halls are secured at the end of visitation hours each night by the Residence Life staff. To provide a safe environment, students receive a uniquely coded magnetic lock card that opens the entrance to the residence hall and a room key. In addition, Mitchell, Rhodes, and Fort Halls are equipped with alarm systems that are designed to direct all entering and exiting traffic through the main door as well as alert all residents when a door has been propped open.

As a safety precaution, in the event a magnetic lock card that provides entrance to the residence halls is lost or stolen, that card is deactivated immediately and another card issued to the student. All campus guests must be escorted at all times, and guests must sign in and out of residence halls and provide an identification card to the on duty Resident Assistant.

### **Alcohol, and Illegal Drugs and Substance Abuse Education**

Andrew College provides annual illegal drug awareness programs along with substance abuse educational activities coordinated by the Director of Residence Life and the Andrew College Chief of Police. The Student Life Office recognizes National Collegiate Alcohol Awareness week with several educational activities, information, and alcohol simulation workshops and seminars. The College promotes the "I Promise" not to drink program, which focuses on the affects of alcohol use/abuse. In addition, students who are found in violation of the Andrew College Alcohol Policy are required to attend alcohol awareness sessions.

### **Drug Policy**

The State of Georgia Statues dictates that it is unlawful for any person under the age of 21 to possess or consume alcoholic beverages. As a private institution, Andrew College declares that it is unlawful for **any** person, regardless of age, to possess, consume, or distribute alcoholic beverages on campus. Anyone who has alcohol in his or her possession will be asked to dispose of it immediately and will be subject to disciplinary action. Students are considered to be adults who are personally responsible and are expected to conform their behaviors to state and local law and to the alcohol policies of the College. With the belief that students will act responsibly and within the law, student's privacy and autonomy will be respected. Intrusive means to verify compliance (i.e. room searches, package inspection, etc.) will only be used when a violation is suspected.

Georgia State Statutes make it unlawful to be under the influence of, use, possess, distribute, sell, offer, or agree to sell, or represent to sell narcotics, hallucinogens, dangerous drugs, or controlled substances, except where permitted by prescription or law. Andrew College affirms these Statutes and stands committed to cooperate with and involve civil authorities at any time. Students involved in illegal drug activity can expect immediate suspension from the College. In addition, federal financial aid regulations require immediate suspension for any student who commits a felony offense involving illegal drugs. Students convicted of a felony offense involving illegal drugs must forfeit financial aid received during the semester of their conviction and are not eligible for financial aid during their next semester of enrollment.

## **Related Policies**

### **Intoxication**

Public intoxication on campus and/or driving on campus while intoxicated are violations of college policy and will be handled with assistance from the Andrew College Police Department and/or civil authorities when necessary.

### **Alcohol**

The use, possession or distribution of alcohol on the Andrew College campus, at the Hord Athletic Fields, or during a student event or activity sponsored by the college is prohibited. Violators of this policy can expect to receive disciplinary sanctions. Students who believe they or their friends need assistance with an alcohol problem should contact the Office of Student Life or a member of the faculty or staff. Referrals for professional assistance can be provided. Since alcohol is not allowed on the Andrew College campus, the displaying of alcohol containers is not allowed on campus or in the residence halls. Violations of this policy will be treated as alcohol violations.

### **Drugs**

The use, possession, distribution or sale of drugs prohibited by federal or state laws is forbidden. Students involved in illegal drug activity of any kind face serious disciplinary measures and can expect suspension from the College. Also, college officials will not hesitate to involve the Andrew College Police Department and local law enforcement drug agencies when illegal drug use is reported.

All students who are in the room or direct social contact where alcohol, drugs or other violations have been found will be charged with a violation, also. Vehicles located on college property are considered part of the domain of all *Student Handbook* policies.

## **Definitions of Sanctions**

### **SANCTIONS FOR MAJOR VIOLATIONS**

In Administrative Hearings, the following disciplinary sanctions will automatically be in effect for violations of specific campus policies:

#### **1. VIOLATION OF THE DRUG POLICY**

**Minimum:** Automatic suspension from Andrew College for remainder of semester. Students found to have illegal drugs in their possession should also be prepared to have charges brought against them in a civil court. **Marijuana is considered an illegal drug.**

#### **2. VIOLATION OF THE ALCOHOL POLICY**

##### **1st offense (minimum)**

1. Probation for three weeks

2. \$50.00 fine
3. Notification letter sent to parent or legal guardian if under 21
4. Required to attend alcohol awareness session

**2nd offense during academic year (minimum)**

1. Two day suspension from college
2. Probation for the remainder of the semester
3. Required to attend alcohol awareness session
4. \$75.00 fine
5. Notification letter sent to parent or legal guardian if under 21

**3rd offense (minimum)**

Suspension from the College for the remainder of semester

**Sexual Assault Prevention and Response**

Educational programs that promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses are presented during the academic year in the following ways:

- freshman orientation seminars,
- residence hall meetings,
- awareness posters placed on bulletin boards in prominent locations,
- educational materials and/or announcements distributed through campus and electronic mail,
- and programs conducted by the staff.

The following advice concerning sexual assault is taken from *Sexual Assault - Reducing the Risk and Coping with an Attack* and *Being Forced Into Having Sex - Even If It's By Someone You Know - Is Rape and It's A Crime*, by the National Crime Prevention Council. This information is available in the *Andrew College Student Handbook*.

**If you are attacked,**

- Keep your head. Stay as calm as possible, think rationally, and evaluate your resources and options.
- It may be more advisable to submit than to resist and risk severe injury or death. You will have to make this decision based on the circumstances. However don't resist if the attacker has a weapon.
- Keep assessing the situation as it is happening. If one strategy doesn't work, try another. Possible options in addition to nonresistance are negotiating, stalling for time, distracting the assailant and fleeing to a safe place, verbal assertiveness, screaming to attract attention, and physical resistance.
- You may be able to turn the attacker off with bizarre behavior such as throwing up, acting crazy, or picking your nose.

**After the assault or rape, take the following steps:**

- Go to a safe place and seek assistance (talk to someone you trust).
- Do not shower, bathe, douche, or destroy any of the clothing you were wearing at the time of the assault. Do not disturb anything in the area where the assault occurred. Preserve all physical evidence for court use.
- Go to a hospital emergency room for medical care. Ask the examining doctor to make a note of all injuries received as a result of the rape. Make sure you are evaluated for risks of pregnancy, venereal disease, and AIDS.

- Call someone to be with you. You should not be alone. A member of the Student Life staff can contact the rape treatment or crisis center in Albany to help you deal with the assault.
- Write down a description of the assault's circumstances and the attacker. Police need all the information they can get about the assailant.

**At Andrew College:**

- Report the crime to a police officer or to a member of the student life staff. All rape victims shall maintain the option of reporting sex offenses to law enforcement authorities. College officials will assist in notification, if requested.
- Assistance will be provided to identify off-campus counseling or victim's services agencies.
- College officials will change the academic and living situation of a victim after an alleged offense if requested by the victim and if reasonably available.
- If a disciplinary hearing is conducted as a result of an alleged sexual assault,
  1. the accuser shall be entitled to have others present during the disciplinary hearing,
  2. the accuser shall be informed of the outcome of the hearing in which sexual assault was alleged (final determination and sanction imposed),
  3. and sanctions that may be imposed are detailed in the disciplinary section of the *Student Handbook*.

**Sex Offender Registration**

The Federal Campus Sex Crimes Prevention Act requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The act also requires registered sex offenders to provide to appropriate state officials notice of each institution of higher education in that state at which the offender is employed, carries on a vocation, or is a student.

***How to Inquire:***

Members of the Andrew College community may request information about sex offenders in Georgia by contacting the Georgia Bureau of Investigation at 404-270-8465. Your question may be answered in the Sex Offender Registry FAQ at <http://services.georgia.gov/gbi/gbisor/faq.html>.

Locally, information about registered sex offenders may be obtained at the Randolph County Sheriff's Office, 401 Peachtree Street, Cuthbert, Georgia or 229-732-2525.

***Penalties For Improper Use Of Sex Offender Registry Information:***

Information contained in the Sex Offender Registry shall not be used to commit a crime against an offender or to engage in illegal discrimination or harassment of an offender. Any person who improperly uses Sex Offender Registry information shall be punished by not more than two and one-half years in a house of correction or by a fine of not more than \$1,000 or both.

**Annual Disclosure of Crime Statistics**

As required by federal law, ACPD yearly crime statistics for this report are compiled on a calendar year basis in accordance with the definitions of crimes provided by the FBI for use in the Uniform Crime Reporting (UCR) system. The report includes statistics for the previous three years concerning reported crimes that occurred on campus to the Andrew College Police, designated campus officials (including but not limited to directors, deans, department heads,

residence life staff, dean of students staff, advisors to students, and athletic coaches). In addition, these statistics also include persons referred for campus disciplinary action for categories required under the *Clery Act*, including liquor and drug law violations, and illegal weapons possession. Statistical information for certain off-campus locations or property owned or controlled by Andrew College as well as public property within or immediately adjacent to and accessible from the campus are collected from the Cuthbert Police and Randolph County Sheriff departments. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year during which the crime was reported.

### **Andrew College Crime Statistics 2005-2007**

<b>Criminal Offense</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses – Non-forcible	0	0	0
Robbery	0	0	1
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	2	2
Hate Crimes	0	0	0
<b>Arrests:</b>			
Illegal Weapons Possession	0	0	0
Drug Law Violation	0	1	4
Liquor Law Violation	0	0	1
<b>Disciplinary Referrals:</b>			
Illegal Weapons Possession	1	0	0
Drug Law Violation	1	3	3
Liquor Law Violation	24	16	11