

# **2012 Ashland University Annual Security Report**

The safety and security of all guests and members of our campus community are extremely important to us at Ashland University. With the coordinated efforts of other departments, the Ashland University Safety Services department is committed to our goal of providing a safe and secure environment for students, faculty and staff so that all may work toward their desired objectives. While Ashland University, located in the rural community of Ashland, is fortunate to be in an area that enjoys a relatively low crime rate, we encourage guests and members of the campus community to become involved and take responsibility for their own safety and the safety of others. As crime can happen anywhere, we encourage those within the campus community to not be complacent with their safety.

## **Safety Services Department**

The Ashland University Safety Services department is a support services department charged with enforcing Ashland University policies and maintaining a safe and secure environment for the campus community. A director, administrative assistant, dispatchers, officers, and interns staff the department, which reports to the Vice President for Student Affairs. Located on the first floor in the Hawkins-Conard Student Center, the Safety Services department operates 24 hours a day, seven days a week. Around-the-clock service is provided by a dispatcher and at least one uniformed, unarmed officer (or criminal justice intern) patrolling campus. Interns from the Ashland University criminal justice program receive the same training as the Safety Services officers and must pass the same pre-employment background checks and drug screening. During the holiday breaks, the Safety Services department may use Student Affairs staff in place of officers to patrol the residential units and campus.

Safety Services officers are first responders to medical, fire, criminal and other emergencies on campus and are the primary contact for general assistance service calls. Safety Services officers and interns not only enforce university policies, they may aid the Ashland City Police in the enforcement of state and local statutes for incidents that may occur on campus. Safety Services officers and interns do not have arrest authority. Ashland University Safety Services may notify the Ashland City Police Department for any on campus incident as the campus is within the jurisdiction of the Ashland City Police. Persons found to be in violation of University policies and/or state and local laws will be processed thru Safety Services and, if necessary, the Ashland City police. While the department does not have a written memorandum of understanding with the Ashland City Police Department, it does encourage all victims of any crime on campus to report crimes to the city police and will assist in the process. During the academic year Ashland University Safety Services forwards a summary of the weekly incident log to the Ashland City Police Department.

Officers and interns are trained in emergency first-aid and CPR. They also participate in an ongoing program of in-service and on-the-job training including, but not limited to, emergency response (including fire response) and patrol duties. Patrol staff also enforces traffic and parking regulations, conduct crime investigations and handle routine service calls. While Safety Services responds to all types of emergency situations on campus, we also provide a variety of other services to the campus community, including:

- Registration and distribution of parking permits
- Response to reports of crime or criminal behavior
- Escort service – 24 hours a day
- Lost and found repository
- Assist motorist with vehicle lockouts and jumpstarts
- Assist students locked out of their room/residence hall
- Monitor electronic building access status
- Routine safety/security patrol of campus, including residence halls

## **Reporting Emergencies/Crime**

The Safety Services department is available 24 hours a day to respond to crime reports and emergency and non-emergency service calls. For emergency services the campus community is encouraged to use 911 from an on campus phone. 911 calls from an on campus phone are routed directly to the AU Safety Services office and who can then route the call to the Ashland County 911 operator. By routing on campus 911 calls thru the Safety Services office, the AU dispatcher can relay to the county operator the specific location of the call. 911 calls from cell phones will bypass the AU Safety Services department. Additional means of contact to AU Safety Services include:

- e-mail AU Safety Services at [security@ashland.edu](mailto:security@ashland.edu)
- service window in the Hawkins-Conard Student Center (open 24 hours a day)
- 911 from an on campus phone
- (419) 207-5555
- 5555 from an on campus phone
- Emergency “blue light” phones on campus

The department accepts confidential reports and will employ every effort to maintain confidentiality. If however, there is an immediate threat to self or others; the AU dispatcher will notify other campus resources (and possibly the local police and/or fire departments) for emergency response. Reports of a felony crime will also be directly forwarded to the Ashland City Police. Confidential reports by professional counselors, health care providers, attorneys and clergy for the purpose of providing a timely warning to the campus community and statistical purposes should be directed to the AU Safety Services department. Any Ashland University employee in receipt of information involving a crime on campus shall report that information to the AU Safety Services department.

## **Access to Campus Facilities**

While Ashland University is a private institution, administrative, academic and general use buildings are open to the public during normal business hours and for evening classes and other events. The hour a facility is open to the public is dependent on academic and administrative schedules, scheduled events (i.e. athletic, concerts, etc.), time of the year, lab access needs and other factors.

## **Living on Campus**

The residential community is made up of approximately 1,400 students living in the residence halls, on-campus fraternity houses, senior apartments, senior residence and the College Avenue apartments. There is one Resident Assistant assigned to each floor in every residence hall (except for the fraternities, senior residence, senior apartments and the College Avenue apartments). These Resident Assistants report to the Resident Director assigned to their building. The fraternity houses and senior resident house share a Resident Director on staff. The Resident Directors report to the Director of Residence Life.

The main exterior doors to the residence halls and senior apartment buildings are secured by an electronic security system monitored by Safety Services. When locked, access to these residence facilities is restricted to persons with a coded ID card. The fraternity houses and the senior house entry doors are locked and can be opened with the resident's key. There is no common hallway entry for the College Avenue Apartments and the resident's key will open the apartment entry door. Students can play a significant role in ensuring the security of their building by locking first floor windows and doors. While the access system is effective, persons propping open doors or allowing unauthorized persons into the building can compromise building security. The Safety Services department does monitor the system for propped doors and responds when alerted. The residence life staff and Safety Services officers (and interns) provide patrols in the residence halls. Individual room doors are secured with a key issued to the residents of that room. Residents are to immediately call Safety Services if a key or ID access card is lost or stolen. Resident students who report a lost or stolen ID card will be issued a temporary card allowing access to their residence hall and the lost or stolen cards access will be immediately voided. Keys reported lost or stolen will have the cores replaced and new keys issued to the residents of the room. Safety Services also monitors the fire alarms for the residence halls. Residents are obligated to adhere to the residence life policies in the Student Handbook.

Resident students with physical restrictions should notify Safety Services of their restriction. In order to provide an even more effective response, prior notification of any pre-existing medical condition that may warrant special consideration should be made to the Safety Services department before moving into the residence hall.

Off-campus housing includes apartments, private homes and individual rooms in private homes. Ashland University does not provide supervision or security services for off-campus housing.

## **Living off Campus**

For students living off-campus, Ashland University reserves the right to review and hold students accountable whose behavior has a negative impact on their neighbors and where this behavior has a negative impact on the integrity of the University. The Vice President for Student Affairs, or his/her designate, will investigate complaints regarding off-campus incidents for possible on campus judicial action by the University. Neighbors who have been inconvenienced, annoyed or alarmed by activity from a residence where Ashland University students own or lease property can initiate an on-campus judicial proceeding by filing a complaint with the Student Affairs office. Ashland University does not have any non-campus student organizations.

# **Campus Alerts/Emergencies**

The Safety Services department forwards a copy of the incident summary for the previous week to the University's newspaper, The Collegian, for publication. When there is no immediate threat to the safety of the campus community, yet notification of security/safety concerns are warranted (i.e. patterns of theft) an "Advisory" may be issued with the incident summary. Safety Services may also post paper bulletins in conspicuous locations (i.e. notices in residence halls, library, etc). In all situations involving an advisory or alert (timely warning), the AU Safety Services department is considered the primary responder and reports made for the purpose of issuing an "Advisory", or "Alert" (or Timely Warning), should be made with the AU Safety Services department.

In situations where there may be an immediate threat to the campus community, the AU Safety Services department will initiate without delay (upon confirmation of a threat and if doing so does not compromise efforts to contain an emergency) security/safety "Alerts", or "Timely Warnings", using the following resources:

## **Text Messaging/Voicemail**

The AU Safety Services department can issue text messages to members of the campus community in the event a timely warning, or "Alert" is warranted. Text messaging is not used for event announcements and other marketing information. Text messaging requires registering your cell phone number with the Ashland University's notification system. To register for this service, go to <http://www.ashland.edu/students/campus-life/support-services/safety-services/emergencies/emergency-contact-system>. This is a free service. Phone notices to certain administrative departments phones can also be sent simultaneously with the text messages.

## **Public Broadcast & Internal Intercoms**

Two public address speakers (horns) are located on the main campus. These horns allow broadcasted weather sirens as well as voice and customized messages. The AU Safety Services have access to use this system in the event a security/safety alert is warranted.

An internal intercom system is currently operational in Bixler Hall and the seminary academic and administrative buildings and is an available resource for AU Safety Services to alert building occupants.

## **Radio/TV Messages**

Ashland University may also use local and/or regional media outlets to broadcast emergency information. This resource would be initiated through the AU Public Relations office.

## **Electronic Message Boards/Web Page**

Emergency alerts can be displayed on electronic message boards throughout campus. An outside message board is located near the Hawkins-Conard Student Center. Electronic displays are located in the lobbies of several campus buildings. Alerts may also be posted to the AU web page at <http://www.ashland.edu>. The web alerts can be posted by the AU Safety Services, Public Relations or the Information Technology office.

Depending on the circumstances, AU Safety Services and Public Relations may use any one (or all) available resources to issue alerts. Members of the campus community are encouraged to monitor the above resources for instructions regarding their response.

**Resources:**

Safety Services	off campus (419) 207-5555	on campus 5555
Public Relations	off campus (419) 289-5007	on campus 5007

**Preparedness**

The Ashland University Emergency Operations Plan was established to facilitate an effective response to emergency situations, or events, that impact the campus community. Administration of the plan is a collaborative effort of the AU Compliance Committee and the AU President’s Cabinet. The plan addresses preparedness, response and recovery. The plan is formally reviewed each year. Reviews may be by a tabletop, functional, or a full exercise. Exercises may be incorporated with the Ashland County emergency response since the county will assume command during a regional emergency. Unless notification would compromise efforts to contain an emergency, or instructed by local law enforcement, Ashland University will employ AU available resources to notify the campus community of an immediate threat or dangerous situation (see above resources). The primary Incident Commander for AU Emergency Operations is the Vice President of Facilities Management and Planning.

**Evacuations/Shelter-in-Place**

After reviewing the threat to the campus community, the Ashland University Incident Commander may issue an order of evacuation of the campus. In the event of a regional emergency, an AU representative may be dispatched to the Ashland County Emergency Operations Center so proper channels of communication are established. Evacuation procedures will vary depending on the scope of the emergency (i.e. partial or full evacuation). In some situations “shelter-in-place” may be the most appropriate response to an emergency. Instructions regarding the response members of the campus community should take will be communicated using the methods noted above. The notices will originate from the AU Safety Services department under the direction of the Incident Commander.

If a building(s) evacuation is issued, instructions will be provided as to the location of the assembly area for building occupants. If instructed to evacuate (and time permits) back up critical data secure your area and lock doors behind you (if safe to do so). For regional emergencies that require an evacuation of the entire campus, members of the campus community who have access to a vehicle are encouraged assist others who may not have transportation. Those without transportation will be instructed to locate to an assembly location to await further instructions.

**Crime Logs**

Crime log entries summarizing crimes and policy violations reported to the AU Safety Services department are available on the Ashland University website at <http://www.ashland.edu/students/campus-life/support-services/safety-services/campus-security/crime-reports>. To receive a paper copy of the report, please call the AU Safety Services department at (419) 207-5555, or e-mail a request to [security@ashland.edu](mailto:security@ashland.edu). This report is independent of the Incident Summary submitted to the school newspaper, The Collegian, as the Incident Summary includes reports not involving crimes.

# Crime Prevention

The Ashland University Safety Services department encourages members of the campus community to take an active role in their safety and the safety of others. Important considerations include: awareness, taking active measures to prevent crime, knowledge of reporting safety/security issues and knowing what to do in emergency situations. The Safety Services department is available to offer safety programs to the campus community upon request. To schedule a program, call the Director of Safety Services at (419) 207-5555, or e-mail a request to [security@ashland.edu](mailto:security@ashland.edu).

Just because there is a relatively low crime rate in Ashland, don't become complacent as crime can happen anywhere at any time. Immediately report suspicious or unusual activity to the AU Safety Services department. Oftentimes crimes could have been prevented if someone would have notified proper authorities in advance. We recommend programming our off-campus number into your cell phone so it's readily accessible. Please contact the AU Safety Services department for any questions or guidance regarding person safety. Important personal safety tips include:

- Always lock your room door (especially when you are not in the room)
- Never allow anyone you don't know follow you into your residence facility i.e. "tailgating"
- If you consume alcohol, drink responsibly and don't allow yourself (or friends) to get into unsafe situations
- Don't walk alone at night and be alert The Safety Services department provides escorts as requested
- Don't leave valuables unattended and don't have access codes where others can see them
- Obey safety policies (i.e. fire regulations)
- Become familiar with emergency procedures (i.e. building evacuation routes, tornado shelters, emergency notification, emergency response and recovery, reporting procedures, etc.)

Emergency phones are strategically located around the exterior of campus. They are easily identified by the blue light above the phone. Emergency phones are also available in lobby areas of some campus buildings. Most residence facilities also have phones by the entrances that are available from the outside of the building. The Safety Services department works with the Facilities Management and Planning department to help maintain adequate exterior lighting. Safety and security considerations are employed in the maintenance of both the facilities and the landscaping. Members of the campus community are encouraged to report any maintenance issues to the Facilities Management and Planning staff. This can be done by contacting them directly, notifying the Safety Services department or contacting a residence hall staff member.

## Crime Statistics

The Safety Services department compiles the annual crime statistics that are included in this report. The information contained in this report is available on-line by visiting the Ashland University website at <http://www.ashland.edu/students/campus-life/support-services/safety-services/campus-security/crime-reports>. Should you wish to receive a printed copy, please contact the Ashland University Safety Services department. The phone number from off-campus is (419) 207-5555. The e-mail address is [security@ashland.edu](mailto:security@ashland.edu) and the mailing address is 401 College Ave., Ashland, OH 44805. The statistical information in this report is acquired from various sources, including: Safety Services Department, Ashland City Police department, Judicial Affairs office, Student Affairs office and any other university official who has a significant responsibility for student and campus activities. The department accepts confidential reports, for statistical reporting purposes, from health and pastoral counselors and the Ashland University Psychological & Counseling Services Office. A written request for statistical information is made to these offices; however those departments are not required by law to provide statistics for the compliance document. Statistics do not include any crimes against students traveling abroad or at an off-campus location (i.e. student teaching assignments and/or foreign studies). The classification of reported crimes is based on the definitions in the Uniform Crime Reporting Handbook published by the Department of Justice. Collection and publication of these statistics is required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

## Crime Statistics

<b>CRIMINAL OFFENSE</b>	<b>LOCATION</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Murder/Non-Negligent Manslaughter	On Campus Property (Total)	0	0	0
	In Residential Facility	0	0	0
	Non-Campus Facility	0	0	0
	Public Property	0	0	0
<b>CRIMINAL OFFENSE</b>	<b>LOCATION</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Negligent Manslaughter	On Campus Property (Total)	0	0	0
	In Residential Facility	0	0	0
	Non-Campus Facility	0	0	0
	Public Property	0	0	0
<b>CRIMINAL OFFENSE</b>	<b>LOCATION</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Sex Offenses - Forcible	On Campus Property (Total)	1	1	1
	In Residential Facility	1	1	1
	Non-Campus Facility	0	0	0
	Public Property	0	0	0
<b>CRIMINAL OFFENSE</b>	<b>LOCATION</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Sex Offenses – Non-Forcible	On Campus Property (Total)	0	0	0
	In Residential Facility	0	0	0
	Non-Campus Facility	0	0	0
	Public Property	0	0	0
<b>CRIMINAL OFFENSE</b>	<b>LOCATION</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Robbery	On Campus Property (Total)	0	0	0
	In Residential Facility	0	0	0
	Non-Campus Facility	0	0	0
	Public Property	0	0	0
<b>CRIMINAL OFFENSE</b>	<b>LOCATION</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Aggravated Assault	On Campus Property (Total)	0	0	0
	In Residential Facility	0	0	0
	Non-Campus Facility	0	0	0
	Public Property	0	0	0
<b>CRIMINAL OFFENSE</b>	<b>LOCATION</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Burglary – Forced Entry	On Campus Property (Total)	1	1	0
	In Residential Facility	0	0	0
	Non-Campus Facility	0	0	0
	Public Property	0	0	0

## Crime Statistics

<b>CRIMINAL OFFENSE</b>	<b>LOCATION</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Burglary – Unlawful Entry (no force)	On Campus Property (Total)	14	7	8
	In Residential Facility	11	4	8
	Non-Campus Facility	0	0	0
	Public Property	0	0	0
<b>CRIMINAL OFFENSE</b>	<b>LOCATION</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Motor Vehicle Theft	On Campus Property (Total)	0	0	0
	In Residential Facility	0	0	0
	Non-Campus Facility	0	0	0
	Public Property	0	0	0
<b>CRIMINAL OFFENSE</b>	<b>LOCATION</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Arson	On Campus Property (Total)	2	0	0
	In Residential Facility	2	0	0
	Non-Campus Facility	0	0	0
	Public Property	0	0	0
<b>CRIMINAL OFFENSE</b>	<b>LOCATION</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Larceny/Theft	On Campus Property (Total)	31	22	22
	In Residential Facility	7	10	6
	Non-Campus Facility	0	0	0
	Public Property	0	0	0

## Hate Crimes

Hate crimes are where the victim is intentionally selected based on his or her actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. Ashland University must report any of the above listed crimes, as well as vandalism, intimidation, larceny/theft, simple assault and any other crime involving bodily injury where bias is a motivating factor. For the calendar years 2009, 2010 and 2011 there were no reported hate crimes within these definitions.

## Arrests/Judicial Statistics

<b>Arrests/Citations – Liquor Laws</b>	<b>LOCATION</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Liquor Law Arrests/Citations	On Campus Property (Total)	0	1	1
	In Residential Facility	0	0	1
	Non-Campus Facility	0	0	0
	Public Property	0	0	0
<b>Judicial Referrals – Alcohol Violations</b>	<b>LOCATION</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Alcohol Violation Judicials	On Campus Property (Total)	116	105	115
	In Residential Facility	108	102	113
	Non-Campus Facility	0	0	0
	Public Property	0	0	0
<b>Arrests/Citations – Drug Laws</b>	<b>LOCATION</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Drug Law Arrests/Citations	On Campus Property (Total)	1	6	1
	In Residential Facility	1	6	1
	Non-Campus Facility	0	0	0
	Public Property	0	0	0
<b>Judicial Referrals – Drug Violations</b>	<b>LOCATION</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Drug Violation Judicials	On Campus Property (Total)	3	7	4
	In Residential Facility	3	7	4
	Non-Campus Facility	0	0	0
	Public Property	0	0	0
<b>Arrests/Citations – Weapons</b>	<b>LOCATION</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Dangerous Weapons Arrests/Citations	On Campus Property (Total)	0	0	0
	In Residential Facility	0	0	0
	Non-Campus Facility	0	0	0
	Public Property	0	0	0
<b>Judicial Referrals – Weapons</b>	<b>LOCATION</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Weapons Policy Judicials	On Campus Property (Total)	0	2	2
	In Residential Facility	0	2	2
	Non-Campus Facility	0	0	0
	Public Property	0	0	0

## **Definitions of Geographical Categories**

### **Non-Campus**

Any building or property owned or controlled by student organizations recognized by the school. Also includes any building or property controlled by the university that is not within the same reasonably contiguous area. Ashland University owns and maintains the fraternity houses, so these facilities are considered "on-campus".

### **On-Campus**

Includes 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.

### **Public Property**

An area that is within the same reasonably contiguous geographic area of the institution, or is adjacent to a facility owned or controlled by the institution. This includes sidewalks and streets.

## **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 and probably would result in serious personal 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 of another, 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 felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

### **Criminal Homicide: Manslaughter by Negligence**

The killing of another person through gross negligence.

### **Criminal Homicide: Murder by Non-Negligent Manslaughter**

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

### **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, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

## **Liquor Law Violations**

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a 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. (Drunkenness and driving under the influence are not included in this definition.)

## **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 joyriding.)

## **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 or violence and/or by putting the victim in fear.

## **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.

- i. Forcible Rape* - The carnal knowledge of a 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 temporary or permanent mental or physical incapacity (or because of his/her youth).
- ii. 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.
- iii. 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.
- iv. 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 incapacity.

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

Unlawful, non-forcible sexual intercourse.

- i. Incest* - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- ii. Statutory Rape* - Nonforcible sexual intercourse with a person who is under the statutory age of consent.

## **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; and all attempts to commit any of the aforementioned.

*Excerpted from the Implementing Regulations of the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (originally the Campus Security Act) originally published in the Federal Register on April 29, 1994 (Vol. 59, No. 82) and November 1, 1999 (Vol 64, No. 210).*

*The following definitions are to be used for reporting the crimes listed in 34 CFR sec. 668.46 (previously 668.47) in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of forcible and non-forcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.*

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

**Source: Federal Register, April 29, 1994, Vol. 59, No. 82; Federal Register, November 1, 1999, Vol. 64, No.**

## **Missing Student**

### **Policy:**

Persons wishing to report a student missing should do so with the Ashland University Safety Services department. Reporting persons includes, but is not limited to: parents, guardians, family members and friends. All Ashland University employees who are informed of a missing student are also required to immediately notify the Ashland University Safety Services department.

Ashland University Safety Services will immediately notify the Vice President for Student Affairs and begin to investigate the report of a missing student. If the student provided an emergency contact for this purpose, Safety Services or the Vice President for Student Affairs (or his/her designate) is required to make contact with the designated contact no later than 24 hours after the student has been determined to be missing. For reporting purposes it is not necessary for a concerned individual to wait 24 hours to report a student missing. For students under the age of 18 (and not emancipated), Ashland University is required to notify a custodial parent or guardian no later than 24 hours after the student has been determined to be missing. Upon determination that a student is missing, the Ashland University Safety Services department also will notify the Ashland City Police.

Resident students can register confidential contact information with the AU Residence Life office. Students have the option to identify an individual (ideally a parent(s) or family member) that Ashland University may contact no later than 24 hours after the time the student is determined missing.

### **Procedures:**

Any report of a missing student should be immediately reported to the Ashland University Safety Services department. When a student is reported missing, the AU Safety Services department will:

- Refer to the Missing Persons section of the Emergency Operations Plan.
- Notify the Vice President for Student Affairs.
- Initiate an investigation to determine the status of the missing individual. Safety Services will employ available AU resources to investigate the students' status. This will include, but is not limited to: residence life staff, academic advisors, AU Counseling Services, known associates, employers, etc.
- Make a determination as to the status of the missing student.

- Safety Services or the Vice President for Student Affairs will notify the identified emergency contact no later than 24 hours after determining the students' status as missing. In the event the missing student is under 18 years of age (and not emancipated), a custodial parent(s) or guardian will be notified.
- Ashland University Safety Services will notify the Ashland City Police no more than 24 hours upon confirmation as to the students status as missing.
- Emergency communications to the campus community and outside resources will be coordinated by the Vice President for Student Affairs and AU Public Relations.

**Resources:**

Safety Services	off campus (419) 207-5555	on campus 5555 or 911
Vice President for Student Affairs	off campus (419) 289-5304	on campus 5304
Residence Life	off campus (419) 289-5303	on campus 5303
Ashland City Police	(419) 289-1911 or 911	

## **Drug and Alcohol Policies**

Ashland University upholds the applicable drug laws that relate to controlled substances and prohibits the use, possession, sale and distribution of illegal drugs by students, guests, faculty and staff. With the exception of the senior apartments and senior residence house, students are not permitted to consume alcohol on Ashland University property. Senior apartment and senior house residents (and their guests over the age of 21) may consume alcohol in the confines of their apartment provided they are adhering to applicable policies. Students found in violation of the drug or alcohol policy will be accountable for their actions as prescribed in the Student Handbook. For further information regarding the drug and alcohol policies for students, faculty and staff, please refer to the Student Handbook and/or the Personnel Policy Handbook. Substance abuse programs are available by contacting one of the listed resources in this section.

In incidents involving the use, sale, possession or distribution of drugs, the Ashland City Police will be summoned by the Safety Services Department to make initial contact along with the responding AU Officers. For incidents involving alcohol, the police may be summoned to assist AU Officers in certain circumstances. In most cases, the Ashland University Safety Services officers process incidents involving alcohol violations.

The Student Health Center and the Counseling Office provide assessment and assistance to students. Oftentimes students are referred to these resources as a condition of their judicial sanctions. Students with drug or alcohol related issues are encouraged to contact these offices for confidential assessment and counseling. If the need for additional services is indicated, further assessment/treatment is provided in cooperation with community resources. Ashland University also sponsors peer education programs regarding issues involving substance abuse. This program is under the direction of the Ashland University Health Educator and the Student Health Center.

If you recognize that you or one of your friends may need help with issues regarding drugs and/or alcohol, please refer to one of the departments or agencies listed below. If you wish to remain anonymous in referring a friend or neighbor, you may do so. The departments or agencies listed below are resources for assistance; they may not be an agency or department that must report information to the Safety Services Department for statistics to be included in the annual report.

**Resources:**

Safety Services	off campus (419) 207-5555	on campus 5555
Vice President for Student Affairs	off campus (419) 289-5304	on campus 5304
Residence Life	off campus (419) 289-5303	on campus 5303
AU Health Center	off campus (419) 289-5200	on campus 5200
AU Counseling Services	off campus (419) 289-5307	on campus 5303
Ashland City Police	(419) 289-1999 or 911	

**Non-University Resources**

ACT Teen Mentor Program.....	419-289-1903
Alcoholics Anonymous.....	800-897-6737
Alcoholics Anonymous District Office, Cleveland.....	330-241-7387
Ashland Co. Council on Alcoholism & Drug Abuse..(ACCADA)	419-289-7675

## Wellness

**Education & Awareness**

Ashland University is committed to providing educational programs for students and campus organizations to promote awareness and prevention of acquaintance rape, stranger rape and other sexual offenses. Educational programs addressing drug and alcohol awareness are also made available by Ashland University. The frequency and types of programs addressing wellness topics such as drug and alcohol awareness and sexual assault awareness vary year to year and are sponsored and scheduled by various departments on campus.

In 2010 Greek Affairs sponsored/schedules programs addressing Hazing (October 2010). In November 2010 Greek Affairs presented information on domestic and gender violence. In March 2011 Greek Affairs presented a program addressing alcohol abuse, alcohol poisoning, and alcohol related deaths. PPOW (Peers Promoting Organized Wellness) is a campus organization that is also available to sponsor and schedule presentations regarding wellness issues. Resources available to address wellness issues for the campus community are listed below. To schedule a program, please contact one of the resources.

The Student Health Center and the Counseling Office provide assessment and assistance to students. Oftentimes students are referred to these resources as a condition of their judicial sanctions. Students with drug or alcohol related issues are encouraged to contact one of these offices for confidential assessment and counseling. If you recognize that you or one of your friends may need help with issues regarding drugs and/or alcohol (or sexual abuse issues), please refer to one of the listed departments or agencies.

**Resources:**

AU Student Health Center	off-campus (419) 289-5200	on campus 5200
AU Counseling Services	off-campus (419) 289-5307	on campus 5307
AU Residence Life	off-campus (419) 289-5303	on campus 5303
AU (PPOW) Peers Promoting Organized Wellness		on campus 5440
AU Safety Services	off-campus (419) 207-5555	on campus 911 or 5555
AU Vice President for Student Affairs	off-campus (419) 289-5324	on campus 5324

## Non-University Resources

Ashland City Police .....	911
	1121 E Main St., Ashland, OH 44805
Rape Crisis Domestic Violence Safe Haven.....	(419) 289-8085
	2233 Rocky Ln., Ashland, OH 44805
Appleseed Counseling and Case Management.....	888-400-8500 Toll –Free Crisis Line
	(419) 289-6111 Local Crisis Line
	(419) 289-6097 Rape Crisis Non-Emergency
	2233 Rocky Ln., Ashland, OH 44805
Domestic Violence Shelter.....	800-931-7233 Toll-Free
Samaritan Hospital Emergency Room.....	(419) 289-0491
	1025 Samaritan Ave., Ashland, OH 44805
ACT Teen Mentor Program.....	419-289-1903
Alcoholics Anonymous.....	800-897-6737
Alcoholics Anonymous District Office, Cleveland.....	330-241-7387
Ashland Co. Council on Alcoholism & Drug Abuse..(ACCADA)	419-289-7675

## Campus Sex Crime Prevention Act

The Campus Sex Crime Prevention Act requires sex offenders to provide notice to each institution of higher education at which the person is employed or enrolled. Because the Ashland University main campus and Theological Seminary are within the jurisdiction of the Ashland County Sheriff’s Department, the Ashland County Sheriff’s Department should be the notifying agency of any registered sex offenders who are currently enrolled students or employees. The AU Safety Services department also reviews the Ashland County Sheriff’s website to see if any registered sex offenders addresses is on or directly adjacent to Ashland University property. In Ashland County, information on registered sex offenders is available on the Ashland County Sheriff’s website at <http://www.ashlandcounty.org/sheriff/>. Ohio’s ESCORN website (<http://www.escorn.ag.state.oh/Secured/p1.aspx>) provides links to databases of registered sex offenders for all Ohio counties.

Upon notification to the AU Safety Services department of a registered sex offender on or directly adjacent to campus, the information will be passed on to the Vice President for Student Affairs. The Vice President for Student Affairs will determine if an advisory or alert is warranted.

## Sexual Assault/Misconduct

Ashland University strives to create a community that promotes personal growth and well being. Sex offenses are illegal, unacceptable and will not be tolerated by the University. Incidents of sexual assault include both forcible and non-forcible offenses.

Two very important factors that may help prevent you or a friend from becoming a victim of a sexual assault involve 1) alcohol and 2) notification to others in the event of an incident involving sexual misconduct or assault (including date rape).

Alcohol can be a factor in that it can contribute to aggression by the perpetrator or diminished cognitive abilities on your part. Date rape drugs can be placed in any drink, not just alcohol. Do not drink a beverage where you don't know the source, who is serving you or are suspicious of the circumstances. If Ashland University is not made aware of an incident, we can't take proper steps to help prevent a future incident. Reporting a crime or incident is a separate step from prosecuting. Any person who believes they have been a victim of any sexual assault or misconduct or have information regarding a sexual assault are encouraged to report the incident to University officials or law enforcement officials, or both.

### Intervention

Ashland University is committed to providing both a sensitive and effective response to an incident of this nature. Any of the listed resources will help the victim seek any medical, civil and/or counseling services. Victims of a sexual assault are strongly encouraged to seek immediate medical attention so that physical evidence can be preserved, should the victim choose to prosecute. An assault can be reported without initiating an investigation or prosecuting to alleged attacker. The University encourages persons who have been sexually assaulted to report the assault, seek assistance and pursue criminal and on campus judicial action for not only their protection, but the entire campus community. Victims should report the assault to the AU Safety Services department. The Safety Services department can provide transportation to the hospital and/or the local police department and can assist the victim in notifying proper civil and AU administrative authorities, should the victim choose to do so. With the exception of the AU Counseling Services office, health and pastoral counselors, all AU employees are required to contact to Safety Services department. Confidentiality will be maintained to the extent possible, however, cannot be guaranteed. The AU Safety Services Department notifies the Ashland City Police of any reported sexual assault on campus. If the victim chooses to remain anonymous, the AU Safety Services department will report the incident without disclosing the victim's name.

### Resources:

AU Safety Services	off-campus (419) 207-5555	on campus 911 or 5555
AU Student Health Center	off-campus (419) 289-5200	on campus 5200
AU Counseling Services	off-campus (419) 289-5307	on campus 5307
AU Residence Life	off-campus (419) 289-5303	on campus 5303
AU Student Conduct	off-campus (419) 289-5303	on campus 5303
AU (PPOW) Peers Promoting Organized Wellness		on campus 5440

## Non-University Resources

Ashland City Police .....	911	1121 E Main St., Ashland, OH 44805
Rape Crisis Domestic Violence Safe Haven.....	(419) 289-8085	2233 Rocky Ln., Ashland, OH 44805
Appleseed Counseling and Case Management.....	888-400-8500 Toll –Free Crisis Line	(419) 289-6111 Local Crisis Line
	(419) 289-6097 Rape Crisis Non-Emergency	2233 Rocky Ln., Ashland, OH 44805
Domestic Violence Shelter.....	800-931-7233 Toll-Free	
Samaritan Hospital Emergency Room.....	(419) 289-0491	1025 Samaritan Ave, Ashland, OH 44805

If necessary, the Safety Services Department will notify those within the campus community of any known threats to their safety. Reasonable and immediate steps will be initiated to preserve the physical and emotional well being of the victim. The victim will be presented the opportunity to change academic and living arrangements after an alleged sexual assault incident, providing changes are reasonably available. If the subject allegedly responsible for a sexual assault is identified, immediate sanctions may be instituted upon the alleged subject. These sanctions could range from, restriction from a residence hall(s) to an interim suspension (pending the outcome of an on-campus judicial). For further information regarding on-campus disciplinary procedures for this type of offense and possible sanctions imposed by the University, please refer to the Student Handbook. Both the accused and the accuser will be informed of the outcome of the campus disciplinary proceedings. The accuser and the accused are entitled to the same opportunities to have others present during campus disciplinary proceedings.

## Harassment Free Environment

Ashland University promotes a productive campus environment and will not tolerate conduct by any member of the campus community that harasses another employee or student, disrupts or interferes with another, or creates an intimidating, offensive or hostile environment. This includes threatening behavior, violent actions, and sexual harassment. Students who feel they are the target of any type of harassment should immediately report the situation to the Vice President for Student Affairs. Employees are to contact the Director of Human Resources. Please refer to the Harassment Free Policy in the Student Handbook and/or the Employee Handbook for further information. Students are protected under Title VII of the Civil Rights Act and Title IX of the Education amendments.

## Resources

Vice President for Student Affairs	off-campus (419) 289-5324
Human Resources	off-campus (419) 289-5034
AU Student Conduct	off-campus (419) 289-5303

# Fire Safety

Ashland University Safety Services works with the AU Compliance Committee, Facilities Management and Planning and Residence Life departments to provide prevention and emergency response protocol for AU. Each year the Residence Life office coordinates one scheduled fire alarm exercise each semester (fall and spring) while the students are on campus. Students who fail to evacuate a building during an alarm are in violation of the safety policy. Fire safety is incorporated into the residence life staff training at the beginning of each year. Training includes building occupant evacuation and extinguisher use. Residents in the College Avenue apartments do not participate in any drills. Ashland University has on staff a Life Safety Technician who maintains the security and fire systems in the residence halls and other campus buildings. The Life Safety Technician conducts two scheduled fire system safety inspections of the residence facilities each year. The responding fire department for AU is the Ashland City Fire Department. When buildings are renovated, updating fire systems to current requirements are an important consideration.

AU has a policy of no open flames in any of the residence facilities and smoking is not permitted in any campus building. All electrical appliances must be Underwriter Laboratory (UL) approved and in good working condition. Unapproved items such as: electric blankets, hot plates, live Christmas trees, etc. are against the residence life safety policy. Residents found to be using these items are in violation of the safety policy. Please refer to the student handbook for a more comprehensive description <http://www.ashland.edu/sites/default/files/documents/Handbook-8-16-11.pdf>. In the residence facilities there are emergency information placards posted in conspicuous locations and on the back of the doors to resident's rooms. To request a replacement placard, please notify the Director of Environmental Health & Safety in the Facilities Management and Planning department. Fire statistics are maintained by the Ashland University Director of Safety Services. All campus fires are to be reported to the AU Safety Services department.

Students are to assume all alarms are an actual emergency and are expected to evacuate the building thru all marked egress doors. Use of elevators is not permitted during an evacuation. Students who fail to evacuate a residence facility during a drill may be processed as a judicial referral for violating a health and safety policy. Resident students with physical restrictions should notify Safety Services of their restriction. In order to provide an even more effective response, prior notification of any pre-existing medical condition that may warrant special consideration should be made to the Safety Services department before moving into the residence hall. AU Safety Services will notify the responding fire department personnel of residents with disclosed special needs. At the start of the fall semester, the Safety Services department also requests information from the Classroom Support Services department regarding resident students with special needs who may require assistance in emergency situations. Tampering with any fire alarm, or suppression system, is a safety policy violation and the responsible party (if identified) will be held accountable.

## Resources

AU Safety Services	off-campus (419) 207-5555	on campus 911 or 5555
AU Environmental Health & Safety	off-campus (419) 289-5496	on campus 5496
AU Facilities Management & Planning	off-campus (419) 289-5490	on campus 5490
AU Residence Life	off-campus (419) 289-5303	on campus 5303
AU Classroom Support Services	off-campus (419) 289-5904	on campus 5904
Ashland Fire Department	non emergency (419) 289-6511	emergency 911



## Residence Hall Fire System Description

<b>Residence Hall</b>	<b>Alarm Panel</b>	<b>Smoke/Heat Detectors</b>	<b>Sprinklers</b>	<b>Pull Stations</b>	<b>Extinguishers</b>	<b>Additional Information</b>
Amstutz Hall	Panel with automatic notification to AU Safety Services of alarm	Smoke detectors in rooms. Hallway detectors and room detectors on floors 5 thru 8 hardwired to panel	Floors 5 thru 8 only (upgraded when renovated)	All floors in common areas	All floors in common areas	Basement is connected to the convocation center dock. Basement also houses the AU printing facilities
Andrews Hall	Panel with automatic notification to AU Safety Services of alarm	Resident rooms and hallway detectors hardwired to panel	On floors 2 and 3 (residence floors)	All floors in common areas	All floors in common areas	1 <sup>st</sup> floor is classroom, office and common space
Clark Hall	Panel with automatic notification to AU Safety Services of alarm	Smoke detectors in rooms. Hallway detectors hardwired to panel	None	All floors in common areas	All floors in common areas	Residence hall use only
Clayton Hall	Panel with automatic notification to AU Safety Services of alarm	Smoke detectors in rooms. Hallway detectors hardwired to panel	Floors 5-9	All floors in common areas	All floors in common areas	Building is attached to a multiuse facility with commercial kitchen facilities.
College Avenue Apartments	No central panel and no automatic notification	Smoke detectors in individual units	None	None	One in each apartment unit	Facility had no common hallway. Apartment door egress to outside. One floor only
Jacobs Hall	Panel with automatic notification to AU Safety Services of alarm	Resident rooms and hallway detectors hardwired to panel	None	All floors in common areas	All floors in common areas	Classroom and service support facility on first floor (has separate entrance)

## Residence Hall Fire System Description

<b>Residence Hall</b>	<b>Alarm Panel</b>	<b>Smoke/Heat Detectors</b>	<b>Sprinklers</b>	<b>Pull Stations</b>	<b>Extinguishers</b>	<b>Additional Information</b>
Kem Hall	Panel with automatic notification to AU Safety Services of alarm	Resident rooms and hallway detectors hardwired to panel	Hallways, resident rooms and mechanical rooms	All floors in common areas	All floors in common areas	Residence hall use only
Kilhefner Hall	Panel with automatic notification to AU Safety Services of alarm	Smoke detectors in rooms. Hallway detectors hardwired to panel	None	All floors in common areas	All floors in common areas	Residence hall use only
Myers Hall	Panel with automatic notification to AU Safety Services of alarm	Resident rooms and hallway detectors hardwired to panel	Some common areas only	All floors in common areas	All floors in common areas	Residence hall use only
Phi Delta Theta	Automatic notification to AU Safety Services of alarm via phone	Resident rooms and hallway detectors hardwired to panel	None	All floors in common areas	All floors in common areas	Residence hall use only
Phi Kappa Psi	Automatic notification to AU Safety Services of alarm via phone	Resident rooms and hallway detectors hardwired to panel	None	All floors in common areas	All floors in common areas	Residence hall use only
Senior Residence	Automatic notification to AU Safety Services of alarm via phone	Resident rooms and hallway detectors hardwired to panel	None	All floors in common areas	All floors in common areas	Residence hall use only
Senior Apartments A, B & C	Panel with automatic notification to AU Safety Services of alarm	Resident rooms and hallway detectors hardwired to panel	Hallways, resident rooms and mechanical rooms	None	All floors in common areas	Residence hall use only
Tau Kappa Epsilon	Automatic notification to AU Safety Services of alarm via phone	Resident rooms and hallway detectors hardwired to panel	None	All floors in common areas	All floors in common areas	Residence hall use only