Ashland University
SAFETY AND SECURITY TIPS

CRIME PREVENTION
THEFT
Most crimes against residents involve the theft of personal property in residential units and other high-traffic areas. Few of these crimes involve forced entry since crimes of opportunity are created (doors left unlocked, etc.). Ninety percent of crimes on campuses are considered crimes of opportunity.
Protect your personal property by remembering the following tips:

✓ Always lock your room door, even if you are only walking down the hall.

✓ If you lose your room key, notify your RA and make arrangements to get your lock and key changed immediately. Your account will be billed $25 for the change, but you run the risk of losing much more than $25 if you leave your door unlocked and someone enters your room.

✓ Never leave laptops or books unattended or unsecured. Laptop and book theft is an increasing national problem. It is recommended that you lock your laptop even when it is in your residential room. Write your name on the same page in each book for proper identification in case it is stolen.

✓ Keep an eye on your property when loading/unloading. Thefts from student rooms tend to increase prior to vacation periods. Record the serial numbers of valuable items.

✓ Take valuables home during breaks (i.e., TV’s, computers, jewelry, DVD’s and players, video systems, etc.). (The University is not liable for stolen property.)

✓ Lock your vehicle. Remove keys, GPS devices, laptops, cell phones, radar detectors, and other valuables from plain sight. Place belongings in the trunk or take them with you.

As in any community, the prevention of crime is everyone’s responsibility, not just Safety Services’. No institution can ensure the complete safety and security of all its students. We, as residents of Ashland University’s campus community, must accept responsibility for our personal safety and the safety of others. Help prevent campus crime as we work together in “Building a Community of Respect.”

PERSONAL SAFETY
Sign up for the Ashland University text message alert system to stay informed of potential emergencies. Visit https://www.ashland.edu/about/ecs.php to register.

Protect yourself from harm by keeping the following in mind:
✓ If you are of age and choose to consume alcohol, do so responsibly. Alcohol is only permitted in the senior apartments and senior house at Ashland University regardless of age. If you choose to drink, don’t accept any beverage unless it is in a closed container (unopened bottle or can).
✓ Program Safety Services number into your cell: 419-207-5555.
Avoid walking alone at night. Call Safety Services for an escort on the Ashland campus.

Report suspicious persons or activity immediately to Safety Services.

Never prop exit doors. Shut any doors you may see propped open.

Get to know the people living near you. Keep an eye on their rooms and ask them to do the same for you.

If you encounter an emergency on the Ashland campus, call 911 from any campus phone or your cell or use the outdoor emergency telephones, designated by the blue light, located throughout campus. Know where these phones are located. These phones are linked directly to Safety Services. If you encounter an emergency at the Dwight Schar College of Nursing, Mansfield campus, please call 911.

Internet privacy. Be cautious about the personal information, phone numbers, room numbers, or home addresses that you put on internet sites such as myspace.com or facebook.com. Regardless of your privacy settings, these may be accessed by anyone. Don’t provide bank, debit or credit card accounts, passwords, or your social security number online unless you have initiated the transaction.

FIRE SAFETY

Get Out! Always leave a building immediately, when a fire alarm is activated. (Even if you think it is a false alarm).

Know emergency exits of your residential unit if you live on campus and in your classroom/administrative buildings.

Be preventative – no candles, incense, smoking or use of illegal appliances in the halls/houses/apartments.

Be responsible – don’t use a fire extinguisher as a prank or pull a false alarm. Such behavior risks lives and is a violation of law.

PHONE/ELECTRONIC HARASSMENT

Quietly hang up. Don’t let the caller know you’re upset or angry. No response is the best response. If you’re on line or texting, block the user from conversation as soon as possible. Print on line harassment. Call Safety Services immediately to report the call or the electronic harassment.

STALKING

According to Ohio Law, stalking is a criminal act if a person knowingly engaged in a pattern of conduct (two or more actions or incidents closely related in time) that caused you to believe that the offender may cause you physical harm or mental distress. Report incidents to Safety Services and local police. Call 911 if in immediate danger. Never contact or try to reason with a stalker. Keep a detailed log. Save everything received. For more information go to www.actionohio.org.
HARASSMENT-FREE ENVIRONMENT
SEXUAL HARASSMENT

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when:
1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement, or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

Patterned and pervasive behavior that is not necessarily sexual but is clearly offensive, degrading, or inhibiting and is based on the recipient’s sex may also qualify as sexual harassment if it meets either of the two criteria above.

Unwelcome sexual harassment or offensive conduct is prohibited. This policy applies to students, faculty, staff, and others on or off University property or participating in a University-sponsored event or activity. Prohibited conduct includes but is not limited to:
a) Sexual flirtations, touching, advances, or propositions.
b) Sexually explicit language or gestures.
c) Sexually graphic or suggestive comments about an individual’s dress or body.
d) Contributing to an offensive overall environment, including the use of vulgar or sexist language, the presence of sexually explicit photographs or other materials, and the telling of sexual or sexist jokes or stories.
e) Explicit or implicit threats or comments that an individual may be affected in a tangible way in exchange for engaging (or not engaging) in sexually-related conduct (quid pro quo).

Complaint Procedures
If you believe that the actions or words of a member of the University community or at an experiential learning site (internship, community service, etc.) constitute unwelcome harassment of you or another, you have a responsibility to immediately report the suspected harassment to either of the following administrators: Sue Heimann, Vice President for Student Affairs/Dean of Students, second floor, Student Center, 419-289-5324, or Human Resources, 106 Founders Hall, 419-289-5033.

Ashland University will investigate complaints of sexual harassment promptly and impartially. The University will not tolerate adverse treatment of students or other individuals because they report sexual harassment or provide information related to such complaints. While the University will protect the confidentiality of sexual harassment complaints to the extent possible, it also has a legal responsibility to formally investigate any and all complaints. Depending on the specific circumstances, it is the University’s general practice that students who allege sexual harassment will be kept informed of the investigation process and the ultimate outcome of their complaint. Any individual who is found to have engaged in sexual harassment will be subject to appropriate corrective action up to and including dismissal.
OTHER HARASSMENT
Ashland University also prohibits the use of racial or ethnic slurs, threats, violence and statements
directed toward a person’s religion, gender, sexual orientation, or ethnic or national origin that are
intended to demean or diminish that person and that have the effect of creating a hostile environment.

SEXUAL ASSAULT
Acquaintance rape is forced sexual intercourse with someone you know. This force can come in the
form of threats, coercion, or physical force. It can also come in the form of drugs or alcohol that
substantially impairs the victim’s judgment or ability to resist. All incidents of sexual assault should be
taken seriously and reported to campus officials. This allows the University to provide needed support
for the survivor and a timely warning for the campus community.

Sexual Assault Prevention, Policies, and Procedures
(In compliance with the Higher Education Act of 1992)
A. Prevention
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 through the following Ashland campus offices:
- Student Health Center, first floor, Hawkins-Conard Student Center, 419-289-5200
- Personal Counseling Services, second floor, Hawkins-Conard Student Center, 419-289-5307
- Student Conduct, second floor, Hawkins-Conard Student Center, 419-289-5303
- Safety Services, first floor, Hawkins-Conard Student Center, x5555 or 419-207-5555 from your cell
  or off campus phone
- Residence Life, second floor, Hawkins-Conard Student Center, 419-289-5303

B. Sexual Assault Occurrence Procedures
If a sex offense occurs, your first priority should be to seek proper medical attention. In doing so, be
careful to preserve your clothing and other items that could be used as evidence.

You are also encouraged to report the crime immediately by contacting the Mansfield City Police
(911-for the Dwight Schar College of Nursing, Mansfield campus) and the Ashland City Police (911)
and AU Safety Services (x5555, or 419-207-5555 if calling from off-campus or a cell phone). Remember,
you are not to blame. Even if you believe you were naïve or not cautious, it is not your
fault. Your behavior did not cause the rape. The sooner the rape is reported, the better. Reporting a
rape does not commit you to filing charges. This decision can be made later. If you wish to notify local
authorities or press charges, Ashland University personnel will help you. If the assailant is an Ashland
University student, you are also encouraged to initiate University student conduct action. Retaliation
against individuals who report rape or sexual assault is prohibited. Student(s) involved in retaliation
will face campus student conduct proceedings. It is important to remember, however, that
acquaintance rape is entirely different from experiencing feelings of regret from a consensual act.
Filing a false report of rape is against the law and Ashland University policy.

Campus student conduct procedures entitle the accuser and the accused to the same opportunities to
have others present during a campus student conduct proceeding and be informed of the outcome of
the campus student conduct proceeding. Students found responsible for sexual imposition in campus
student conduct proceedings may be issued sanctions including suspension or dismissal, probated
suspension, probation, fines, counseling, notification to others, housing reassignment, restrictions and/or educational sanctions.

Survivors of sexual assault may seek assistance through health, personal counseling, residence life staff and/or other services by contacting any of the following: *(Note that the Dwight Schar College of Nursing, Mansfield campus, resources are in italics and all Ashland campus offices and services are available).*

**Enforcement**
- Ashland City Police, 911 (All on campus calls are connected to Ashland County 911)
- Safety Services, first floor Student Center, x5555 or 419-207-5555 (from cell/off-campus phone)
- Student Conduct, second floor, Student Center, 419-289-5303
- Mansfield City Police, 911 (All calls for the College of Nursing, Mansfield campus).

**Health Services**
- Samaritan Hospital Emergency Room, 1025 Center Street, 419-289-0491
- Student Health Center, first floor, Student Center, 419-289-5200
- MedCentral Emergency Room, 335 Glessner Avenue, Mansfield, 44903, 419-526-8000

**Counseling**
- Rape Crisis Domestic Violence Safe Haven, 2233 Rocky Lane, Ashland 419-289-8085 (24-Hour Hotline), 419-289-6097 (Office)
- Appleseed Counseling and Case Management, 2233 Rocky Lane, Ashland, 419-281-3716
- Ashland University Personal Counseling Services, second floor, Student Center, 419-289-5307
- Domestic Violence Shelter, P.O. Box 1524, Mansfield, Ohio 44901 1-800-931-7223 (24-Hour Hotline), 419-774-5840 (Office).
- New Directions Counseling Center, 1575 Marion Avenue, Mansfield, Ohio 44906, 419-529-9941.

**Residence Life**
- Your Residence Director or Sherma LeVeck, Student Services Coordinator, 419-521-6878

**Survivor Residence Life and/or Academic Options**
The survivor of an alleged sexual assault has the option to change academic or living arrangements if so requested and if accommodations are reasonably available.

To initiate changes in living situations, contact:
- Residence Director or the Office of Residence Life, 419-289-5303
- Sherma LeVeck, Student Services Coordinator, 419-521-6878

To initiate changes in academic scheduling, contact:
- Registrar’s Office, 419-289-5028

*Coordinated by Student Affairs*

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