

Amridge University
Campus Crime Report
And
Safety Manual

Note: Statistics presented in the report cover the period from January 1, 2007 through December 31, 2009. This report is updated annually, incorporating any criminal activity that occurred during the previous calendar year.

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**For the Three Year Period
January 1, 2007 through December 31, 2009**

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Foreword

The administration of Amridge University values highly the well being of its students, employees, and visitors, as well as its physical facilities. This report is intended to provide a safe environment for all that come to the campus for any legitimate reason. It also provides for the security of the physical plant.

The ultimate responsibility for safety and security at Amridge University has been assigned to the Bursar of the university. Each employee must do his share to ensure the building is secure. Therefore, each employee is made aware of his responsibilities and must sign a Key and Building Contract.

Amridge University's building is modern and is secured by sophisticated alarm systems. A central agency responds to any alarm on campus. Police patrol the grounds at night. Amridge University is an upper-level institution. It does not maintain any on-campus or off-campus housing or facilities.

Automatic fire alarms sound a clear and distinctive warning. Students should vacate the building upon hearing an alarm sound.

First aid kits are kept in the Break Room and the Board Room for minor injuries. The local hospital is located at 400 Taylor Road—just a short distance from the campus for any emergency of a more serious nature.

The University complies with the Drug-Free Workplace Act, which requires that all employees and students certify that they will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance. The University has a drug prevention program.

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1. Drug Prevention Program

Amridge University is committed to educating the University community in ways to prevent drug abuse. Substance abuse education information is provided to students, employees, and other members of the University community through the U.S. Department of Education's website located at www.edc.org/hec/. The material provides information on crime prevention, and security programs. University-wide regulations and behavior standards are contained in this document.

a. Standards of Conduct

The unlawful manufacture, distribution, dispensation, possession or use of illicit drugs or alcohol by students or employees is prohibited at any time on the property of Amridge University or at any Amridge University activity. No employee who is impaired by an illegal drug or by alcohol will report for work or will work or be present in the workplace. No student who is impaired by illegal drugs or alcohol will attend classes or any University activity.

b. Disciplinary Sanctions

The University will impose sanctions (consistent with local, state and federal law) upon all employees and students who violate these standards of conduct. Such sanctions may include, but are not limited to the following:

- Referral for prosecution
- Probation, suspension or expulsion of students
- Suspension or termination of employees
- Completion of an appropriate rehabilitation program

2. Criminal Activity

Neither employees nor students are expected to risk bodily harm to protect the facilities. Their responsibility is to observe and report.

When it is apparent upon approaching the building that it has been broken into, do not enter. Leave the premises and call 9-911. Do not risk bodily harm. If a break-in is discovered after you have entered the building, leave immediately and call 9-911.

If an intruder is sighted, do not go near him. Make notes of description, noting any distinguishing characteristics, clothing, etc. Note direction and mode of travel if intruder leaves the scene. Try to get description of vehicle, license number, etc. if it is safe to do so. Call 9-911.

Any criminal offense should be reported immediately to the Bursar. The Bursar is responsible for notifying the local police. Upon arrival, the local police will make arrests where appropriate. The Bursar is responsible for notifying the campus community to ensure the safety of all.

Sexual Assaults Policies and Procedures

Amridge University is committed to fostering a safe environment that supports its educational mission and is free from exploitation and intimidation. Rape, or any other form of sexual assault, like any interpersonal violence, is especially offensive in an educational community committed to respectful treatment of all of its members.

It is important that members of the community who are victims of sexual assault be offered immediate medical treatment, counseling support, and police assistance, if desired. Victims and close friends are often traumatized by such incidents and are concerned about confidentiality. Amridge University strives to be certain that care and consideration will be used in providing services and support to victims.

If a sexual assault should occur, the Bursar should be notified. Care should be taken to preserve anything that can be used as evidence. A counselor is available on campus. The person offended may use the university's counseling service, or he may be referred to someone else. In either case, the university's counselor and the Bursar will work with the person offended in notifying the proper law enforcement authorities.

If a student of the university made the assault, the university will follow the disciplinary actions outlined in the Academic Catalog.

It should be noted that the university offers an extensive counseling program as a part of the curriculum. Counseling courses include programs that promote the awareness of rape, acquaintance rape, and other sex offenses. These are available to anyone interested.

Definition of Rape

It should be noted that the university uses the definitions of rape and forcible and nonforcible sex offenses as found in the Uniform Crime Reporting (UCR) Handbook.

Having sexual intercourse with a person and compelling such person to submit through force and against his/her will, or compelling such person to submit by threat of bodily injury.

Rape is considered a felony offense (a crime punishable by imprisonment in a state prison up to 20 years). The elements (the constituent parts of the crime which must be proved by the prosecution to sustain a conviction) of the crime of rape are:

1. Sexual intercourse.
2. Against the will of the person.
3. By force or threat of bodily injury.

Rape may occur between people who know each other and between people who have previously had consensual sexual relations. Both men and women may be the victims of rape and both may be the perpetrators of rape. Short of rape, if a perpetrator intentionally has physical contact of a sexual nature with the victim without the victim's consent, the perpetrator can be charged with the crime of indecent assault and battery. Such contact may include touching a woman's breasts or buttocks, or the pubic area of a man or woman. Indecent assault and battery may be punished by up to five years imprisonment.

If you feel you are uncertain whether a situation constitutes a sexual assault or any other kind of criminal offense, please consult with the Montgomery Police or the Bursar for more information and to determine if a crime has been committed.

University Policy Statement: Conduct and Consequences

Whether or not the victim chooses to pursue a criminal complaint, any act of violence, threat of violence, indecent assault, or conduct that otherwise threatens to endanger the health, safety or welfare of any person on university property is prohibited. Where there is reasonable cause to believe that a member of the university community has violated university regulations, after a fair process, the university may reprimand, suspend, expel, or dismiss that person.

University Rape Education and Prevention Strategies

Amridge University is committed to educating the university community in ways to prevent sexual assault. Information is provided to students, employees and other members of the university community via the U.S. Department of Education's website located at www.securityoncampus.org/victims/index.html.

How to Deal with Sexual Assault

A. Ensure Your Safety

Call the Montgomery Police Department at 9-911. If you are off campus, contact your local police department. It is imperative that you are safe, and that you do not remain in a dangerous situation.

B. Seek Immediate Medical Treatment

It is important to receive immediate medical attention, even if you feel you were not physically hurt as a result of the rape.

The University Response System

A. Medical Treatment

The local hospital which provides services to rape victims is located at 301 South Ripley Street. The emergency room has a special medical team which works with rape victims so that their concerns and needs may be better addressed. The suggested medical exam includes a general physical exam and an exam to check for internal injuries. Also, the victim may choose to be tested for pregnancy and sexually transmitted diseases. The victim has the right to accept or reject any part of the medical exam. Before going to the hospital, a victim should not shower, wash or throw away the clothes worn at the time of the rape. This will help in collecting evidence that can be useful if the victim chooses to press charges in the future. However, a medical exam does not commit a person to pressing charges. That is the victim's choice. At the victim's request, the hospital must hold evidence it gathers for at least six months, whether or not the victim has decided to seek a criminal complaint.

B. Counseling

Victims of rape have many different emotional reactions. They may feel frightened, confused, helpless, angry or even guilty. It is often helpful to talk with a counselor, in spite of many victims' very real wish to "leave this all behind them," and regardless of intention to prosecute.

Counseling is provided by hospital rape crisis units; however, victims have the option to decline such referrals. Whatever the victim's decision in this regard, anyone in the University community who has been sexually assaulted may be helped by speaking with a Amridge University counselor, who can assist the immediate concerns.

Counseling services help a student who wants to:

- a. Obtain personal support.
- b. Contact the Montgomery Police.
- c. Contact University administrative or academic staff for help in facilitating academic accommodations or class schedule changes.
- d. Contact the Bursar for help as appropriate.

C. Police

The Montgomery Police have specially trained men and women officers who investigate sexual assaults. The Montgomery Police will make every effort to offer female victims an opportunity to have a female officer present during all interviews, and male officers for male victims.

Additionally, the Montgomery Police will help a victim make contact with the district attorney's office for criminal prosecution and legal victim assistance, if the victim wishes to do so.

D. Confidentiality

Services of the Montgomery Police, Amridge University counselors, and other university resources are confidential to the full extent permitted by law. However, with the victim's consent and at his/her request, the university can provide a coordinated university response that addresses many areas of concern, from treatment for physical injuries to special accommodations at study or work. Neither the Montgomery Police nor any other university personnel may name or identify the victim in any manner to the news media, including campus publications.

While the university personnel must notify the Bursar of each incident involving a student by date, time and location, neither the name nor other identifying information will be disclosed without the victim's consent. The university is required by federal law to publish crime statistics.

When university personnel have concerns or doubts regarding the safety or well being of a victim or others, they may need to involve others to assure that the victim is receiving adequate support, or that appropriate steps are taken to deal with an alleged perpetrator who may be a threat to the victim or others. These steps will be taken with every respect for the victim's confidentiality but may need to occur even without the victim's consent.

E. External Judicial Process

Victims are encouraged to report incidents of sexual assaults to the Montgomery Police in order to receive help in accessing support services and in prosecuting the offender. However, the decision to prosecute must be made by the victim and respected by all members of the university. It is important to realize that personal support is readily available irrespective of decisions regarding prosecution. When appropriate, the Montgomery Police Department will conduct an investigation, and help the victim who chooses to file criminal charges against the offender for on-campus incidents.

F. Internal Judicial Process

The university's complaint and grievance procedures are available to all members of the university community to file an internal complaint for disciplinary action against an alleged offender. Both the accuser and the accused are entitled to the same opportunities to have others present (excluding attorneys) during university disciplinary proceedings, and both the accuser and the accused must be informed of the outcome of such proceedings.

Procedures for a Delayed Report of an Incident

Medical care and counseling support are available as described above. After 72 hours, a physical exam for evidence collection is no longer necessary since the evidence would most likely not exist. However, medical care and counseling continue to be important and a physical exam may provide evidence of sexual assault.

Anonymous Reporting and Incident Research

Amridge University encourages the use of the Montgomery Police Department's "Form for Anonymous Reports of Sexual Assault..." This is an anonymous report form that is designed for use by victims of sexual assault who do not wish to formally report a crime to the police. It is used to gather information on sexual assaults and to analyze and improve our education and prevention programs. Copies of this report are available for victims within the community from the Montgomery Police Department.

Reporting Requirements

Physicians who provide treatment to rape victims are required to notify the state and local municipal police of the incident and its approximate location, but provide no other details, including the victim's name.

The Business Office compiles statistics regarding the number of reported sexual offenses for inclusion in this report, as required by the federal Crime Awareness and Campus Security Act.

3. Crime Statistics

Institutions are required to maintain records and report on the following criminal offenses that occur on campus: murder, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary and motor-vehicle theft. Statistics will also document if such crimes showed evidence of prejudice based on race, religion, sexual orientation, ethnicity, or disability as prescribed by the Hate Crime Statistics Act of 1996.

Institutions must also report the number of arrests for the following crimes occurring on the campus: liquor law violation, drug abuse violation, and weapons possessions. **No criminal offenses have occurred during the three-year period covered by this report and no arrests have occurred.** The U.S. Department of Education maintains crime statistics on institutions. These can be viewed by going to the following website: www.securityoncampus.org/crimestats/index.html.

A Daily Crime Log is maintained in the Business Office that records all crimes that have occurred on campus. This report is current at all times and is available for public inspection. The provisions of the Family Educational Rights and Privacy Act (FERPA) do not prohibit the disclosure of statistical, non-personally identifiable information. FERPA also recognizes that, in any emergency, information can be released without consent when needed to protect the health and safety of others. In making a timely warning report to the campus community on criminal activity that affects the safety of others, even if the school discloses the identity of the individual, the school has not violated the requirements of FERPA. Records created and maintained by the university are not education records and are not protected from disclosure by FERPA. Records maintained by the university of disciplinary actions or proceedings against a student are not available to the public without the consent of the student or the student's parent (if applicable).

4. Accidents and Sickness

a. Minor injuries:

A first aid kit is kept in the Break Room for minor injuries. It contains bandages, tape, antiseptic medicines, aspirin, etc.

b. Life-threatening illnesses or injury:

Call for someone to assist you. Have them call 9-911 while you stay with the patient. If there is no one to assist you, call 9-911 and immediately return to the patient. The following information should be given to 911: Your name, Amridge University, 1200 Taylor Road, adjacent to AUM, phone number 387-3877, name of patient, location of patient at site, description of injury. 911 will direct you as to what you should do next. Do not move the patient.

5. Safety Procedures

a. Bomb Threat:

Neither employees nor students are expected to risk bodily harm to protect the facilities. Their responsibility is to observe and report.

Upon receiving a bomb threat, the following should be done: remain alert and sensitive to details of the caller (whether they are male or female, approximate age, mental condition, reason for his action, or any other characteristics that may be of significance). Also, try to accomplish the following: Try to determine where the bomb is located and when it is expected to explode.

Notification: Immediately notify the Bursar at ext. 7550. The Bursar is the person designated to notify 911. The page system will be used to notify all those present to evacuate the building immediately. All should remain outside the designated perimeter until instructed that it is safe to return to the building.

Do not attempt to search the premises yourself. The authorities will do so upon arrival. Follow instructions given by authorities.

b. Fire:

In the event of a fire, an alarm will sound. This is the signal to evacuate the building. Occupants should exit the nearest outside door or fire exits at the bottom of the stairwells. All persons should remain outside the building until notified that it is safe to reenter the building. The Fire Department is automatically notified. If there is no actual fire, an administrator will reset the fire alarm system by code.

In the event a fire is determined and the alarm has not sounded, the person discovering the fire should contact all occupants of the building by using the page system informing them of fire location and to evacuate the building immediately. He should then dial 9-911. All persons should remain outside the building until notified that it is safe to reenter the building. Fire extinguishers, which are inspected annually, are located throughout the building.

Do not endanger your physical safety or the safety of others in an attempt to protect the physical building or its contents.

c. Tornado Threat:

When there is a tornado or severe thunderstorm warning for the Montgomery area, the following procedures will be followed:

- *The Civil Defense Siren will sound a continuous siren warning.
- *A radio station will be monitored during threatening weather.
- *Immediate danger will be reported over the page system.
- *When instructed to do so, all occupants of the building should go to the first floor in an area away from windows. They shall remain there until they

are notified that the danger has passed.

d. Traffic Safety/Accident:

In every case of accident, the police must be notified.

6. Preventive Maintenance

The Bursar is the designated official for the inspection for preventive maintenance. A quarterly Safety, Health, Building, and Grounds Review report is prepared. The results are evaluated and necessary actions are taken based on these results.

Building Security

It is the responsibility of each employee to help ensure the building is secure. If you are the last one to leave the building, the following items should be checked:

- *Lock all outside doors—including break room, library entrance, faculty entrance, and main entrance.
- *Make sure coffee pots are turned off (board room and break room)
- *Make sure copiers are turned off
- *Make sure all lights are turned off –including bathroom and library lights
- *Finally, set the alarm and leave building using main door, locking it behind you

In the event the alarm goes off, Creative Security will call. Make sure you answer the phone and tell them what caused the alarm.