



Alabama State University

2018 Annual Security Report and Annual Fire Safety Report



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From the President

To the ASU Family,

Alabama State University is committed to providing a safe campus environment for our campus community. We are grateful for the work that is being done through the ASU Department of Public Safety to ensure the safety of our students, faculty and staff, as well as those who may visit our campus. I encourage you to review this website for information about our campus safety measures, including reporting crimes and other emergencies, as well as our procedures and policies as we work together to achieve this important mission. Your cooperation is appreciated.

Quinton T. Ross, Jr., Ed.D.
President



From the Interim Deputy Director of Public Safety

Alabama State University is a community of more than 6,000 people located in the heart of Montgomery, Ala. Our efforts to maintain a safe and secure environment rely on collaborative relationships with the many communities that make up the University. We believe that through partnerships and problem-solving, we can ensure that Alabama State University remains a safe campus. We are committed to the philosophy of community policing and problem solving, and we rely heavily on community involvement. If you have any questions or would like further information about public safety at ASU, please visit us at ASU Police HQ, located at 1452 Carter Hill Road, or on the Web at www.alasu.edu or call 334-229-4400.

Kelvin L. Kendrick
Interim Deputy Director of Public Safety



ANNUAL SECURITY REPORT

PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS

The Alabama State University Police and Public Safety Department publishes this report to inform the Alabama State University community about campus security policies, initiatives to prevent and respond to crime and emergencies, and the occurrence of crime on campus. This report complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and uses information maintained by the Alabama State University Police. Information is also provided by other ASU offices such as Student Affairs, Residence Life, and information provided by local law enforcement agencies. Each of these entities provides updated policy information and/or crime data.

This report provides statistics for the previous three years concerning reported crimes that occurred on the campus of Alabama State University. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol and other drugs.

ASU distributes a notice of the availability of this Annual Security Report by October 1 of each year to every member of the ASU community. This information may be obtained by students, faculty and staff by contacting the Alabama State University Police and Public Safety at (334) 229-4717.

ABOUT ASU POLICE AND PUBLIC SAFETY

Section 16-50-4 § of The Code of Alabama

- (a) The President of Alabama State University, with the approval of the Board of Trustees, is hereby authorized to appoint and employ suitable persons to act as police officers to keep off intruders and prevent trespass upon and damage to the property and grounds of the university. Such persons shall be charged with all the duties and vested with all the powers of police officers and may eject trespassers from the university buildings and grounds and may, without warrant, arrest any persons guilty of disorderly conduct or of trespass upon the property of the university, or for any public offense committed in their presence, and carry them before the nearest court or officer charged with the trial of such offenders, before whom, upon proper affidavit charging the offense, any person so arrested may be tried and convicted as in cases of persons brought before him on his warrant, and such officers shall have authority to summon a posse comitatus and may with a warrant arrest any person found upon or near the premises of the university charged with any public offense and take them before the proper officer.

- (b) The police officers provided for in this section shall cooperate with and when requested, furnish assistance to the regularly constituted authorities of the City of Montgomery; and their jurisdiction and authority shall be coextensive with the corporate limits of the municipality. All police officers must complete a minimum of 480-hour course approved by the Alabama Peace Officers and Training Standards Commission. This is reinforced with continuing education throughout the year. The Alabama State University Police and Public Safety Department works closely with municipal, county, and state law enforcement agencies. The Montgomery Police Department regularly provides assistance as needed when circumstances warrant and a memorandum of understanding has been signed between ASU PD and MPD.

Safety; our number one priority

The ASUPD takes great pride in the community at Alabama State University and offers many advantages for students, faculty and staff. This community is a great place to live, learn, work, and study; however, this does not mean that the campus community is immune from problems that arise in other communities. With that in mind, Alabama State University has taken progressive measures to create and maintain a safe environment on campus.

Though the ASUPD is progressive with its policies, programs, and education, it is up to each of us to live with a sense of awareness and use reasonable judgment when living, working or visiting campus.

Working Relationship with Local, State, and Federal Law Enforcement Agencies

The ASUPD maintains a cooperative relationship with the Montgomery Police Department, the Montgomery County Sheriff's Office, and the Alabama Law Enforcement Agency (ALEA) and surrounding police agencies. This includes interoperative radio capability and joint police records computer system, training programs, special events coordination, and, at times, joint investigation of serious incidents.

ASUPD and Public Safety participates in a written inter-municipal aid agreement that authorize police officers of the participating agencies to request mutual aid for incidents based upon a reasonable belief that such aid will enhance the public's and/or officers safety and efficiency. The agreement also allows for joint training and cooperation on other matters, such as pre-planned large-scale special events among the participating agencies.



Crimes Involving Student Organizations at Off-Campus Locations

Alabama State University relies on its close working relationship with local law enforcement agencies to receive information about incidents involving Alabama State University students and recognize student organizations off campus. In coordination with local law enforcement agencies, the ASUPD will actively investigate certain crimes occurring on or near campus. External law enforcement agencies, including the Montgomery Police Department, Montgomery County Sheriff's office, and ALEA will formally notify the Office of Student Conduct of criminal activity involving students or student organizations.

The University requires all recognized student organizations to abide by Federal, State and local laws, and ASU regulations. The University may become involved in the off campus conduct of recognized student organizations when such conduct is determined to affect a substantial University interest (as defined in the University Off Campus policy).

REPORTING CRIMES AND OTHER EMERGENCIES

Alabama State University has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to law enforcement and to appropriate University officials. It is critical for the safety of the entire university community that all incidents be immediately and accurately reported so that the ASUPD can investigate the situation and determine if follow-up actions are required, including issuing a Timely Warning or emergency notification.

Official	Campus Address	Phone Number
ASU Police & Public Safety	1452 Carter Hill Rd Montgomery, AL 36104	(334) 229-4400 / 4717
Title IX Coordinator	1055 S University Dr Montgomery, AL 36104	(334) 229-4713
Division of Student Affairs	1055 S University Dr Montgomery, AL 36104	(334) 229-4240

VOLUNTARY, CONFIDENTIAL REPORTING

If crimes are never reported, little can be done to help prevent other members of the ASU community from being victimized. ASU encourages all community members to report crimes promptly and to participate in and support crime prevention efforts. We also encourage ASU community members to report crimes when the victim is unable to make the report. The University community will be much safer when all community members participate in safety and security initiatives.

If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action within the University or criminal justice system, we ask that you consider filing a voluntary, confidential report. Depending

upon the circumstances of the crime you are reporting, you may be able to file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others. Confidential reports allow the University to compile accurate records on the number and types of incidents occurring on ASU's campus. Reports filed in this manner are counted and disclosed in the Annual Security Report and Annual Fire Safety Report. In limited circumstances, the ASUPD may not be able to assure confidentiality and will inform you in those cases.

TIMELY WARNING REPORTS

In an effort to provide timely notice to the campus community in the event of a Clery Act Crime that may pose a serious or on-going threat to members of the community, the ASUPD issues "TIMELY WARNINGS." The University may issue a TIMELY WARNING for the following: arson, aggravated assault, criminal homicide, domestic violence, dating violence, robbery, burglary, motor vehicle theft, sexual assault, hate crimes, and stalking. The University may also issue a TIMELY WARNING for alcohol, drug, and weapons arrests or referrals that may cause a continuing threat to the community. ASUPD will distribute these warnings through a variety of ways, including but not limited to, emails, posters, web postings, and media. The Department of Public Safety also has the ability to send text message to those that register their cell phone numbers.

The purpose of a TIMELY WARNING is to notify the campus community of the incident and to provide information that may enable the community to take steps to protect themselves from similar incidents. The Department of Public Safety will issue TIMELY WARNINGS on a case-by-case basis considering the following criteria: (1) one of the above listed crimes is reported; (2) the perpetrator has not been apprehended; (3) there is a substantial risk to the safety of other members of the campus community because of this crime. An institution is not required to provide a TIMELY WARNING with respect to crimes reported to a pastoral or professional counselor. Public Safety may also issue an alert in other circumstances, which may pose a significant threat to the campus community.

The Deputy Director of Public Safety and Deputy Chief of Police will generally make the determination, in consultation with the President's Office, as to whether a TIMELY WARNING is required; however, in emergency situations, any police supervisor may authorize a TIMELY WARNING. For incidents involving off-campus crimes, the University may issue a TIMELY WARNING if the crime occurred in a location used and frequented by the University population.

EMERGENCY RESPONSES AND EVACUATION PROCEDURES

Drills, Exercises and Training

To ensure campus management plans remain current and actionable, the Department of Public Safety conducts at least one exercise annually. These exercises include, but are not limited to: seminars, drills, functional and full scale.



The Department of Public Safety conducts after-action reviews of all emergency management exercises. Public Safety also works with each departmental location to develop exercise scenarios. Outreach to local, state and federal responders and stakeholders is also conducted to solicit participation.

In conjunction with at least one emergency exercise each year, the campus will notify the appropriate campus community of the exercise and remind the community of the University's ASU Emergency Alert System and emergency response procedures.

Emergency Notification

Alabama State University is committed to ensuring the campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus that poses an immediate threat to the health and safety of campus community members. ASUPD will immediately notify the campus community upon confirmation of an emergency or dangerous situation. ASUPD uses the emergency notification system, REGROUP, to provide alerts via ASUALERT. ASUALERT is an emergency notification service available to students, faculty and staff. ASUALERT is a closed, opt-out system. ASUALERT can be used to send emergency messages within minutes of the occurrence of an incident. ASU's emergency communication system is multimodal, covering various forms of media. All Alabama State University e-mail addresses are automatically entered in the system and cannot be removed by the user.

Security of and Access to Alabama State University Facilities

At Alabama State University, administrative buildings are open from 8:00 a.m. until 5:00 p.m., Monday through Friday, and academic buildings generally are open from 7:00 a.m. until 11:00 p.m. Academic buildings are scheduled to be open on weekends only as needed. Access to individual classrooms and laboratories is limited to those enrolled in the courses meeting there. Likewise, access to most programs is limited to those enrolled in the program or those otherwise with authorized access. Many cultural and athletic events held in Alabama State University facilities are open to the public. Other facilities, such as the bookstore (John Garrick Hardy Center) and library are likewise open to the public. Only those who have approval are issued keys to a building.

Special Considerations for Resident Hall Access

At Alabama State University, all residence halls operate under a computerized Access Control and Security Monitoring System. Identification cards are coded so that only students who are residents in a particular hall/unit are authorized electronic access entry to that hall; the system denies entry to all unauthorized persons. When any exterior door is left ajar, an audible alarm is activated. Auxiliary Officers are responsible for checking and securing doors, when needed. When a door is malfunctioning, personnel are summoned for immediate repair. All residence hall and

apartment exterior doors are equipped with locks and with crash bars to ensure a quick emergency exit. Only residents and their invited guests are permitted in the living areas of the residence halls. It is the resident's responsibility to ensure that his/her guests are aware of the University and residence hall policies. Guests are not provided with room keys or door access cards. Guests must be escorted by a resident of the building at all times. All exterior doors are locked twenty-four hours a day. It is the responsibility of residents and staff members to challenge or report individuals who cannot be identified as residents or the guests of residents. When University Police receive a report of an unescorted person in a residence hall, a police officer is dispatched to identify that person. University Police assigns the largest number of its officers from 10:30 p.m. until 4:00 a.m. Most of these officers spend much of their time patrolling in and around the residence hall complexes. During low-occupancy periods such as holidays and scheduled breaks, students are consolidated into designated buildings and gain access via the University's electronic access control system.

Special Consideration for Athletics Facilities Access

It is the policy of Alabama State University that all Athletics facilities (spaces typically, but not solely, designated for specific intercollegiate athletic program(s) use) will be accessible only by those University athletes and athletic personnel authorized to access such facilities, and during their normal hours of operation. A valid Alabama State University identification card is required to gain access. Recreational facilities (spaces typically, but not solely designated for recreational activity not affiliated with intercollegiate athletic activity) are usable only by those individuals with a valid University student or faculty/staff identification card, programmed (where applicable) to allow proper access to such facilities, plus one related guest. Access to such facilities will only be authorized during the time each facility is specifically designated as being open/available for use. While open, these facilities shall have the appropriate staff on duty to oversee operations being conducted at that facility. Any exceptions to this policy must be given in writing and approved by the appropriate facilities office responsible for athletic and recreational facilities access.

Security Considerations for the Maintenance of Campus Facilities

Alabama State University is committed to campus safety and security. At Alabama State University, locks, landscaping, and outdoor lighting are designed for safety and security. Sidewalks are designed to provide well-traveled, lighted routes from parking areas to buildings and from building to building. Environmental Health and Safety, in conjunction with various departments around the University, conducts surveys of University property twice each year to evaluate campus lighting. We encourage community members to promptly report any security concern, including concerns about locking mechanisms and lighting to the ASU Police at 334-229-4717.



ALABAMA STATE UNIVERSITY'S RESPONSE TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING

Alabama State University does not discriminate on the basis of sex in its educational programs nor tolerate sexual violence, or sexual harassment, which are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether gender based or not and include dating violence, domestic violence, and stalking. As a result, Alabama State University issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus, and how these events are reported to a University official. In this context, Alabama State University prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking, and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the Alabama State University community.

ASU's to Addressing Sexual Assault/ Rape, Domestic Violence, Dating Violence, and Stalking

Alabama State University does not tolerate sexual misconduct or abuse, such as sexual assault, rape, or any other forms of nonconsensual sexual activity. Sexual misconduct in any form violates the Student Code of Conduct, University policies and may violate federal and state laws. Violations are subject to disciplinary sanctions through the Office of Student Conduct and/ or those outlined in applicable University policies.

What is Consent?

The State of Alabama consent law: if a person engages in a sexual act with another person by forcible compulsion or with a person who is incapable of consent because he or she is physically helpless, mentally defective or mentally incapacitated, or because of a victim's age. The State of Alabama age of consent is **16 years old**. The University defines consent as follows: Consent must be informed, freely given and mutual. If coercion, intimidation, threats or physical force are used there is no consent. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature or extent of the sexual situation, there is no consent: this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious, where the respondent knew or reasonably should have known that the person was incapacitated. Inducement of incapacitation of another with the intent to affect the ability of an individual to consent or refuse to consent to sexual contact almost always, if not always, negates consent. Silence does not necessarily constitute consent. Whether a person has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.

Defining Sexual Assault/Rape, Domestic Violence, Dating Violence, and Stalking Sexual Assault:

Under Alabama law, sexual assault occurs when a person engages in sexual intercourse or deviate sexual intercourse with a complainant without the complainant's consent. The Clery Act defines Sexual Assault as any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. This includes Rape, Fondling, Incest, and Statutory Rape as defined by the Clery Act. Sexual Assault occurs when a person engages in sexual intercourse or deviate sexual intercourse with a complainant without the victim's consent, and includes rape, fondling, incest, or statutory rape. Sexual assault also includes, but is not limited to, attempted or unwanted sexual activity, such as sexual touching and fondling. This includes the touching of an unwilling person's intimate parts (defined as genitalia, groin, breast or buttock, or clothing covering them), or forcing an unwilling person to touch another's intimate parts. Rape: Under Alabama law, rape occurs when a person engages in sexual intercourse with a complainant: (1) by forcible compulsion; (2) by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; (3) who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring; (4) where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance; or (5) who suffers from a mental disability which renders the complainant incapable of consent. The Clery Act defines Rape as the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females. Domestic Violence: Under Alabama law, "abuse" is the act of physical violence between an aggressor and a victim, including a parent and child, husband and wife, and couples in a dating or engagement relationship. The Clery Act defines Domestic Violence as a felony or misdemeanor crime of violence committed – • By a current or former spouse or intimate partner of the victim; • By a person with whom the victim shares a child in common; • By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; • By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; • By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. Dating Violence: Dating Violence is not specifically defined by Alabama state statute. The Clery Act defines Dating Violence as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be based on the reporting party's statement and with consideration of the



length and type of relationship and the frequency of interaction between the persons involved in the relationship. Dating violence includes but is not limited to sexual or physical abuse or the threat of such abuse. However, it is important to recognize that emotional, verbal, and economic abuse are part of the web of dating violence and can exist without the presence of physical abuse. Stalking: Under Alabama law, stalking occurs when a person intentionally and repeatedly follows or harasses another person and who makes a threat, either expressed or implied, with the intent to place that person in reasonable fear of death or serious bodily harm. The Clery Act defines Stalking as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

What to do if you have been the victim of sexual assault, dating violence, domestic violence or stalking

After an incident of sexual assault, it is important to seek medical attention as soon as possible. In Alabama, evidence may be collected even if a victim chooses not to make a report to law enforcement. It is important that victims of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence, as may be necessary to the proof of criminal activity, may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to University hearing boards/ investigators or police. Victims of sexual assault, domestic violence, stalking and dating violence are also encouraged to preserve physical and medical evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault or stalking or in obtaining a protection order. Although the University strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report, and victims have the right to decline involvement with the police. Whether a victim reports the crime to the police, or not, if the alleged offender is a member of the University community, the victim has a right to proceed to seek University discipline against the offender. The University will assist any victim with notifying local police if they so desire, including assisting a victim with making a police report. Making a police report can involve calling or visiting the local police agency to initiate a report. A victim of domestic violence, dating violence, sexual assault or stalking who proceeds through the criminal process has the following rights, which, upon request, will be provided to a reporting student or employee in writing, regardless of where the crime occurred.

Risk reduction, warning signs of abusive behavior and future attacks

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No victim is EVER to blame for being assaulted or abused. Unfortunately, studies show that a person who is the victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, to recognize warning signs of abusive behavior and how to reduce the risk of a potential attack.

Warning Signs of Abusive Behavior

Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:

1. Being afraid of your partner;
2. Constantly watching what you say to avoid a "blow up;"
3. Feelings of low self-worth and helplessness about your relationship;
4. Feeling isolated from family or friends because of your relationship;
5. Hiding bruises or other injuries from family or friends;
6. Being prevented from working, studying, going home, and/or using technology (including your cell phone);
7. Being monitored by your partner at home, work or school; and
8. Being forced to do things you do not want to do.

Help Reduce Your Risk and Avoid Potential Attacks

If you are being abused or suspect that someone you know is being abused, speak up or intervene.

1. Get help by contacting the Counseling Center or Health Center for support services
2. Learn how to look for "red flags" in relationships so you can learn to avoid some of those characteristics in future partners
3. Consider making a report with University Police and/or the Title IX Coordinator and ask for a "no contact" directive from the University to prevent future contact
4. Consider getting a protection from abuse order or no contact order from a local judge or magisterial justice
5. Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported
6. Trust your instincts—if something does not feel right in a relationship, speak up or end it.

Sexual Assault Prevention (From RAINN)



- Be aware of rape drugs
- Try not to leave your drink unattended
- Only drink from un-opened containers or from drinks you have watched being made and poured
- Avoid group drinks like punch bowls
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top or choose drinks that are contained in a bottle and keep your thumb over the nozzle
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible
 - If you suspect you have been drugged, go to a hospital and ask to be tested
- Keep track of how many drinks you have had
- Try to come and leave with a group of people you trust
 - Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/ her number instead of giving out yours

Traveling around campus (walking)

- Make sure your cell phone is easily accessible and fully charged
- Be familiar with where emergency phones are installed on the campus
- Take major, public paths rather than less populated shortcuts • Avoid dimly lit places and notify campus services if you believe that lights need to be installed in an area
- Be alert and aware of your surroundings and avoid unnecessary distractions
- Travel in groups when possible
- Carry a noisemaker (like a whistle) on your keychain
- Carry a small flashlight on your keychain
- If walking on campus feels unsafe, please call 334-229-4717/4400. A uniformed Public Safety Officer will accompany students, faculty, or staff from one on campus location to another. SAFE WALK services are available 365 days a year from dusk to dawn.

ASU's Procedures for Responding to Reports of Sexual Assault, Domestic Violence, Dating Violence, and Stalking

In addition to, or in the alternative to, contacting University Police regarding sexual assault, domestic violence, dating violence and stalking, concerns regarding incidents of sexual assault, domestic violence, dating violence, stalking, and/or the University's related policies may also be reported to:

Title IX Coordinator: Dr. Linwood Whitten
1055 South University Dr
Montgomery, AL 36104
Phone: 334-229-4713
Email: title9@alasu.edu

Concerns about conduct by an employee, third party or student at Alabama State University should be reported to the Alabama State University Police Department.

Upon making a report to the University that you are the victim of domestic violence, dating violence, sexual assault, or stalking whether the offense occurred on or off campus, the University will provide you with a written explanation of your rights and options.

If you or someone you know is the victim of a sexual assault, domestic violence, dating violence, and/or stalking, the victim has several rights, including:

- The right to report the incident to the University Police or local authorities. The University will assist victims in notifying either the University or local police. Filing a police report does not mean the victim must pursue criminal charges. The victim maintains his or her rights throughout the process.
- The right to receive written information about existing counseling health, mental health, victim advocacy, legal assistance, Visa/immigration assistance and student financial aid.
- The right to receive written notification about options for available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures.
- Resources and contact information can be found on the Sexual Harassment and Assault Reporting and Education website at <https://www.alasu.edu/student-life/student-well-being/violence-against-women-program>

The following information provides steps to follow should a sexual assault occur:

- Get to a safe place as soon as possible!
- Try to preserve all physical evidence – the victim should not bathe, shower, brush teeth, douche, use the toilet, or change clothing until s (he) has a medical exam. Contact a close friend or relative, if available, who can provide support and accompany the victim to the medical exam and/or police department.
- Get medical attention as soon as possible – an exam may reveal the presence of physical injury that the victim is unaware of. Following a sexual assault, antibiotics are typically given at the time of the exam to help prevent the victim from acquiring certain sexually transmitted diseases. Emergency contraception is provided to all female victims at risk of pregnancy from the assault (if the victim presents within 120 hours). If the victim reports memory loss, loss of consciousness or other circumstances suspicious for a drug-facilitated assault, a urine test may be done if the victim presents within 96 hours. Some of the commonly used “date rape” drugs, however, are only detectable in the urine for six to eight hours after ingestion.
- Contact the police – Sexual assault is a crime, it is vital to report it. It is important to remember that reporting a crime is not the same as prosecuting



the crime. The decision to prosecute may be made at another time.

- Consider talking to a counselor – Seeing a counselor may be important in helping the victim understand her/his feelings and begin the process of recovery.
- Report your experience to the University. As detailed above, the University can provide a wide variety of resources, support services, and procedural options to individuals who may have been a victim of sexual violence. Among other things, a survivor may be provided housing options, academic accommodations, as well as counseling and/or advocacy support.

Procedures for Reports of Alleged Dating Violence, Domestic Violence, Sexual Assault, and Stalking Against a Student

PROCEDURES I.

Initial Assessment

After receiving a report, the Title IX Coordinator or their designee (typically, the Director or staff members of the Office of Sexual Misconduct Prevention and Response (OSMPR); hereafter, "Title IX Coordinator") will make an initial assessment of the reported information and respond to any immediate concerns raised by the report.

As part of the initial assessment, the Title IX Coordinator will assess whether the alleged misbehavior is student-related and whether it constitutes sexual harassment, sexual assault, dating violence, domestic violence, or stalking, including behavior that violates Title IX, or should be addressed by another office (e.g., Office of Student Conduct, Affirmative Action Office); assess the Complainant's safety and well-being and offer the University's support and assistance; assess potential threats to the community; assess the nature and circumstances of the report, including whether it provides the names and/or any other information that personally identifies the Complainant, the Respondent, any witness, and/or any other individual with knowledge of the reported incident; and ascertain the ages of the Complainant and Respondent, if known, and, if either of the parties was a minor (under 18) at the time of the alleged misconduct, contact the appropriate child protective service agency, and may work with the Office of Student Conduct (OSC) to implement interim actions as appropriate and necessary (e.g., interim suspension from the University, prohibiting contact with the other party, restriction from activities or campus locations). The Title IX Coordinator will also assess the report for Clery reporting purposes and coordinate with University Police as appropriate. As part of this Initial Assessment process, the Title IX Coordinator will also ensure that the Complainant receives a written explanation of all available resources and options, including the following:

- encouragement to report the behavior to the appropriate law enforcement agency;
- support and assistance available through University resources (e.g., residential accommodations, academic accommodations, etc.) regardless of whether the Complainant chooses to participate in the University process, a law enforcement investigation, or both;

- the Complainant's right to seek medical treatment and information about preserving potentially key forensic and other evidence;
- the Complainant's right to seek protective measures (including "no contact" directives, academic accommodations, modifications to housing, transportation assistance, and modifications to employment situations, if possible);
- the University's prohibition against retaliation, that the University will take prompt action when retaliation is reported, and how to report acts of retaliation; and
- the Complainant's opportunity to meet with the Title IX Coordinator or their designee to discuss their resources, rights, and options.

Whenever the Title IX Coordinator decides to initiate an investigation, impose protective measures that impact the respondent (e.g., administrative directive or interim suspension), or take any other action that impacts a Respondent, the Title IX Coordinator will also ensure that the Respondent is notified and receives written information on available resources and options. The Title IX Coordinator will ensure that a Respondent is informed of the following:

- the nature of the investigation, including a concise summary of the conduct at issue and the portion(s) of the Code the behavior allegedly violates;
- support and assistance available through University resources;
- the University's prohibition against retaliation, that the University will take prompt action when retaliation is reported, and how to report acts of retaliation; and
- the Respondent's opportunity to meet with the Title IX Coordinator or their designee to discuss their resources and options.

II. University Action Following Initial Assessment

Upon completion of an Initial Assessment, the Title IX Coordinator will determine the course of action, which may include:

- Formal resolution: includes (a) an investigation completed by a trained and impartial investigator; (b) a review of the investigation by a case manager in the Office of Student Conduct to determine if, based on the information presented in the investigative packet, it is reasonable to believe that a violation occurred; (c) if necessary, a hearing before a specially trained University hearing authority (i.e., University Conduct Board or Administrative Hearing Officer, hereafter "hearing authority") to determine, by a preponderance of the evidence, whether a violation or violations of the Code occurred; (d) the imposition of sanctions and other appropriate remedies if there has been a finding of a Code violation; and (e) the opportunity to challenge the outcome of the investigation or any sanction through an appeal, on specified grounds;
- Informal resolution: does not include an investigation or conduct action against a Respondent, but may include imposing appropriate and reasonable remedies, including counseling, education and/or training, as agreed to by the parties. Informal action may also be appropriate as an additional measure during sanctioning (i.e., after a formal



process), or after a sanction has been completed and a Respondent is returning to the University community; or

- Additional remedies: may include, but are not limited to, training and other educational measures for members of the University community, as appropriate.

The Title IX Coordinator's course of action following an Initial Assessment will be guided by: (1) whether the Complainant wishes to pursue formal resolution or requests anonymity, requests that an investigation not be pursued, and/or requests that no conduct action be taken; (2) the availability of information or evidence suggesting that a Code violation may have occurred; and (3) any obligation on the part of the University to investigate or otherwise determine what happened and take corrective action as appropriate to eliminate, prevent, and address the effects of the reported misconduct.

A. Where the Complainant Wishes to Pursue Formal Resolution

After an initial assessment, when the Complainant files a Complaint and requests an investigation and the University has conduct authority over the alleged Respondent, the Title IX Coordinator will initiate formal resolution. If the reports of misconduct are against a third party (i.e., not a member of the University community), the University's actions will be limited. Even though the University's ability to take direct action against a particular third party may be limited, the University will still take steps to provide the Complainant appropriate immediate support and assistance available through University resources and resources available from entities outside the University.

B. Where the Complainant Requests the Matter be Resolved Through Informal Resolution

A Complainant may request to the Title IX Coordinator that the reported matter be resolved through an informal resolution process. In these instances, the Title IX Coordinator will review the matter to determine its appropriateness for such a process and to determine whether any additional action needs to be taken by the University. If the matter is determined in the Title IX Coordinator's sole discretion to be appropriate for informal resolution, the matter will transition to an informal resolution process.

C. Where the Complainant does not Respond to Outreach by the Title IX Coordinator or Requests One or More of the Following: Anonymity; that an Investigation not be Pursued; and/or that No Conduct Action be taken

There may be cases in which a Complainant does not respond to outreach attempts by the Title IX Coordinator. In these instances, before taking any further investigative steps, the University will forward all available information about the report gathered during the initial assessment to a Review Panel for a recommendation on how to proceed, as further described below in Section III.

Also, a Complainant may request that their name or other personally-identifiable information not be shared with a Respondent, that no investigation be pursued, and/or that no action be taken. These matters will also be forwarded to the Panel for review, along with the Complainant's requests.

III. Review Panel

The Review Panel is convened by the Title IX Coordinator and is comprised of trained faculty or staff members as determined by the Title IX Coordinator. The Review Panel will consider a Complainant's request for anonymity, that an investigation not be pursued, and/or that no action be taken. It will also consider cases in which a Complainant has not responded to contacts by the Title IX Coordinator. The Review Panel will balance any Complainant's request or lack of responsiveness against the following factors to determine appropriate next steps:

- the totality of the known circumstances;
- the nature and scope of the alleged conduct, including whether the reported behavior involves the use of a weapon; • the respective ages and roles of the Complainant and Respondent;
- the role of drugs and/or alcohol in the incident;
- the risk posed to any individual or to the campus community by not proceeding, including the risk of additional violence;
- whether there have been other reports of other misconduct or other verified misconduct by the Respondent;
- whether the report reveals a pattern of related misconduct (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group;
- the Complainant's reasons for not wanting to pursue an investigation or conduct action, and the impact that nonetheless moving forward with such actions could have on the Complainant;
- whether the University possesses other means to obtain relevant evidence;
- fairness considerations for both the Complainant and the Respondent;
- the University's obligation to provide a safe and non-discriminatory environment; and
- any other available and relevant information.

The Review Panel will provide information and advice to the Title IX Coordinator such as:

- their individual and collective perspectives on whether, how, and to what extent, the University should further investigate the Complaint or pursue conduct action;
- what steps may be possible or appropriate when a Respondent or Complainant is unknown or the Complainant requests anonymity or is not participating; and
- what other measures or remedies might be considered to address any effects of the reported behavior on the campus community, if no formal action is pursued.

After receiving feedback from the Review Panel, the Title IX Coordinator will make a determination regarding the appropriate manner of resolution. The University will seek resolution consistent with the Complainant's request, if it is possible to do so, based upon the facts and circumstances, while also protecting the health and safety of the parties involved and the University community.



A. Determination to not Proceed with an Informal or Formal Process

Where the Review Panel recommends and the Title IX Coordinator agrees, that an informal or formal process not be initiated, either after a Complainant's request or if Complainant is nonresponsive, the University may nevertheless take other appropriate steps to eliminate the reported misconduct, prevent its recurrence, and remedy its effects on the Complainant and the University community. Those steps may include offering appropriate remedial measures to the Complainant, providing targeted training and prevention programs, and/or providing or imposing other remedies. The Complainant may at any time change their mind and decide they may wish to pursue informal or formal resolution. The Title IX Coordinator also may request that a report be re-opened and pursued if any new or additional information becomes available.

B. Determination that a Complainant's Request(s) Cannot be Honored

In those instances when the Title IX Coordinator determines that the University must proceed with an informal or formal process despite the Complainant's request that it not occur, the Title IX Coordinator will notify the Complainant that the University intends to do so, but that the Complainant is not required to participate.

The University's ability to fully investigate and respond to a report may be limited if the Complainant requests anonymity or declines to participate in an investigation. The University will, however, pursue other steps, if available, to limit the effects of the alleged misconduct and prevent its recurrence. Those steps may be taken as part of an informal resolution.

While the input from the Review Panel is valuable, in all cases, the final decision on whether, how, and to what extent the University will conduct an investigation, and whether other measures will be taken in connection with any allegation of misconduct, rests solely with the Title IX Coordinator.

IV. Formal Resolution

If a determination is made to pursue a formal resolution, the University will initiate a prompt, thorough, fair, and impartial investigation and resolution process. Complaints will be investigated and managed by internal or external investigators who have been trained on issues related to sexual harassment, gender-based discrimination or harassment, sexual misconduct, sexual assault, dating violence, domestic violence, stalking, and victimization, and on how to conduct an investigation and decision-making process that affords both the Complainant and Respondent a full and fair opportunity to be heard, to submit information and other evidence, and to identify witnesses.

A formal resolution typically begins when:

- a Complaint has been filed and the Complainant requests, at any time, an investigation of the concern; or
- after receiving a Complaint, the Title IX Coordinator, in consultation with the Review Panel, has determined, based on the totality of the circumstances and the information available, that a formal resolution process is appropriate. While the Title IX Coordinator will identify the most effective

means to formally move forward in response to a Complaint, in most instances, the review will involve an investigation.

A. Investigation

An investigation will afford both the Complainant and Respondent a full and fair opportunity to be heard, to submit information and other evidence, and to identify witnesses. During an investigation, the investigator typically will meet separately with the Complainant, Respondent and pertinent witnesses; offer the parties the opportunity to submit and/or identify related and relevant information or evidence; and gather other relevant information or evidence, including documents, photographs, communications between the parties, medical records (subject to the consent of the applicable person) and other records as appropriate and to the extent possible, understanding that the investigator does not have the power of subpoena.

Following each interview, the interviewed person will be provided with a draft summary of their interview so that they have the opportunity to comment on the summary and ensure its accuracy and completeness. Corrections and revisions will be made as appropriate.

In addition, the Complainant or Respondent may provide the investigator other supporting materials relevant to the matter at any time during the investigation. The investigator may impose time and page limits on written documents and information presented by either person as part of the investigation. The University's review will be thorough, reliable and impartial.

- 1. Role of Investigator.** Whenever a formal resolution process is initiated, the Title IX Coordinator will designate an investigator. The investigator will typically be a member of the Office of Sexual Misconduct Prevention and Response (OSMPR), although the investigator may be any appropriately trained individual from inside or outside the University, as designated by the Title IX Coordinator. The investigator must be impartial, free of any actual conflict of interest, and have specific and relevant training and experience. The Title IX Coordinator's determination in that regard is final.

A Complainant or Respondent who has concerns that the assigned investigator cannot conduct a fair and unbiased review (e.g., has a personal connection with one of the parties or witnesses, etc.), may report those concerns to the Title IX Coordinator who will assess the circumstances and determine whether a different investigator should be assigned to the matter. Investigators do not function as advocates for Complainants or Respondents.

Investigators can, however, identify campus support and other resources for Complainants and Respondents and refer them to other offices such as the Gender Equity Center, Counseling and Psychological Services, or Student Care and Advocacy, to coordinate services for students upon request.

- 2. Notice of the Investigation.** Before any interview of the Respondent by an investigator, the Respondent will be informed in writing of the



initiation of the investigation. The Complainant will similarly be notified, in writing, unless the Complainant has requested that the University not contact them. The written information will include the identities of the parties, if known, a concise summary of the alleged misconduct at issue, the date and location of the alleged misconduct, if known, and the section(s) of the Code potentially violated. The Respondent will be informed in writing if, during the investigation, additional information is disclosed that may constitute additional prohibited conduct under the Code.

3. Assumption of Good Faith Reporting. The University presumes that Complaints are filed in good faith. A finding that the behavior at issue does not constitute a violation of the Code or that there is insufficient evidence to conclude that the incident occurred as reported, does not mean that the report was made in bad faith. The University encourages all individuals who have experienced or witnessed behavior they believe violates the Code to report the matter so that it may be addressed, without fear of consequences from the University even if their good faith report cannot be substantiated or the behavior does not constitute a violation of the Code. Bad faith reports, however, may subject the reporting party and any other individuals who may be complicit in the bad faith report to conduct action.

4. Presumption of Non-Responsibility and Standard of Proof. The investigation is a neutral, fact-gathering process. The Respondent is presumed to be not responsible. This presumption may be overcome only where the result of a University hearing is a conclusion that there is a sufficient basis, by a preponderance of the evidence, to support a finding that the Respondent violated the Code. A preponderance of the evidence means that it is more likely than not, based upon the totality of all the relevant evidence and reasonable inferences from the evidence, that the Respondent violated the Code.

5. Active Participation by the Parties and Witnesses Is Voluntary. Complainants, Respondents, or witnesses may choose to participate or decline to participate in the formal resolution process. However, even if a Complainant or Respondent declines to participate, the University, at its discretion, may continue to investigate the report and issue findings based on available information. Further, the University may mandate a meeting with the parties, although the party may choose to not share any information or respond to questions.

6. Expectation of Complainant, Respondent, and Witnesses in an Investigation. The Complainant, Respondent, witnesses and others sharing information with the investigator are expected to provide truthful information in any investigative or conduct proceeding. Failure to

provide truthful information to a school official can be, in and of itself, a violation of the Code.

7. Acceptance of Responsibility. The Respondent may, at any time, elect to resolve the formal resolution process by accepting responsibility for the violations alleged, in which case the matter will be referred to the Office of Student Conduct, which will determine appropriate charges and sanctions through its normal, non-hearing process. The Respondent may not later contest their acceptance of responsibility.

8. Advisors. Throughout the formal resolution process, a Complainant, Respondent or witness may have an advisor of their choice. A party shall not select an advisor with the actual or effective purpose of disrupting or attempting to disrupt the proceedings or causing emotional distress to the other party or parties. The advisor, upon a party's request may (1) accompany the party in any meeting/proceeding, (2) advise the party in the preparation and presentation of sharing of information, and (3) advise the party in the preparation of any appeals or sanction reviews. The advisor shall not perform any function in the process other than advising the party as described, and may not make a presentation or represent the party during any interview or other process. The parties must ask and respond to questions on their own behalf, without interruptions or presentations by their advisor. The advisee may consult with their advisor quietly or in writing during a session, or outside during breaks, but the advisor may not speak on behalf of the advisee or directly participate otherwise in the proceeding. Delays in the process will not normally be allowed due to scheduling conflicts with advisors. If, at any point in the process, an advisor becomes disruptive or fails to follow the rules for participation as set forth in this document, the University reserves the absolute and no appealable right to remove the advisor from the proceeding, and, if appropriate, any future meetings/proceedings.

9. Evidence. The investigator, along with assistance from the Complainant, Respondent, and witnesses, is responsible for gathering relevant evidence to the extent reasonably possible. To this end, the parties will be asked to identify witnesses and provide other relevant information, such as documents, communications, text messages, social media postings, photographs, and other evidence. Both persons are encouraged to provide all relevant information as promptly as possible to facilitate a timely resolution. If appropriate, the parties are encouraged to provide necessary releases to allow the investigator to gather additional, relevant, information. In general, a person's medical and counseling records are confidential and not accessible to the investigator unless that



person voluntarily chooses to share those records with the investigator. The investigator will review all information identified or provided by the parties and will, in their sole discretion, assess the appropriateness, relevance, and probative value of the information developed or received during the investigation. In addition to the investigative report, either party will be able to present any evidence not included in the packet to the OSC case manager or hearing authority for their review, should a hearing be convened. The investigator may, in their sole discretion, consult experts who have no connection to the reported incident when expertise on a specific topic or submitted evidence is needed to gain a fuller understanding of the relevance or value of the evidence or the issue at hand. The investigator is not obligated to consult any expert at the request of a party.

10. Prior or Subsequent Behavior of the Respondent or Complainant. Prior or subsequent behavior of either party will never be used to prove character, but may be considered for other purposes, such as determining pattern, knowledge, intent, or reasons for taking an action. For example, evidence of a pattern of related behaviors by the Respondent, either before or after the incident in question may be deemed relevant and included in the investigative packet. Prior bad faith reports made by the Complainant may also be deemed to be relevant.

11. Prior Sexual Contact between Complainant and Respondent. Prior sexual contact between a Complainant and a Respondent will never be used to prove character or reputation. Moreover, evidence related to the prior sexual history between the parties is generally not relevant to the determination of a violation and will be considered only in limited circumstances. For example, if the question being determined is whether consent was given through mutually understandable actions (rather than words), information about prior sexual contact, in the totality of the evidence considered, may help the investigator, Title IX Coordinator, and/or hearing authority understand the manner and nature of sexual communication between the two persons. This information may, therefore, be relevant in determining whether consent was sought and given during the incident in question.

However, even in the context of a relationship, consent to one sexual act does not, by itself, constitute consent to another sexual act. Consent on one occasion does not, by itself, constitute consent on a subsequent occasion.

12. Pertinent witnesses. Pertinent witnesses must have observed the acts in question or have information relevant to the Complaint and cannot be participating solely to speak about an individual's character.

Witnesses will have the opportunity to discuss the investigation process and participate in an interview. Following the interview, a witness will be provided with a draft summary of their interview so that they have the opportunity to comment on the summary and ensure its accuracy and completeness.

Where witnesses are interviewed as part of the investigation, the investigator will, as part of the Preliminary Report, allow the Complainant and the Respondent to review and provide comment to a written summary of the witness' interviews. This summary will identify the witness by name and relationship to either/both parties and the University.

13. Coordination with Law Enforcement. Where the University is made aware that there is a concurrent criminal investigation, the investigator will inform any law enforcement agency that is conducting its own investigation that a University investigation is also in progress; ascertain the status of the criminal investigation; and determine the extent to which any evidence collected by law enforcement may be available to the University in its investigation.

At the request of law enforcement, the University may agree to temporarily defer part or all of the investigation until after the initial evidence-gathering phase of the law enforcement investigation is complete. The investigator will communicate with the parties, consistent with the law enforcement request and the University's obligations, about resources and support, procedural options, anticipated timing, and the implementation of any necessary interim measures for the safety and well-being of all affected individuals.

Standards for criminal investigations are different than the standards for a violation of the Code, and therefore, the University will not base its decisions solely on law enforcement reports and/or actions. Similarly, if the University determines a violation has occurred, the University will take appropriate action in accordance with applicable policies and procedures, regardless of external proceedings that may also be pending.

14. Time Frame for Completion of Investigation. The investigation shall proceed as expeditiously as possible, with a goal of being completed in 120 days.

An investigation may be extended or delayed as necessary for good cause and to ensure the integrity and completeness of the investigation. Reasons for the delay may include concurrent law enforcement activity; to accommodate the availability of witnesses; to account for University breaks, official holidays and closures, illness, or



scheduled absences of University personnel involved in the process; to account for case complexities including the number of witnesses and volume of information provided by the parties; to accommodate disabilities; the need for language assistance; or for other legitimate reasons.

The investigator will notify the Complainant and Respondent on a regular basis about the status of the investigation. In cases where the time frame will be extended, the investigator will provide written notice of the delay to both the complainant and respondent, and such notice will explain the reason for the delay.

15. Preliminary Investigation Report. After each party has had the opportunity to comment on their own interview summaries and to identify witnesses and other potential information, and the investigator has completed witness interviews and the gathering of evidence, the investigator will prepare a preliminary report. The preliminary report will include, as applicable, the summaries of the Complainant's interview, Respondent's interview, the summaries of each witness' interview, and either a copy or written summary of any other information that the investigator, in their sole discretion, determines to be relevant to the report. The preliminary report will not contain any findings. However, it will articulate the sections of the Code allegedly violated, the alleged behaviors, and the information gathered that relates to the same.

The Complainant and Respondent shall be given the opportunity to review the preliminary report and provide feedback in response. The Complainant and Respondent must submit any comments, feedback, additional documents, evidence, requests for additional investigation, names of additional witnesses, or any other information they deem relevant to the investigator within five (5) business days of the date of review. The parties may also submit questions to the investigator that they wish to be asked of the other party(ies) or witnesses.

The investigator will review any request for additional investigation after the parties review the preliminary report and may conduct such additional investigative steps as the investigator, in their sole discretion, determines are reasonable and appropriate. The investigator will review any questions submitted by the parties and will pose the questions to the intended parties, excepting any questions that are duplicative or irrelevant. The investigator will document any questions that were not asked, with accompanying rationale. The parties reserve the right to submit any questions not asked by the investigator to the University hearing authority for their review, should a hearing be convened.

In the event that new information is discovered through questioning or provided or identified by one of the parties, and is determined by the investigator to be relevant, the information will be incorporated into a new draft of the preliminary report and the parties will be provided an opportunity to review and provide feedback, specifically regarding the new information, to the investigator, before the investigator proceeds with the final report. After receiving any comments submitted by either party, or after the five (5) business day comment period has lapsed without comment, a final report will then be created, and each party will have the opportunity to review.

16. Final Investigation Report. The final report will be forwarded to the Office of Student Affairs.

Protecting the Confidentiality of Victims

All members of the University Conduct Board, Title IX Decision Panel, case managers and investigators have been trained in confidentiality of student records and the provisions of the Family Educational Rights to Privacy Act. Personally identifiable information about the victim, and other necessary parties where appropriate, will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering accommodations or protective measures or support services to the complainant.

The University does not publish the personally identifiable information of the crime victims in its Annual Security Report or other publicly available disclosures nor does it house identifiable information regarding victims in the campus police department's Daily Crime Log or online.

Education and Prevention Programs

The University engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for the campus community that:

- a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- b. Defines domestic violence, dating violence, sexual assault, and stalking including how those terms are defined in the State of Alabama
- c. Defines what behavior and actions constitute consent to sexual activity in State of Alabama
- d. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;



- e. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to minimize the risk of potential attacks;
- f. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

Sex Offender Registration — Campus Sex Crimes Prevention Act

Megan's Law

Members of the general public may request community notification fliers for information concerning sexually violent predators in a particular community by visiting the chief law enforcement officer in that community. In jurisdictions where the Montgomery County Sheriff's Office is the primary law enforcement agency, members of the general public may make such requests at the Montgomery County Sheriff's Office located at 115 South Perry St Montgomery, AL 36103. This information is also available on the Montgomery County Sheriff Office Sex Offenders website. <https://www2.mc-ala.org/mcso/pubint/Pages/Sex-Offenders-Registry.aspx>

CAMPUS SECURITY POLICIES; CRIME PREVENTION AND SAFETY AWARENESS PROGRAMS

Alabama State University believes that safety is everyone's responsibility. In an effort to provide our students, faculty, staff and community with information about the campus security procedures and practices and with the tools that they need to help to keep themselves and others safe, University Police and its University partners provide a variety of educational programs on topics such as, sexual assault awareness, domestic/relationship violence, stalking, drugs and alcohol awareness, and theft prevention. All programs are offered to students, faculty, and staff as requested and most are offered on an annual basis. Some of the available programs are outlined below following information on certain campus safety policies and procedures. If you or your organization would like to request a specific program, please contact the ASUPD at 334-229-4400 / 4717

Weapons Policy

The possession, carrying, and use of weapons, ammunition, or explosives is prohibited on University-owned or -controlled property. The only exception to this policy is for authorized law enforcement officers. Failure to comply with the

University weapons policy will result in disciplinary action against violators.

Alabama Crime Victim Rights

Your Rights as a Crime Victim:

As a victim of crime in State of Alabama, you have rights. Also, you can expect to receive information, practical and emotional support, and be able to participate in the criminal justice process. These standards were created to make sure that you are treated with dignity and respect at all times, regardless of your gender, age, marital status, race, ethnic origin, sexual orientation, disability, or religion.

You have the right to be told...

- About certain court events, including information on bail, escape of offender, release of an offender
- About the details of the final disposition of a case

You have the right to receive...

- Notice of the arrest of the offender
- Information about restitution and assistance with compensation
- Accompaniment to all criminal proceedings by a family member, a victim advocate, or a support person You have the right to provide input...
- Into the sentencing decision and to receive help in preparing an oral and/or written victim impact statement
- Into post-sentencing decisions

Anti-Hazing Policy

The Alabama State University does not tolerate hazing. Hazing is prohibited for any University recognized or sanctioned organization, student, or other person associated with an organization operating under the sanction of or recognized by the University. Organizations or individuals found responsible for hazing under this Policy, whether occurring on or off campus, may be subject to disciplinary action by the University, and may also face criminal charges under state law.

For the purposes of this Policy, it shall not be a defense that the consent of the minor or student was sought or obtained or that the conduct was sanctioned or approved by the organization.

Hazing is defined as when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces or forces a minor or student to do any of the following:

1. Violate Federal, State, or Municipal law or University policy or procedure;



2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the minor or student to a risk of emotional or physical harm;
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements;
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment;
5. Endure brutality of a sexual nature;
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

Hazing shall NOT include reasonable and customary athletic, law enforcement or military training, contests, competitions or events.

Aggravated Hazing is defined as when a person commits a violation of hazing that results in serious bodily injury or death to the minor or student; and

1. the person acts with reckless indifference to the health and safety of the minor or students; or
2. the person causes, coerces or forces the consumption of an alcoholic liquid or drug by the minor or student.

Organizational Hazing is defined as when an organization intentionally, knowingly or recklessly promotes or facilitates a violation of hazing or aggravated Hazing.

Reporting Violations of Hazing

The University strongly encourages all members of the University community who believe they have witnessed, experienced, or are aware of conduct that constitutes hazing to report the conduct to the Office of Ethics and Compliance, the Office of Student Conduct, Human Resources, and/or the appropriate police agency. Anonymous reports may also be submitted. This Policy and reports made pursuant to this Policy do not supersede or replace other reporting obligations mandated by law or University policy.

Enforcement

Reported allegations of hazing will be investigated by the University, or other appropriate investigating agencies, and, if violations are found, individuals and organizations will be held accountable by the relevant University entity that has authority over the individual (e.g., Student Conduct or University /Unit Leadership).

Violations may result in disciplinary actions for individuals or organizations, which can include, but are not limited to, written warnings, probation, fines, loss of privileges, loss of recognition, mandatory training or education, loss of salary increase, administrative leave, suspension, expulsion, revocation of tenure, discontinued

participation in youth programming allegations have been satisfactorily resolved and/or termination of employment. Such penalties shall be in addition to any other penalties imposed for violating state criminal law or any other University rule or policy.

Parental Notification Policy

The Alabama State University, under the guidelines of the Family Educational Rights and Privacy Act (FERPA), notifies parents and families in specific instances where a student accepts responsibility, or is found responsible, for a violation of an alcohol or drug policy or receives a sanction that may impact their status as a student.

Parental notification is intended to involve families in the total educational experience of the student and to provide an opportunity for conversation between students and their parents/legal guardians about the experience or incident that was a violation of the Code of Conduct.

Missing Student Policy

The following policy and related procedures is Alabama State University's official Missing Student Policy.

DEFINITIONS:

Student – The University defines a student as any person enrolled in any class or program of the University, full or part time.

Emancipated Individual – A person less than 18 years of age who has been declared by a court to be independent of his or her parents.

AVP – For this policy, "AVP" refers to an Assistant Vice President for Student Affairs assigned to respond to student emergencies.

Policy

The Alabama State University will provide every student living in on campus student housing the opportunity and means to identify a missing student contact to be used in the event the student is reported missing. Missing student contact information will be registered confidentially and will be accessible only to authorized University officials and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

In accordance with the procedures established within this policy, within 24 hours after a student living in on campus student housing has been reported missing and the student is not known to have returned to the University or otherwise been located, the AVP or his/her designee will notify the individual the student has designated as his/her missing person contact. If the missing student is under 18 years of age and not an emancipated individual, the AVP or his/her designee will also notify the student's custodial parent or guardian.



Students will be notified annually that each residential student of the University has the option to confidentially designate an individual to be contacted by the Alabama State administration no later than 24 hours after the time that it is determined the student is missing. Alabama State provides each student with the means and opportunity to register their confidential missing student contact information by logging into the University's HornetsWeb system and filling out the Address and Contact Information. This confidential missing student contact can be anyone. This option is provided to students even if a student has already registered an individual as a general emergency contact. The student also has the option to identify the same individual for both their general emergency contact and missing student contact.

University Police shall investigate all reports of missing students and will notify and cooperate with other law enforcement agencies, as necessary, to further the investigation.

PROCEDURES:

Any individual who believes a student living in on-campus student housing may be missing should immediately contact University Police. University Police may notify the AVP upon receipt of a missing student report. When receiving such report, both the AVP and University Police will attempt to determine whether the student is, in fact, missing. Among other steps that may be taken depending on the circumstances:

- AVP or his/her designee will attempt to contact the student through all reasonable and available means.
- University Police will investigate the validity of the missing person report and manage the information according to its established investigative standards.
- University Police may notify appropriate University personnel and seek their aid in the investigation (e.g. Student Affairs, Residence Life, Counseling and Psychological Services, etc.)
- Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, University Police will notify local law enforcement agencies within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

If, within 24 hours of the report, University Police is unable to locate the missing student and the student is not known to have returned to the University or otherwise located, University Police will notify the AVP and he/she or his/her designee will take the following action(s):

- The AVP or his/her designee will promptly notify the individual the student has designated as

his/her missing person contact and document the date and time of the notification.

- If the missing student is under 18 years of age and not an emancipated individual, the AVP or his/her designee will also notify the student's custodial parent or guardian and document the date and time of the notification.

University Police and the AVP will coordinate their efforts to locate the missing student. The AVP will notify the Vice President of Student Affairs and update him/her on the status of the investigation as appropriate.

When the missing student is located, the AVP or his/her designee will contact the student to offer any appropriate support, as well as the emergency contacts and/or parents to confirm the student has been located.

If the initial investigation is unsuccessful in locating the missing student, University Police will continue to investigate according to established police procedures. The AVP will decide what further action, if any, should be taken by the Office of Student Affairs.

Daily Crime and Fire Log

Alabama State University Department of Public Safety maintains a combined Daily Crime, fire, and valid complaint log of all incidents reported to them. Each day a log is published which identifies the type, general location, date and time reported, date and time occurred and current disposition if known of each incident reported to Public Safety. Local news media may contact Public Safety to acquire information from this log. Information deemed newsworthy may be published by the news media.

The Daily Crime and Fire Log for the most current sixty days is available for viewing during regular business hours in the lobby of the Police and Public Safety building. Any portion of the Daily Crime and Fire Log for incidents older than 60 days will be made available for public inspection within two business days of a request.

Yearly Crime statistics located at end of report.

Crime Prevention and Safety Awareness Programs

In effort to promote safety awareness, the University Police maintains a strong working relationship with the Alabama State community. This relationship includes offering a variety of safety and security programs and services and crime prevention programming. If you or your organization would like to request a specific



program, please visit the ASUPD. Below are some of the programs and services available.

Blurred Lines/DUI Awareness This presentation covers Driving Under the Influence, including laws, detection, arrest procedures, and prosecution. Participants are able to observe officers demonstrate actual field sobriety tests that are given to intoxicated motorists in the course of the officer's duty.

Domestic Violence The program provides awareness and statistical information on the common challenges victims face with relationship/domestic violence.

Officer Interviews University Police and Public Safety members are available for interviews for individuals' writing papers, conducting research, or working on public safety-related projects. Appointments are preferred.

Run, Hide, Fight: Surviving an Active Attacker None of us want to be confronted by an active attacker, but violent attacks do happen. What would you do if you heard shots coming from outside your office or classroom or, worse yet, what if someone with a gun came onto your campus and began to fire? Would you know what to do? How to act? How to deal with your fears so you could save your own life and the lives of those around you? Participants who attend this program will know how to answer these questions or where to find the necessary resources.

Safety and Security for Office Personnel This program offers useful safety guidelines for the workplace, reviews security features typical of campus buildings, and identifies different ways to contact the police. You will learn how to implement a code word, how to deal with irate customers in a safe manner, and how to respond if you encounter an individual with a weapon.

Sexual Assault Prevention This program covers issues involving sexual assault and corresponding relevant research and statistics.

Alabama State University Policy Governing Alcohol and Other Drugs

Alabama State's Alcohol and Drug Policy Federal law requires Alabama State University to notify all faculty, staff, and students of certain information pertaining to the unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of its activities. The information included in this report complies with the notification requirements of the Drug-Free Schools

and Communities Act and its implementing regulations.

Alabama State's Smoking and Tobacco Policy Smoking and the use of tobacco are prohibited in and on all University owned or leased properties, facilities, and vehicles. The policy includes all University locations. Smoking includes the burning of any type of lit pipe, cigar, cigarette, or any other smoking equipment, whether filled with tobacco or any other type of material. Tobacco is defined as all tobacco-derived or containing products, including and not limited to cigarettes (e.g., clove, bidis, kreteks, electronic cigarettes, cigars and cigarillos), hookah smoked products, pipes and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco. It also includes any product intended to mimic tobacco products, contain tobacco flavoring or deliver nicotine. Products approved by the U.S. Food and Drug Administration, when used for cessation, are not considered tobacco under this policy.

Residence Life Alcohol Policy Alcohol and Illegal Substances

ALCOHOL POLICY The possession and/or consumption of alcoholic beverages is prohibited in all Penn State on-campus undergraduate residence hall buildings.

It is a violation of state law and university policy for a student under 21 years of age to attempt to purchase, consume, possess, or transport alcoholic beverages. It is unlawful to sell, furnish, and give alcoholic beverages or to permit alcoholic beverages to be sold, furnished, or given to any minor.

Residents will be held responsible for activities that occur in their rooms, and will be referred to Student Affairs, and/or University Police if guests are violating the on-campus alcohol policies listed above.

Failure to comply with the direction or to present identification to a University official acting in the performance of his/her duties is a violation of the Student Code of Conduct and will result in a referral to Student Affairs.

It is against the Student Code of Conduct to supply false information, such as name, age, etc., to University officials who are acting in the performance of their duties.

ILLEGAL SUBSTANCES (DRUGS)

It is a violation of state law and University policy to illegally possess, use, distribute, manufacture, sell, or be under the influence of other drugs. Students who violate this policy will be referred to Student Affairs and/or University Police.



It is against residence hall policy for a student to be in a residential area (room, common area, common building, building entryway, or quad area immediately adjacent to the residence halls) and in the presence of an illegal substance. Students who are in the presence of an illegal substance in these areas will be referred Student Affairs and/or University Police.

- Complete a FASFA for the upcoming academic year
- Register for New Student Orientation (new incoming students only)
Besides maintaining a select number of rooms for medical (i.e. isolation or quarantine) and dis(A)bility/ADA reasons, in some instances once a semester has commenced, there are opportunities for “swapping and moving,” or as the university refers to this as “Walk Day.” If there is room availability, and the move request is within reason, then Housing and Residence Life will try to work with and accommodate the student.

HOUSING REPORT

1) Types of Student Housing on Campus

Alabama State University (ASU) maintains and operates thirteen (13) residence halls for undergraduate students only (the university does not provide off-campus, part-time enrolled or graduate student housing). Each residence hall offers an array of living and learning options for undergraduate students, including:

- Two traditional residence halls for freshman women complete with suite-style living, including common areas and restrooms
- Two traditional residence hall for freshmen men complete with suite-style living, including common areas and restrooms
- One, traditional residence hall for upperclassmen men with single rooms and shared community bathrooms and common areas
- One, traditional residence hall for upperclassmen men with suite-style living for two, including common areas and restrooms
- Three, co-educational living facilities for men and women that includes dens, small kitchenettes and restrooms
- Two, co-educational living facilities for men and women that include suite-style living, common areas, food preparation areas and restrooms
- To, traditional residence hall for upperclassmen women complete with suite-style living, including common areas and restrooms

2) Policies that guide ASU’s housing assignment process and requests for housing changes

All new incoming and returning undergraduate students must apply for housing, utilizing a third-party vendor selected by university. The housing portal for new incoming students usually occurs at the beginning in March, while the housing portal for returning students opens up at the end of March/first of April. In addition, registrants must comply with the following stipulations. Otherwise, their housing assignment will be forfeited and returned to the general housing pool.

- Have a zero balance with Student Accounts
- Pay the \$250 Housing and Residence Life Deposit
- Register for the upcoming academic semester (summer and/or fall)

Emergency Situations

The university is aware that emergencies may occur throughout the academic year, and takes every precaution when it pertains to housing. Housing and Residence works diligently with offices like Judicial Affairs, Diversity and International Affairs/Title IX, the Violence Against Wo(M)en Program and Public Safety, to ensure that if a student must be moved for disciplinary/protection reasons, that this can be accomplished within reason and without disturbing the student(s) educational tenure.

3) Visitors in Residence Hall

ASU’s residence halls are for duly enrolled students who have remitted a housing deposit and been assigned a room. Students can invite guests to their residence halls and rooms, but they must adhere to the *Visitation Policy*, as indicated in campus manuals (i.e. *The Pilot and Student Code of Conduct* (student handbook), *Housing and Residence Life Policies and Procedures*, *Housing and Residence Life Contract*). All students sign the latter once they accept their housing assignment.

A guest is defined as a person(s) who is not assigned to the room or hall in which they are visiting. Gatherings of nine or more students, who are in attendance, must register in advance with the Residence Hall/ Apartment Director. Guests must present an identification card, leave the card and sign-in prior to visiting a student’s room. The visitor’s identification card will be returned when the visitor departs.

Students are responsible for the actions of their guests at all times. Likewise, the visitors are to respect the needs and rights of the students’ room/apartment mates. Guests may not be left alone in the room/apartment at any time. In the same manner, guests must be escorted in the residence hall, at all times when visiting.



Violation of this policy will result in the student being fined \$200.00 and disciplinary action taken by Office of Judicial Affairs.

Cohabitation

Cohabitation is not permitted. Cohabitation is defined as physically residing in another's resident's room/suite on a semi-permanent basis, which is usually associated with an intimate-partner relationship. Cohabitation and excessive visitation violates the rights of room/suitemates to reasonable privacy and pursuit of academic goals. Student are expected to reside permanently in their assigned room and keep personal belongings there. Residents may move their personal belongings into another room only as part of an approved room transfer by the Office of Housing and Residence Life.

Same-Gender and Co-Ed Visitation Policy

Same-gender and open visitation hours are 12:00 noon to 12:00 midnight daily, seven days a week. A student may not permit visitors in their room over the objection of their roommate(s). If unwanted guests become a source of complaint by other residents or university staff, due to behavior or duration or frequency, this will constitute a de facto sub-letting of space to an unauthorized person. Violation of the guest policy may result in judicial action and/or termination of the resident's housing agreement and removal of the guest from university housing.

In general, students that do not adhere to Housing and Residence Life's policies and procedures, will be subject to charges/fines and referred to the Office of Judicial Affairs; and handled appropriately. If an unenrolled student or student's guest commits a violation of these policies and procedures, then the Office of Public Safety will be called and the non-ASU individual will be transported to the Public Safety's headquarters.

4) Entering Residence Halls

With the exception of ASU's three, co-educational apartments, which utilize keys to enter, the remaining ten residence halls, are accessible from the outside by card readers. Students must use their university-generated student identification card, to "swipe" and then enter their residence halls, 24 hours/7days a week. The card reader system is secure and tied to CBORD/Horizon Network. Once inside, students use a physical key/keypad to enter their assigned suite and/or room.

If a student misplaces or loses their student identification card, then they can purchase a replacement, utilizing the following fee schedule:

Issue	Amount
First-time loss	\$25.00
Second-time and beyond	\$50.00

In the same manner, if a student misplaces or loses their residence hall key, then they will be assessed as follows:

Issue	Amount
Key Replacement (i.e. broke or bent beyond use)	\$75.00
Core Replacement (key is lost or misplaced)	\$100.00 (For CJ Dunn Tower: \$200.00)

The "propping" open of doors, in any residence hall, is strictly prohibited. A similar logic is applicable to alarm/fire doors. Students, who are caught disobeying these rules, will be referred to the Office of Judicial Affairs and possibly sanctioned/fined. There are a few exceptions when the front doors of a building may be open for a specified amount of time. These instances include:

- "Hornet Haul" (fall and spring residence hall move-in events)
- Physical work/repairs being done on the building, while university staff are present (i.e. Facilities Management/Buildings and Grounds, Housing and Residence Life)
- Furniture/space installations or removal of materials

System Monitoring

In the event that a student's identification card does not permit them to enter their residence hall during regular business hours (Monday through Friday, 8:00am – 5:00pm), the student is to report to the ID Office located in the John G Hardy Center. A card coordinator in this location will assist the student with his/her card. After-hours, a student will need to temporarily inform his/her residence hall coordinator or resident advisor, and visit the ID Office immediately, on the next day.

Door maintenance issues should be reported quickly to Facilities Management /Buildings and Grounds and the Office of Technology Services. Staff are on duty, 24 hours/7days a week, to return to campus, to assist both Housing and Residence Life with errant doors. The Department of Public Safety also remains on standby in case of door/entry emergency.

5) Security Features in Residence Halls

Alabama State University's Office of Housing and Residence Life continually monitors the living environments to limit the risk of personal injury or damage to personal property. Students are encouraged not to leave their room doors unlocked or unattended-even when going to the restroom. Examples of the security measures that Housing and Residence Life have in place:



- Staffed desk operations
- Security Personnel walking around and in the residence halls
- Door Peepholes
- Safety Awareness Programs designed to acquaint residents with crime prevention strategies
- *Security Awareness Agreements* are read and signed by all residents at check-in.

Residence Hall Room Doors

After agreeing to and signing a *Housing and Residence Life Contract*, students are assigned a key or a keypad code that they use individually or collectively, to enter a room or suite respectively. Physical keys cannot be duplicated and are marked as such. If a student reports a lost or stolen key, then the campus locksmith reports to change the “core” of the lock and a new key is reissued (after paying the lost/stolen key fee).

Residence Hall Windows

Students can lock their residence halls’ windows from the inside. Likewise, they are encouraged to keep them locked at all times, especially if they are located on the first-floor of a building, as well as during university holidays, extended breaks and throughout the summer months. The locking of a window is part of the move-out process, and checked by Housing and Residence Life staff upon the clearance of the room. Students who neglect to do this upon departing their room may be fined.

6) Personnel and Security

Besides the presence of Housing and Resident Life Staff (resident hall directors, assistants resident hall directors, resident advisors, and late-night staff), the Department of Public Safety provides the primary safety for campus and ASU’s residence halls.

Staff members in the Department of Public Safety are sworn officers and provide 24-hour/7day a week patrol protection of the campus parking lots and residence halls. Officers are vested with full law-enforcement powers and responsibilities identical to the Montgomery Police and Sheriff’s Departments. The university’s police officers receive initial and ongoing training at the Montgomery Police Academy and participate in in-service training, including first aid, firearms, defensive tactics, constitutional and legislative updates, evidence gathering, traffic investigation, and more.

Further, campus police possess a full range of public-safety responsibilities including processing all crime reports, investigating traffic accidents, enforcement of laws regulating underage drinking, the use of controlled substances and weapons and other

incidents requiring police assistance. Potential criminal actions and other emergencies on campus may be reported directly by any student, faculty, or staff member.

Housing and Residence Life staff serve as the “eyes and ears” of their respective buildings. ASU staff members include:

Staff Descriptor	Number
Housing Administration	3
Living & Learning Program	2
Resident Hall Directors	9
Assistant Directors	6
Late-Night Staff	8
Resident Advisors	50

Ongoing Training for Housing and Residence Life

Continuous training is a must, and part of the regularly and monthly scheduled programming and meetings for Housing and Residence Life. These meetings include all Housing and Residence Life staff, including Resident Advisors.

In addition to mandated-area retreats, inter-hall staff meetings and floor/resident meetings, staff participate in policies/procedures/protocol training, Title IX/Clery training, Violence Against Wo(M)en and Judicial training, fire safety/First Aid training, counseling/mental health/suicide prevention training and crisis management/emergency training (led by Public Safety). All Housing and Residence Life staff members are presented with copies of *Housing and Residence Life Policies and Procedures*, as well as *The Pilot and Student Code of Conduct*.

7) Security Programming, Activities and Events

Housing and Residence Life offers a number of programs about campus safety throughout the academic year. Hall Directors and Resident Advisors host hall meetings at the beginning of each semester and provide safety updates on a regular basis. Important notices are posted upon the entry of all residence halls and bulletin boards, and maintained on respective floors and inside elevators. Resident Advisors are encouraged to offer one floor program each semester that focuses on student safety, while collaborating with campus entities like Public Safety, the Health and/or Counseling Center, Diversity and International Affairs/Title IX, the Violence against Wo (Me) n program and Judicial Affairs.

In the same manner, all new and incoming students meet university staff that prioritize student safety during *Operation Hornet Nation: New Student Orientation*. During orientation, students and their parents/caretakers are presented with safety



information; and, engage “up close and personal” with member of the Housing and Residence Life staff, as well as Public Safety.

8) Residence Halls during Student and Holiday Breaks

ASU has three official “breaks” during the academic year: fall (two weeks during the holiday season), spring (one week), and summer (nearly three months). Unless a student is a student-athlete (with competitive play during the break), an international student, enrolled in an enrichment program, summer school or camp or an emergency/crisis occurs, then he/she must exit campus at the commencement of the break and remain off-campus, until the designated time to return. Prior to leaving, Housing and Residence Life assist students with tips about preparing their rooms for their departure (i.e. taking important items with them, locking up valuables, taking out their trash, locking their windows).

9) Non-University Persons Residing in Resident Halls

During the academic year, non-university persons are not allowed to live in the university’s residence halls at any time. Likewise, children are not allowed to visit in the residence halls, unless parents accompany them. Children, ten years and younger, are not permitted to visit on the floors-but may remain in the lobby area when accompanied by an adult. No baby-sitting is allowed in residence halls.

10) Number of Undergraduate Students Residing in Residence Halls

Housing occupancy at ASU can increase/decrease depending on the semester, as well as the “timing” of the year- including student, holiday and summer breaks. During fall semester, residence halls are typically filled to capacity (100% occupancy). However, during the spring semester, this percentage may slightly decrease, due to students who will have graduated in December, transitioned to an off-campus internship or study-away opportunity or decided to un-enroll from the university. As previously mentioned, the university will house some summer camp/enrichment programs, as well as students enrolled in summer school. The university then operates at a less than 50% capacity during the summer months.

Annual Fire Safety Report

The Higher Education Opportunity Act enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an Annual Fire Safety Report that contains information about campus fire safety practices and standards of the institution. The following Report details all information required by this Act for the Alabama State University campus.

Definitions

The following terms are used within this report. Definitions have been obtained from the Higher Education Opportunity Act.

On-Campus Student Housing – A student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.

Fire – Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Residence Hall Fire Drills

Fire drills are conducted in all on-campus Housing and Food Services – operated residence halls during the school year to allow residents to become familiar with building alarm systems and practice their evacuation skills. The drills are coordinated and conducted by the Housing Administration, Resident Hall Directors, Assistant Directors, Late-Night Staff, Resident Advisors and Public Safety personnel. All people inside the residence hall during the drill are required to evacuate the building.



Fire Safety

Alabama State University takes fire safety very seriously and continues to enhance its programs to the University community through education, engineering, and enforcement. Educational programs are presented throughout the year to faculty, staff, and students so they are aware of the rules and safe practices. These programs include identification and prevention of fire hazards, actual building evacuation procedures and drills, specific occupant response to fire emergencies, and hands-on use of fire extinguishers.

All University residence halls have emergency evacuation plans and conduct fire drills during the school year to allow occupants to become familiar with and practice their evacuation skills.

Automatic sprinkler systems and fire alarm systems are recognized engineered building features that help provide for a fire-safe living environment. All University-operated residence halls and apartments are provided with automatic sprinkler systems, smoke detectors, and building fire alarm systems to provide early detection and warning of a possible fire emergency. Additionally, Housing and Food Services staff at Alabama State University are trained on hands-on use of fire extinguishers and emergency procedures in the event of a fire.

The University maintains and tests all fire alarms and automatic fire suppression systems to ensure system readiness and proper operation in the event of a fire emergency.

Alabama State University has adopted and developed numerous Safety Policies and Guidelines to help promote a safe living and work environment for the entire Alabama State University campus.

Additional protection is provided by Alabama State University Public Safety officers, who are trained for initial response to fire incidents occurring at ASU facilities. Officers provide assistance in building evacuation and extinguishment/confinement of small fires.

Prohibitions on Portable Electrical Appliances, Smoking and Open Flames

All on-campus housing facilities prohibit the following activities and items:

- Smoking is not permitted in any building
- The presence or use of candles, incense burners, oil lamps, and other open-flame devices is not permitted in on-campus housing facilities.

- The presence or use of torchiere halogen floor lamps is not permitted in any building
- Individuals shall not obstruct or tamper with fire safety equipment (i.e. sprinklers, fire alarms, fire extinguishers)
- The possession or use of fireworks is not permitted
- Occupant-provided refrigerators and microwaves are not permitted in on-campus housing facilities

Additional information about residence hall living and policies is available in the *Housing and Residence Life Policies and Procedures Manual*.

2015	Fire Alarm	Sprinkler System	# of Fires
G.N. Card Hall	Yes	Yes	0
CJ Dunn Towers	Yes	Yes	0
Bibb Graves	Yes	Yes	0
Simpson Hall	Yes	Yes	0
Abercrombie Hall	Yes	Yes	0
Martin L King Hall	Yes	Yes	0
Bessie Benson Hall	Yes	Yes	0
McGinty Apt	Yes	Yes	0
Girard Apt	Yes	Yes	0
Peyton Finley Apt	Yes	Yes	0
William Benson Hall	Yes	Yes	0
Bessie Estelle Hall	Yes	Yes	0
New Facility 1	Yes	Yes	0
New Facility 2	Yes	Yes	0



ALABAMA STATE UNIVERSITY

2016	Fire Alarm	Sprinkler System	# of Fires
G.N. Card Hall	Yes	Yes	0
CJ Dunn Towers	Yes	Yes	0
Bibb Graves	Yes	Yes	0
Simpson Hall	Yes	Yes	0
Abercrombie Hall	Yes	Yes	0
Martin L. King Hall	Yes	Yes	0
Bessie Benson Hall	Yes	Yes	0
McGinty Apt	Yes	Yes	0
Girard Apt	Yes	Yes	0
Peyton Finley Apt	Yes	Yes	0
William Benson Hall	Yes	Yes	0
Bessie Estelle Hall	Yes	Yes	0
New Facility 1	Yes	Yes	0
New Facility 2	Yes	Yes	0

2017	Fire Alarm	Sprinkler System	# of Fires
G.N. Card Hall	Yes	Yes	0
CJ Dunn Towers	Yes	Yes	0
Bibb Graves	Yes	Yes	0
Simpson Hall	Yes	Yes	0
Abercrombie Hall	Yes	Yes	0
Martin L. King Hall	Yes	Yes	0
Bessie Benson Hall	Yes	Yes	0
McGinty Apt	Yes	Yes	0
Girard Apt	Yes	Yes	0
Peyton Finley Apt	Yes	Yes	0
William Benson Hall	Yes	Yes	0
Bessie Estelle Hall	Yes	Yes	0
New Facility 1	Yes	Yea	0
New Facility 2	Yes	Yes	0

Evacuation Procedures

Alabama State University Housing and Resident Life provides residents with fire evacuation procedures and conducts fire drills during each semester. Residents are informed of the following procedures:

If you discover a fire in the residence hall:

1. Immediately activate the nearest manual fire alarm pull station. The fire alarm will alert people to evacuate the building.
2. Call 911 from a safe location to report the fire and to give as much information as possible.

Evacuation from the building:

1. Upon activation of the fire alarm system, everyone shall immediately leave the building.
2. Feel the door. If it is hot, do not open it.
3. If the door is cool, crouch low and open the door slowly. Close the door quickly if smoke is present.
4. If the hallway is smoke-free or there is a light smoke condition, proceed to the nearest exit. If a light smoke condition is present stay below the smoke (crouch or crawl).
5. Leave the building and meet at your designated evacuation meeting site.
6. Never use elevators during a fire evacuation.

If you are trapped in your room:

1. Place material (i.e. clothing, rug) at the base of door to prevent smoke from entering the room.
2. Open your window, wave a piece of material and yell to attract the attention of people outside.
3. Call 911 and report your location.
4. Stay low; breathe fresh air near the windows.
5. Await rescue.



Fire Safety Education and Training Programs for Students, Faculty and Staff

Department of Public Safety, in coordination with Housing and Residence Life and Food Services, provides annual training to Resident Hall Directors, Assistant Directors and Resident Advisors. Topics addressed during this training include:

- Fire prevention in the residence hall
- What to do in the event of a fire
- Evacuation planning
- How to report a fire or other emergency
- How residence hall fire safety system operate

Additional fire safety training and education programs for residence hall students are coordinated by Housing Administration and Resident Hall Directors.

Other general safety and fire safety information is available to students, faculty and staff in the *Housing and Residence Life Policies and Procedures Manual*.

Fire Incident Reporting

Students, faculty and staff are instructed to call 911 to report a fire emergency. Immediate notification for non-emergency incident (i.e. fire is out, evidence that something burned, attempted intentional burning of material) shall be made to:

Department of Public Safety (334) 229-4400



**ALABAMA STATE
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Criminal Offenses – On Campus	2015	2016	2017
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Rape	0	0	0
Fondling	0	1	0
Sex offenses – non-forcible	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	2	3	0
Aggravated Assault	1	3	5
Burglary	16	12	17
Motor Vehicle theft	0	0	0
Arson	0	0	0

Criminal Offenses – On campus student housing	2015	2016	2017
Murder/Non Negligent Manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex offenses – non-forcible	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	10	10	11
Motor vehicle theft	0	0	0
Arson	0	0	0



**ALABAMA STATE
UNIVERSITY**

Criminal Offenses- Public Property	2015	2016	2017
Murder / Non Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	1	0
Sex offenses – forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex offenses – non forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	1	1
Burglary	0	1	1
Motor Vehicle theft	0	1	1
Arson	0	0	0

Criminal Offenses – Non-Campus	2015	2016	2017
Murder/ Non Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex offenses – non-forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	1	0
Aggravated assault	0	0	0
Burglary	0	1	0
Motor Vehicle theft	0	0	0
Arson	0	0	0



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Violence Against Women Offenses – On Campus	2015	2016	2017
Domestic Violence	5	9	7
Dating Violence	0	0	0
Stalking	0	0	0

Violence Against Women Offenses – On-Campus Student Housing Facilities	2015	2016	2017
Domestic Violence	3	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Violence Against Women Offenses – Non-Campus	2015	2016	2017
Domestic Violence	0	1	0
Dating Violence	0	0	0
Stalking	0	0	0

Violence Against Women Offenses – Public Property	2015	2016	2017
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Arrests – On Campus	2015	2016	2017
Weapons: carrying, possessing, etc.	6	1	1
Drug Abuse violations	33	31	20
Liquor law violations	0	0	0



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Arrests – On Campus Student Housing Facilities	2015	2016	2017
Weapons: carrying, possessing, etc.	2	0	0
Drug Abuse violations	10	0	3
Liquor law violations	0	0	0

Arrests – Non- Campus	2015	2016	2017
Weapons: carrying, possessing, etc.	0	0	0
Drug Abuse violations	0	0	0
Liquor law violations	0	0	0

Arrests – Public Property	2015	2016	2017
Weapons: carrying, possessing, etc.	0	0	1
Drug Abuse violations	0	0	7
Liquor law violations	0	0	0

Disciplinary Actions – On Campus	2015	2016	2017
Weapons: carrying, possessing, etc.	3	0	1
Drug Abuse violations	28	17	1
Liquor law violations	0	0	0



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Disciplinary Actions – On-Campus Student Housing Facilities	2015	2016	2017
Weapons: carrying, possessing, etc.	1	0	1
Drug Abuse violations	8	0	1
Liquor law violations	0	0	0

Disciplinary Actions – Non-Campus	2015	2016	2017
Weapons: carrying, possessing, etc.	0	0	0
Drug Abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions – Public Property	2015	2016	2017
Weapons: carrying, possessing, etc.	1	0	0
Drug Abuse violations	0	0	0
Liquor law violations	0	0	0



CRIME STATISTICS: HATE /BIAS CRIMES

	2015	2016	2017
Hate Crime Statistics (On Campus)	0	0	0
Murder/Non-Negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses (forcible)(Rape)(Fondling)	0	0	0
Sex offenses	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle theft	0	0	0
Arson	0	0	0
Simple Assault	2	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	1	0	0



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Hate Crime Statistics (On Campus Residence Halls)	2015	2016	2017
Murder/Non Negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses (Forcible)(Rape)(Fondling)	0	0	0
Sex offenses (Incest)(Statutory Rape)	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

Hate Crime Statistics (Non-Campus)	2015	2016	2017
Murder/Non Negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses (Forcible) (Rape)(Fondling)	0	0	0
Sex Offenses(Incest)(Statutory Rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0



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Hate Crime Statistics (Public Property)	2015	2016	2017
Murder/Non Negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses (Forcible) (Rape) (Fondling)	0	0	0
Sex Offenses (Incest)(Statutory Rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

BIAS CRIME CATEGORIES

BIAS Hate Crime Statistics (based on Race)	2015	2016	2017
Murder/Non Negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses (Forcible) (Rape) (Fondling)	0	0	0
Sex Offenses (Incest) (Statutory Rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0



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BIAS Hate Crime Statistics (based on Religion)	2015	2016	2017
Murder/Non Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses (Forcible)(Rape)(Fondling)	0	0	0
Sex offenses(Incest)(Statutory Rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	1	0	0

BIAS Hate Crime Statistics (based on Sexual Orientation)	2015	2016	2017
Murder/Non Negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses (Forcible)(Rape)(Fondling)	0	0	0
Sex offenses (Incest)(Statutory Rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle theft	0	0	0
Arson	0	0	0
Simple Assault	2	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0



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BIAS Hate Crime Statistics (based on Gender)	2015	2016	2017
Murder/Non Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense (Forcible)(Rape)(Fondling)	0	0	0
Sex Offenses (Incest)(Statutory Rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

BIAS Hate Crime Statistics (based on Gender Identity)	2015	2016	2017
Murder/Non Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses (Forcible)(Rape)(Fondling)	0	0	0
Sex Offenses (Incest)(Statutory Rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0



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BIAS Hate Crime Statistics (based on Disability)	2015	2016	2017
Murder/Non Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses (Forcible)(Rape)(Fondling)	0	0	0
Sex Offenses (Incest)(Statutory Rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

BIAS Hate Crime Statistics (based on Ethnicity)	2015	2016	2017
Murder/Non Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses (Forcible)(Rape)(Fondling)	0	0	0
Sex Offenses (Incest)(Statutory Rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0



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BIAS Hate Crime Statistics (based on National Origin)	2015	2016	2017
Murder/Non Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses (Forcible)(Rape)(Fondling)	0	0	0
Sex Offenses (Incest)(Statutory Rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0