

2018 Agnes Scott College Annual Security and Fire Safety Report

Introduction

The safety of the Agnes Scott College community is of paramount importance. As a community, we work hard at being preventative in our efforts to reduce crime and victimization, prevent fire and respond and minimize damage from all variety of accidents. The College seeks to be transparent in its effort to keep the community well informed of incidents and threats. We encourage the campus community to use this report for safe practices on and off campus.

This publication contains information to aid in the cooperative effort of creating a safer campus. It contains specific information on safety and security, crime prevention, patrol operations and breadth of authority, policies relating to reporting crimes, campus disciplinary procedures and crime statistics.

The Clery ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal mandate requiring all institutions of higher education that participate in the federal student financial aid program to disclose information about crime on their campuses and in the public places that fall within the geography definition for reporting requirements. The Clery Act affects virtually all public and private higher education institutions and is enforced by the U.S. Department of Education. The Clery Act, formerly known as the Crime Awareness and Campus Security Act, was signed in 1990 and is named after 19-year-old Jeanne Clery, who was raped and murdered in her Lehigh University residence hall in 1986.

Violence Against Women Reauthorization Act or (VAWA)

The 2013 Violence Against Women Reauthorization Act amended the Jeanne Clery Act to present additional rights to campus victims of sexual assault, domestic violence, dating violence and stalking.

Preparation of the Campus Security Report

The Annual Campus Security Report is prepared in accordance to the Jeanne Clery Act of 1990, and the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Higher Education Opportunity Act. Also included are changes to the Clery Act related to the Violence Against Women Reauthorization Act of 2013 (VAWA). A Fire Safety Report is also required and is also included for compliance. These federal laws require colleges and universities to disclose statistics concerning the occurrence of certain criminal offenses, fire and fire damage reported to local law enforcement agencies or any official of the institution who is defined as a Campus Security Authority.

The ASC Department of Public Safety is responsible for preparing, publishing and distributing an Annual Security Report by October 1 of each year, for the purpose of disclosing and disseminating certain information regarding crime statistics, security policies and campus law enforcement. These mandated documents and policies can be review at (<http://www.agnesscott.edu/publicsafety/index.html>) by requesting a hard copy via phone (404-471-6355) or walk in to the Department of Public Safety – 137 S McDonough St, Decatur, GA 30030 or email at ascpolice@agnesscott.edu.

Agnes Scott College Department of Public Safety

The Department of Public Safety serves Agnes Scott College with jurisdiction on campus and 500 yards beyond. The department is staffed 24 hours a day, seven days a week to provide immediate emergency response, performance of security patrols, monitoring of campus and providing other police services to the campus community. Members of the department maintain a close working relationship with local, state and federal law enforcement authorities and other emergency service agencies on matters related to campus security. The ASC Department of Public Safety does not have a written Memorandum of Understanding (MOU) with any municipal or state law enforcement agency or neighboring campuses regarding the investigation of criminal incidents.

The Department of Public Safety is staffed by professionally trained officers who attained state certification through the Georgia Peace Officers Standards and Training Council. After the initial basic-mandate certification, the officers are required to maintain certification through in-service training, consisting of 20 hours of annual service curriculum. Our officers are first responders on campus and have arrest authority. This allows Agnes Scott to maintain a staff of highly trained, skilled and competent officers.

Agnes Scott officers patrol the campus by vehicle, bike and walking patrols on a 24-hour basis. They are present to prevent illegal activity, enforce college rules, check suspicious persons and provide assistance and information to the campus community.

Personal Responsibility

Members of the Agnes Scott faculty, staff, students and visitors are encouraged to be aware of their surroundings and to be responsible for their personal safety. Although we try to insure the safety of the campus population by making sure grounds are well lit and patrolled, crime does occur. We publish crime statistics so that students, faculty, staff and our visitors will be aware of the potential for crime. We subscribe to the philosophy that publicizing crime and campus safety information will only help make the campus safer.

Reporting Crimes:

Ways to Report a Crime

Community members, students, faculty and staff and visitors are encouraged to promptly and accurately report all crimes and public safety related incidents to the ASC Department of Public Safety. The ASC Department of Public Safety has dispatchers and police officers on duty twenty-four (24) hours a day. You can report crimes or other emergencies by calling:

Non Emergencies (404) 471-6355 Emergencies (404) 471-6400

- Dial 911: To report emergencies on or off campus.
- Emergency phones: Use any emergency phones located throughout campus; these provide a direct line to the Department of Public Safety.

If a crime victim or witness does not wish to file a police report, Public Safety encourages voluntary, anonymous and confidential reports of crimes listed under the Clery Act. Every attempt to substantiate facts will be made. Voluntary and confidential reports of crime made by the following:

Anonymous Tip/Report

In writing to: Agnes Scott College Department of Public Safety, 141 E College Ave, Decatur, 30030

The ASC Department of Public Safety will take the required action, which may include either dispatching an officer or asking the victim to come to the ASC Department of Public Safety to file an incident report. The ASC Department of Public Safety will investigate a report when it determined appropriate or contact the appropriate agency to respond to calls for off campus reports.

If a sexual assault or rape should occur, the ASC Department of Public Safety and respective staff at the scene will offer the victim a variety of services to include, but not limited to: Counseling Services, Student Health Services, Sexual Assault Crisis Services, and Student Life Services.

What is a Campus Security Authority?

Campus Security Authority is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution.

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department.
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Agnes Scott College Campus Security Authorities include:

- The Director of Public Safety
- Dean of Students or designee
- Academic Dean
- Director of Athletics
- Director of Residence Life
- Director of Human Resources
- Honor Court President
- Judicial Board President
- Resident Assistants
- Coaches
- Advisors Student Organizations

The Department of Public Safety will send all Campus Security Authorities annual requests for information on crimes which were reported for inclusion in yearly campus safety statistical reporting. Campus Security Authorities who reported an incident to Public Safety when it occurred have met their reporting requirements for that incident.

Daily Crime Logs

The Police Department maintains a Daily Crime Log that records, by the date the incident was reported, all crimes and other serious incidents that occur within the department's patrol jurisdiction. This log is available for public inspection at the Public Safety office and includes the nature, date, time, and general location of each crime reported to the department

ANNUAL CRIME STATISTICS REPORT

In response to the rising concerns of the American public about crime on college campuses, the U.S. Congress passed the Cleary Act. According to the Act, all colleges receiving federal aid are required to publish an annual report to the students, faculty and employees by October of each year. The ASC Department of Public Safety provides all of the required information (statistics, policies and procedures) to the college community through a variety of sources. The Department publishes the Annual Security Report in the fall semester and distributes the report at various crime prevention programs throughout the year. In the event of a serious crime or criminal attempt occurs on campus or in the surrounding community, safety advisories are sent to inform the community of the situation.

The Agnes Scott College Department of Public Safety presents the following crime statistics in compliance with the Cleary Act. All crime categories in crimes reported to the Agnes Scott Department of Public Safety and crime reported to local police or campus officials that occurred on college property. Specific location and crime definitions are as follows:

LOCATIONS:

On Campus: any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls (**NOTE: because this definition includes residence halls, any crime occurring in a residence hall will be counted both under the Residential Facilities and the On Campus columns. Therefore the total in the Total column does not count those incidents in the Residential Facilities column, because they are also reported under On Campus.**); and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes.

Residential Facilities: residential facilities for students on campus.

Non-Campus Buildings & Property: any building or property owned or controlled by a student organization recognized by the institution; and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to, the institution's educational purposes.

CRIMES:

Criminal Homicide

- Manslaughter by Negligence: The killing of another person through gross negligence.
- Murder and Nonnegligent Manslaughter: The willful (nonnegligent) killing of one human being by another.

Forcible Sex Offenses: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

- Forcible Rape
- Forcible Sodomy
- Sexual Assault With An Object
- Forcible Fondling

Non-forcible Sex Offenses: Unlawful, non-forcible sexual intercourse.

- Incest & Statutory Rape

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding.)

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Dating Violence: Violence committed by a person—

- Who is or has been in a social relationship of a romantic or intimate nature with the victim, and
- Where the existence of such relationship shall be determined based on a consideration of the following factors:
 - o The length of the relationship
 - o The type of relationship; and
 - o The frequency of the interaction between the person involved in the relationship.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress

Domestic Violence: means a felony or misdemeanor crime of violence committed by –

- a current or former spouse or intimate partner of the victim
- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has a cohabited with the victim as a spouse or intimate partner
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
- 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.

Weapons Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. *(Drunkness and driving under the influence are not included in this definition.)*

Hate Crimes: Hate crimes are words or actions that are prejudice nature used to intimidate or subject a person(s) to tyranny, which occurs as the result of the victim being of a particular group. Groups that are affected by bias-motivated crimes include: **ethnic, religion, gender, gender identity, national origin, disability, race and sexual orientation.** Hate crimes can include but are not limited to physical attacks, rapes, bombing, murders, and terrorist threats. Hate crimes include all reported crimes in the general disclosure as well as any other crime involving bodily injury and reported to local police or campus security authorities.

CRIMES REPORTED TO AGNES SCOTT AND LOCAL POLICE

Offense Type	Year	On Campus	Student Residential Facility	Non Campus Bldg/Property	Public Property
Murder & Non Neglect Manslaughter	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Negligent Manslaughter	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Sex Offenses (Forcible)	<i>Any sexual act directed against another person, forcibly and/or against a person's will; or not forcibly or against a person will where the victim is incapable of giving consent.</i>				
Forcible Rape	2017	1	1	0	0
	2016	0	0	0	0
	2015	1	1	0	0
Forcible Sodomy	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Sexual Assault With an Object	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Forcible Fondling	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Sex Offences (Non-forcible)	<i>Unlawful non-forcible sexual intercourse.</i>				
Incest	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Statutory Rape	2017	0	0	0	0
	2016	0	0	0	0

	2015	0	0	0	0
Robbery	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Aggravated Assault	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Burglary	2017	4	3	0	0
	2016	5	3	0	0
	2015	0	0	0	0
Motor Vehicle Theft	2017	0	0	0	0
	2016	0	0	0	0
	2015	3	0	0	0
Arson	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Violence Against Women Act 2013 (VAWA)					
Domestic Violence	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Dating Violence	2017	2	1	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Stalking	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
		2017	2016	2015	
Unfounded Crimes <i>(False report of Crimes)</i>		0	0	0	

HATE CRIMES REPORTED TO ASC AND LOCAL POLICE

Hate Crimes Total	Year	On Campus	Student Residential Facility	Non Campus Bldg/Property	Public Property
Murder/ Non-neglect Manslaughter	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Negligent Manslaughter	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Sex offenses Forcible	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Sexual Non-forcible	2017	0	0	0	0
	2016	0	0	0	0

	2015	0	0	0	0
Robbery	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Aggravated Assault	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Burglary	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Motor Vehicle Theft	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Arson	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Larceny-theft	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Simple Assault	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Intimidation	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Destruction Damage/vandalism of property	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0

NUMBER OF ARRESTS FOR SELECTED OFFENSES REPORTED ASC AND LOCAL POLICE

Offense Type	Year	On Campus	Student Residential Facility	Non Campus Bldg/Property	Public Property
Liquor Law Violations	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Drug Violations	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Weapons Violations	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0

DISCIPLINARY ACTIONS REPORTED TO ASC POLICE AND LOCAL POLICE

Offense Type	Year	On Campus	Student Residential Facility	Non Campus Bldg/Property	Public Property
Liquor Law Violations	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Drug Violations	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Weapons Violations	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0

DISCIPLINARY ACTIONS REPORTED TO NON-POLICE CAMPUS OFFICIALS

Offense Type	Year	On Campus	Student Residential Facility	Non Campus Bldg/Property	Public Property
Liquor Law Violations	2017	9	9	0	0
	2016	12	12	0	0
	2015	42	42	0	0
Drug Violations	2017	16	16	0	0
	2016	21	21	0	0
	2015	2	2	0	0
Weapons Violations	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0

Fire Report Summary

Number of Fires, their cause, and associate injuries and property damage

The following table lists all fires that have occurred in on-campus student housing.

Calendar Year	Residential	Cause	Fires	Injuries	Deaths	Property Damage in Dollars
2017	Walters Hall		0	0	0	0
	Winship Hall		0	0	0	0
	Inman Hall		0	0	0	0
	Hopkins Hall		0	0	0	0
	Rebekah hall		0	0	0	0

	Agnes Scott (Main) Hall		0	0	0	0
	Theme House 124		0	0	0	0
	Theme House 132		0	0	0	0
	Theme House 138		0	0	0	0
	Avery Glen Apartments		0	0	0	0

Calendar Year	Residential	Cause	Fires	Injuries	Deaths	Property Damage in Dollars
2016	Walters Hall		0	0	0	0
	Winship Hall		0	0	0	0
	Inman Hall		0	0	0	0
	Hopkins Hall		0	0	0	0
	Rebekah hall		0	0	0	0
	Agnes Scott (Main) Hall		0	0	0	0
	Theme House 124		0	0	0	0
	Theme House 132		0	0	0	0
	Theme House 138		0	0	0	0
	Avery Glen Apartments		0	0	0	0

Calendar Year	Residential	Cause	Fires	Injuries	Deaths	Property Damage in Dollars
2015	Walters Hall		0	0	0	0
	Winship Hall		0	0	0	0
	Inman Hall		0	0	0	0
	Hopkins Hall		0	0	0	0
	Rebekah hall		0	0	0	0
	Agnes Scott (Main) Hall		0	0	0	0
	Theme House 124		0	0	0	0
	Theme House 132		0	0	0	0
	Theme House 138		0	0	0	0
	Avery Glen Apartments		0	0	0	0

Emergency Notification Procedures

The Agnes Scott College Emergency Notification System is a method to effectively communicate emergency information to a large number of people at virtually the same time. It allows the College to contact the community in the event of an emergency by sending messages via:

- Text message
- Voice message (mobile or land-line)
- Email
- Fax

When an emergency occurs that requires Agnes Scott College community attention or action, the emergency notification system will be activated and you will be notified by the methods noted above using the personal information you have provided. The system will never be used to send non-emergency, routine or spam messages. It is imperative that your contact information is accurate and up to date in order for you to receive emergency notifications.

- Students can update their information through the Registrar's Office.
- Faculty and Staff members can update their information through Human Resources.

If there is an immediate and ongoing threat to the health or safety of students or employees occurring on campus, the Director of Public Safety or designee, Director of Communications or designee, Director of Media Services or designee will issue timely warnings through the emergency notification system. Situations for which the Agnes Scott College emergency notification system will be used may include but are not limited to:

- Facility Emergencies
 - Fire or Explosions
 - Power Outages
- Campus Evacuations
- Dangerous Weather Conditions
 - Tornado
 - Flooding
- Violent Criminal Behavior
 - Murder
 - Robbery
 - Active Shooter
- Off campus incidents that may have an immediate threat to the health or safety of students or employees.
 - Chemical or Hazardous Material Spills or Accidents
 - Violent Criminal Behavior

The following are conditions that will prevent emergency notification messages from being received.

- If you are not a registered student or an active employee at the time of notification
- If the information provided to the College is not up-to-date
- Issues with your mobile device service provider
- Spam filter may have blocked an e-mail from being delivered

Not every emergency can be anticipated, however, the College has developed some emergency messages that can be modified easily for use in a number of situations. This will allow notifications to be sent quickly. The messages are deliberately short (140 characters or less).

Privacy

Contact information collected by the College is for use in the emergency notification system only. The College will not use this Information for any other purpose than emergency notification.

Testing

The emergency notification system will be tested once a semester and over each summer. Additional testing may be conducted as part of drills and exercises, or as necessary.

Timely Warnings

If there is an immediate and ongoing threat to the health or safety of students or employees occurring on campus, the College will issue timely warnings through the emergency notification system. Situations for which the Agnes Scott College emergency notification system will be used may include but are not limited to:

- Facility Emergencies
 - Fire or Explosions
 - Power Outages
- Campus Evacuations
- Dangerous Weather Conditions
 - Tornado
 - Flooding
- Violent Criminal Behavior
 - Murder
 - Robbery
 - Active Shooter
- Off campus incidents that may have an immediate threat to the health or safety of students or employees.
 - Chemical or Hazardous Material Spills or Accidents
 - Violent Criminal Behavior

Crime Alerts: Timely Warnings

Campus Crime Alerts are issued whenever a serious crime or series of crimes – on campus or in the surrounding communities – poses a continuing risk to students and employees. Crime Alerts are issued for specific crime classifications such as murder, sex offenses, robbery, aggravated assault/battery, burglary, motor vehicle theft, manslaughter, arson, and any hate crimes involving bodily injury in which the victim was intentionally selected due to actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. Crime Alerts may also be posted for other crimes when necessary.

The decision to issue a Timely Warning/Crime Alert will be considered on a case-by-case basis depending on the risk and when and where the incident occurred. Within the guiding principle of alerting the community to a threat which may affect it, and whose timely dissemination will aid in the prevention of a similar crime, the following factors may be considered when evaluating whether to issue a Crime Alert:

- a. whether the crime represents an ongoing or continuing risk to current victims, or has the potential to create new victims;
- b. whether the crime occurred on campus, or is contiguous to campus;
- c. the credibility of reports received by ASC Police or other law enforcement agencies; or
- d. the nature of the crime(s) involved

Crime Alerts for the above listed crimes will not be sent if:

- a. The suspect(s) are apprehended and the risk to students and employees has been mitigated by the apprehension.
- b. A report is not filed with ASC Police or another police agency or campus official in a manner that would allow the posting of a “timely” warning. As a general guideline, a report that is filed with the ASC Police or provided by an outside police agency several days after the date of the alleged incident may not provide the opportunity for a “timely” warning to the community. This type of situation will be evaluated on a case-by-case basis.
- c. The posting of a “timely” warning would jeopardize law enforcement efforts.

VAWA AMENDMENTS TO CLERY

CRIME PREVENTION / SAFETY PROGRAMS

The ASC Department of Public Safety works closely with Health Services and College Counselors to provide Rape Awareness / Sexual Assault Acquaintance Rape programs which are usually mandatory for first year students, and optional for others. Personal-defense and empowerment training for women is offered each semester if enough women respond to requests to participate. Crime Prevention tips combined with Pizza and a Movie is sponsored throughout the year. CPR and First Aid Training are provided to all student leaders and a community CPR class is offered each semester. Crime prevention tips and guidelines are made available to all persons within our community through the electronic mail and through the intranet/internet sites as well as the student newspaper, the Profile. The Crime Prevention Officer and other Officers make safety/security presentations to respective residence halls, various staff and academic disciplines on a specific need basis or on a request basis.

Party Smart and Prosper: a mandatory program offered to all incoming first year Agnes Scott students which provides an alcohol education and awareness campaign to help Agnes Scott students party responsibly without endangering themselves or anyone else.

Missing Person Policy Statement

The purpose of this policy is to establish procedures for Agnes Scott College, to respond to and assist with reports of missing students as required under the Higher Education Opportunity Act of 2008. This policy applies to students who reside on campus and are deemed missing or absent from the college for a period of more than 24 hours without any known reason or which may be contrary to usual patterns of behavior

Missing Person Policy

Procedure for designation of confidential emergency contact information

All residential students have the opportunity annually to identify an individual or individuals to be contacted by the dean of students not later than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student. This information is maintained confidentially and will be available only to the Public Safety Department, Dean of Students and the Director of Residence Life.

Designation of Emergency Contact Information

1. **Students age 18 and above and emancipated minors:** Students will be given an opportunity during the annual registration process to designate an individual to be contacted by the college no more than 24 hours after the time that the student is determined to be missing. The designation will remain in effect until changed or revoked by the student.
2. **Students under the age of 18:** If a student under the age of 18 is determined to be missing, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing.

Procedure:

1. Any report of a missing student should be directed to the Department of Public Safety (404 471-6400) immediately. An investigation will be initiated to determine the validity and credibility of the missing person.
2. If a report of a missing student is made to Residence Life, a staff member will immediately contact and work with Public Safety.
Cooperative efforts may include:
 - Conducting a health and wellness check on the resident,
 - Attempt to make contact via cellular phone, email, or other means,
 - Determine activity of card access(if applicable), meal plan usage, class attendance
3. Identify other students who may be aware of the missing student's whereabouts (i.e. roommate(s), friends, classmates, etc.).

4. The Department of Public Safety with assistance of the Residence Life office will investigate and gather information about the missing student from the reporting person and other individuals who may provide information that will assist with the investigation.
5. No later than 24 hours after determining that an Agnes Scott resident is missing, the Dean of Students or designee will notify the individual identified by the missing students as the emergency contact (for students 18 and above and emancipated minors) or the parent/guardian (for students under the age of 18 and not emancipated) that the student resident is believed to be missing.
6. If search efforts are unsuccessful in locating the student in a reasonable amount of time the Department of Public Safety conduct a full investigation collaborating with local law enforcement agencies and utilizing all resources available.

SEXUAL ASSAULT

Most rapes are committed by someone who you know. You might want to consider some of the following “tips”. This is particularly true when you are considering going out with someone you have just met.

1. On the first date, choose cozy but public places as opposed to dark parking lots, “country drives” or his apartment to share intimate moments.
2. When you blind date, try to double with a friend.
3. Do not be compromised into submission by engaging in illegal acts or the use of narcotics; this may discourage you from later reporting an assault.
4. Do not judge anyone by the clothes they wear or their occupation. Designer clothes and an illustrious career will not guarantee your safety on a first (or even later) date.
5. Realize your body is yours and no one has the right to touch you unless you give permission for him / her to do so.

Public Safety works with the Health Services Center to provide informational materials and/or speakers to improve awareness of date / acquaintance rape, and other non-forcible and forcible sex offenses.

What to do if you are Sexually Assaulted

Seek medical attention immediately. It is important to preserve evidence, so do not shower, change clothes, or disturb the scene of the attack. If you change clothes, put all clothing you were wearing at the time of the attack in individual paper bags (do not use plastic bags). Go to the emergency room of a hospital, and ask a friend to go with you if possible. Hospital personnel will treat the physical consequences of the assault, such as injury, infection, disease, and pregnancy. They can collect evidence that will be needed if you report the crime. You may choose whether to speak with the police about the assault. The College encourages all victims of sexual assault to report it promptly the ASC Department of Public Safety if the incident occurred on campus or the police agency for the jurisdiction where the incident occurred. Whether ASC Police or local law enforcement handles the investigation of the crime will depend on the location of the assault. If a sexual assault occurs off campus, the campus police or other administrative support person can provide victim assistance on how to report the crime if the victim chooses.

Individuals may also report a sex offense to the College's Title IX Coordinator. The Title IX Coordinator's office is responsible for coordinating the College's compliance with Title IX.

Police Confidentiality in Sexual Assault Reporting and Investigations

If you believe you have been the victim of a sexual assault on campus, the Agnes Scott College Department Public Safety will guarantee the following:

- Your identity will be protected and your name will not be released publicly. While maintaining federal daily log requirements, the department will redact the name of sexual assault victims in the incident reports and all subsequent follow up or supplemental reports that are made public.
- We will meet with you privately, at a time and place of your choice, to take your report.
- We will treat you with courtesy, sensitivity, dignity, understanding, and professionalism.
- The officers will not prejudge you, and you will not be blamed for what occurred.
- We will assist you in arranging for any necessary hospital treatment or other medical needs. We will also connect you with the people who can assist you in locating emergency housing if needed.
- We will fully investigate your case. You will be kept up-to-date on the progress of the investigation and/or prosecution.
- We will assist you in contacting counseling and other available resources.
- We will continue to be available to answer your questions, to explain the system and process involved (prosecutor, courts, etc.)
- We will consider your case seriously, regardless of your gender or the gender or status of the suspect.

Reporting and Confidentially Disclosing Sexual Violence: Know the Options

The College encourages victims of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the College can respond appropriately. Different employees on campus have different abilities to maintain a victim's confidentiality.

- Some are required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication."
- Other employees may talk to a victim in confidence, and generally only report to the College that an incident occurred without revealing any personally identifying information. Disclosures to these employees will not trigger a College investigation into an incident against the victim's wishes.
- Thirdly, some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX coordinator. A report to these employees (called "responsible employees") constitutes a report to the College – and generally obligates the College to investigate the incident and take appropriate steps to address the situation.

The Options -Privileged and Confidential Communications

Professional and Pastoral Counselors.

- Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the college community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the police or Title IX coordinator without a victim's permission. Following is the contact information for these individuals: (please add)

Non-professional Counselors and Advocates

Individuals who work or volunteer in the on-campus offices that pertain to your school: sexual assault center, victim advocacy office, women's center, health center, including front desk staff and students, can generally talk to a victim without revealing any personally identifying information about an incident to the College. A victim can seek assistance and support from these individuals without triggering a College investigation that could reveal the victim's identity or that the victim has disclosed the incident. While maintaining a victim's confidentiality, these individuals or their office should report the nature, date, time, and general location of an incident to the Title IX Coordinator. This limited report – which includes no information that would directly or indirectly identify the victim – helps keep the Title IX Coordinator informed of the general extent and nature of sexual violence on and off campus so the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX Coordinator, these individuals will consult with the victim to ensure that no personally identifying details are shared with the Title IX Coordinator.

A victim who speaks to a professional or non-professional counselor or advocate must understand that, if the victim wants to maintain confidentiality, the College will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. Even so, these counselors and advocates will still assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A victim who at first requests confidentiality may later decide to file a complaint with the college or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors and advocates will provide the victim with assistance if the victim wishes to do so.

If the College determines that the alleged perpetrator(s) pose a serious and immediate threat to the College community the Department of Public Safety may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

Reporting to "Responsible Employees."

A "responsible employee" is a College employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could

reasonably believe has this authority or duty. When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. A responsible employee must report to the Title IX coordinator all relevant details about the alleged sexual violence shared by the victim and that the College will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident. To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the College’s response to the report. A responsible employee should not share information with law enforcement without the victim’s consent or unless the victim has also reported the incident to law enforcement.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee’s reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources. If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the victim’s request for confidentiality. Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim’s wishes, including for the College to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to.

Requesting Confidentiality From the College: How the College Will Weigh the Request and Respond.

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College’s obligation to provide a safe, non-discriminatory environment for all students, including the victim. If the College honors the request for confidentiality, a victim must understand that the College’s ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. Although rare, there are times when the College may not be able to honor a victim’s request in order to provide a safe, non-discriminatory environment for all students. The College has designated the following individual(s) to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence:

When weighing a victim’s request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
 - whether there have been other sexual violence complaints about the same alleged perpetrator;
 - whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;

- whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
- whether the sexual violence was committed by multiple perpetrators;
- whether the sexual violence was perpetrated with a weapon;
- whether the victim is a minor;
- whether the College possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence); •
- whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely respect the victim's request for confidentiality.

If the College determines that it cannot maintain a victim's confidentiality, the College will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response. The College will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or College employees, will not be tolerated.

The College will also:

- assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the victim of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

The College may not require a victim to participate in any investigation or disciplinary proceeding. Because the College is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the College to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

Off-campus Counselors and Advocates.

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the College unless the victim requests the disclosure and signs a consent or waiver form.

Anonymous Reporting

Although the College encourages victims to talk to someone, the College provides an online [or other system] for anonymous reporting. The system will notify the user (before s/he enters information) that entering personally identifying information may serve as notice to the College for the purpose of triggering an investigation.

Help after an Assault

Agnes Scott has professionally trained counselors on staff. **Counselors** can be reached by calling ext. **6117**. Also, the Agnes Scott Wellness Center staff is available to provide medical services and or appropriate referrals at ext. **6346**. Victims of Rape or Assault are encouraged to report the crime to Agnes Scott Department of Public Safety on the **emergency line** at (404) 471-**6400**.

Counselors available 24 hours a day through the **Day League**, formerly the DeKalb Rape Crisis Center and the Rape Crisis Center at Grady Memorial Hospital in Atlanta. Both provide a variety of medical and counseling services for rape victims. However, if a student requests the assistance of a particular facility other than what is listed or if the student needs assistance reporting a sexual assault that may have occurred off campus to the police department with jurisdiction, the College will provide the student assistance with help notifying these authorities.

DAY LEAGUE (formerly DeKalb Rape Crisis Center) (404) 377-1429

Grady Rape Crisis Center (404) 616-4861

Persons who commit these crimes are known to repeat the acts and cannot be caught or stopped without the victim's assistance. The welfare of the victim is the Public Safety Department's primary concern. Crimes of such a sensitive nature are handled with the utmost discretion. Please remember that the victim of sexual assault is a primary component of the evidence in a crime scene. Therefore, we caution the victim to avoid douching, showering, changing clothes, brushing teeth, drinking or disturbing the crime scene in any way to preserve critical evidence used in the prosecution.

In the event a student becomes a victim of rape or sexual assault, Agnes Scott College will change the student's living and / or academic situation if changes are requested and are reasonably available. Please see the *Student Handbook* for information of the College's sexual harassment policy and guidelines on adjudication of these incidents through on-campus procedures. These procedures include: ". . . neither the college nor the participants will have attorneys or legal representation during the complaint process. . . . recommendations for resolution "must be presented to both parties within ten (10) working days of the complaint". . . Informal complaint recommendations "are negotiated recommendations that both

parties must agree to and do not include any suspension or dismissal”, however, formal complaint recommendations may affirm the recommendations of the informal complaint or make further recommendations, to include suspension and dismissal from the College.

Agnes Scott College strictly prohibits all acts of sexual assault, domestic violence dating violence and stalking. In addition to facing criminal investigation and prosecution, students, employees and other affiliates may also face disciplinary action by Agnes Scott College. Individuals found responsible for having committed such violations face permanent expulsion, termination of employment, suspension, probation and other penalties in the employee and student handbooks. Incidents involving accused students will be handled by the Dean of Students Office and incidents involving accused employees/affiliates will be handled by the Office of Human Resources.

All conduct proceedings, whether the conduct is reported to have occurred on or off campus, shall provide a prompt, fair and impartial investigation and resolution. All investigations and proceedings shall be conducted by officials who have received annual training on the nature of the types of cases they are handling, on how to conduct an investigation, and conduct a proceeding in a manner that protects the safety of victim and promotes accountability.

Investigations shall be conducted within 5 days or less unless mitigating circumstances in which case the accuser and accused shall be notified, providing an explanation, and the amount of additional time required.

In all proceedings, including the related meeting and hearings, both the accused and accuser are entitled to the same opportunities to have other present. This includes the right to be accompanied by an advisor of their choice. Both the accused and accuser shall simultaneously be informed in writing of the outcome of the proceeding, of procedures and the timeframe for appealing the results of the outcome, any change to the results that occurs prior to the time that they become final and when such results become final. Disclosure of the outcome shall be made to both parties unconditionally, and each shall be free to share or not share the details with any third parties.

For additional information about student conduct proceedings, please consult the student handbook available on the College’s website. For additional information about employee conduct proceedings please consult the staff handbook also on the College’s website.

Sexual Violence and Other Unlawful Harassment – Explanation of Procedures

Agnes Scott College is committed to maintaining an environment in which all members of the community, staff, students, faculty, and visitors, are treated with respect and dignity. It is the policy of the college not to discriminate on the basis of sex in any of its programs, activities, or employment practices. Agnes Scott College prohibits sexual harassment in any form to include offenses of sexual assault, domestic violence, dating violence or stalking by any member of the Agnes Scott College community and by visitors to the campus, including guests, patrons, independent contractors, or clients of the college, and by those participating in off-campus college programs, such as study abroad programs, internships, student teaching, and experiential learning.

Procedures

A. Direct resolution: Anyone experiencing or observing sexual violence and other unlawful harassment is encouraged to explain clearly to the alleged offender that the behavior is objectionable and request that it cease. If such an objection does not seem safe or efficacious, or if after the objection is raised the conduct does not cease, the person experiencing or observing the offending conduct should promptly report the complaint to an officer of the college, department of public safety or to the Director of Human Resources.

B. Initiation of a report or complaint

1. Timeliness: Reports and complaints of sexual harassment should be initiated as soon as possible after the incident(s) occurs in order to aid effective investigation. All reports and complaints will be promptly investigated and appropriate action will be taken to remedy the problem as expeditiously as possible. (See below for specific timelines if a complaint is filed.)

2. Non-retaliation: Anyone who submits a report ("reporter") or complaint ("complainant") will be protected from retaliation in any form. Anyone who knowingly makes false accusations will be subject to appropriate disciplinary action consistent with college policies and procedures.

3. Confidentiality: The College will respect the privacy of reporters and complainants, of persons against whom the complaint is made ("respondents"), and of witnesses in a manner consistent with the College's duty to investigate, to take appropriate remedial actions, and to comply with any discovery or disclosure obligations required by law.

4. Due process: The College will make every reasonable effort to protect the rights of both complainants and respondents.

5. Initial report: All students and employees should report any sexual harassment that they experience or about which they have credible evidence to a college officer or to the Director of Human Resources. No one should assume that an official of the college already is aware of any given instance of alleged sexual harassment. Any member of the college community who knows of or receives a complaint of harassment should report the information or complaint to a college officer ("officer") or the Director of Human Resources ("Director").

6. Informational meeting: Anyone experiencing sexual harassment or having credible evidence of the occurrence of sexual harassment should meet with a college officer or the Director of Human Resources. At this meeting, the reporter should explain the basis for the report. The officer or Director should explain the college's policies and procedures against sexual harassment. The officer or Director should clarify for the reporter the types of information that will automatically initiate further procedures.

7. Informal resolution: After discussing the report of sexual violence and other unlawful harassment with the reporter, if the officer or Director believes that the situation might be best resolved informally, or that the conduct does not rise to the requisite level of severity or pervasiveness or for any reason does not violate the college's policy against sexual harassment, or that the complaint rests on misperceptions or miscommunication, the officer or Director may attempt an informal resolution of the complaint. This attempt at informal resolution may include further fact-finding, consultation with involved parties, including the respondent, mediation attempts, or other reasonable means to resolve the situation or remedy the conduct informally. If informal resolution is attempted, however, the identity of the reporter will be kept confidential, unless the reporter gives permission to divulge her or his identity, and

no resolution will be imposed that is not agreed to by all parties involved. Informal investigations and resolution attempts may be terminated at any time by the filing of a written complaint. In any event, the informal resolution process must be concluded within one month of the informational meeting, unless extended by consent of the reporter and the respondent. Information and accusations contained in reports or gathered in the process of informal investigations shall be kept in a confidential file in the Office of Human Resources. Information about an individual in this file may be accessed for the purpose of investigating future reports of sexual harassment, but may not be used as a basis for making personnel decisions. Records of informal resolutions shall be kept in a confidential file in the Office of Human Resources and may be used as a basis for future personnel decisions only with the consent of the respondent to the informal resolution. Information about respondents who are students shall be kept in a confidential file in the Office of Human Resources for the purpose of investigating future reports of sexual harassment and may only be accessed by the investigating officer and director of human resources.

8. Written complaint: At any point during the process of informal resolution any person believing him or herself to have experienced sexual harassment may initiate a formal process of investigation and resolution by filing a written statement explaining the basis of the complaint. Any college officer or the Director of Human Resources may initiate formal procedures to investigate and resolve conduct suspected of constituting sexual harassment on the basis of substantial credible evidence. Past reports of sexual harassment alone do not constitute substantial credible evidence; the officer or DHR must have evidence about current conduct to file a complaint. If the officer or Director initiates the process of investigation and resolution, the officer or Director must also put in writing the complaint and explanation of the substantial credible evidence that warrants the initiation of the investigation and resolution process.

C. Investigation of the complaint

1. Investigation board: On the basis of a written complaint, an investigation board shall conduct a prompt and thorough investigation of the conduct that forms the basis of the complaint. The board shall be comprised of the officer who supervises the person named as the harasser in the complaint ("respondent"), the Director of Human Resources, the chair of the Faculty Executive Committee, the President of Honor Court, and one additional member chosen from the respondent's constituency (if a faculty respondent, a second faculty member to be named by the Faculty Executive Committee; if a student respondent, a second student to be named by Honor Court; if a staff respondent, a second staff member to be named by the staff members' organization). The officer shall serve as chair of the investigation board.

2. Conflict of interest: If any member of the investigation board is a party to the complaint or has any other conflict of interest that would prevent her or him from adjudicating the complaint in a fair and impartial manner, the president of the college will decide the existence of such a conflict and designate a substitute of similar status to serve on the investigation board. If for any reason it is not appropriate or possible for the president to do so, the chair of the board of trustees will designate a substitute.

3. Informing the parties: The Director shall inform the respondent of the existence of the complaint, provide a copy of the written complaint, and provide a copy and information about the college's policies and procedures against sexual harassment. The Director shall also inform the respondent of the identity of the complainant. The Director will also furnish, in writing, to both complainant and respondent, a

statement explaining the rights and responsibilities of all parties, including rights to confidentiality in so far as possible consistent with the need to investigate and resolve the complaint, the guarantee of non-retaliation, and the process for imposing sanctions and appealing resolutions.

4. Investigation: The board shall conduct a thorough, fair, and expeditious investigation based on written evidence and interviewing of all witnesses who, in the opinion of the board, can shed light on the merits of the complaint and the conduct of the respondent. The complainant and respondent shall have the right to present any witnesses and information that in their opinion can provide valid and relevant evidence. The parties may also suggest questions to any witnesses, but questioning shall be done by the chair of the investigation board, whose judgment about the appropriateness and wording of questions, after consultation with other board members on any questions she/he deems necessary, shall be final. All parties have the right to be assisted by up to three advocates of their choosing, although practicing attorneys shall not be present at hearings of the investigation board.

5. Remedial measures during the course of investigation: At any point after the filing of a written complaint, the president of the college may place the respondent on administrative leave with pay or suspend the respondent without pay. Summary suspension shall be imposed only when, in the judgment of the President, the respondent's presence on campus would constitute a threat to the safety and well-being of members of the campus community. Before implementing the suspension, the accused individual shall be given written notice of the intention to impose the suspension and shall be given an opportunity to present oral and written arguments against the imposition of the suspension. If the respondent is suspended, the formal process should be completed within the shortest reasonable time possible, not to exceed ten working days. During the suspension, the respondent may not enter campus without obtaining prior permission from an officer of the college.

D. Resolution

1. Finding of fact: Within two months of the filing of the complaint, unless the respondent has been suspended (see preceding paragraph) or the time period is extended by the consent of the complainant and the respondent, the investigation board shall make appropriate and well-grounded findings regarding the factual basis of the complaint. The board may also make recommendations to the appropriate college officer regarding a just and reasonable remedy, including the possible imposition of penalties.

2. Resolutions: The appropriate college officer, based on the findings and recommendations of the investigation board, will take appropriate remedial actions and will follow up as necessary to ensure that the remedial actions are effective. The officer's decision about the proper course of action to resolve the complaint shall be communicated to the complainant and respondent within one month of the submission of the investigation board's findings and recommendations. A copy will be filed in the appropriate college records (in the case of employees, their personnel files; in the case of students, in their student records files).

3. Imposition of penalties: The appropriate college officer may impose penalties ranging from an oral or written warning up to and including suspension or dismissal from the college, unless the respondent is a full-time faculty member.

4. Suspension or dismissal of faculty: the Dean of the College's decision to suspend or terminate a full-time faculty member holding a continuous appointment or a probationary or term contract before its

expiration is a recommendation only and triggers the procedures for dismissal for cause under Dismissal of Teaching Faculty Policies and Procedures (Faculty Handbook).

E. Appeals: Either party may appeal the decision, in writing, within 5 days of receipt of the written decision by the investigative board, through standing procedures which include the faculty grievance process, student Judicial Board and union staff grievance process. Administrative staff may appeal directly to the president or her designee. Any decision rendered through the appeal process shall be final.

F. Documentation: The Director of Human Resources is responsible for keeping a record of the entire formal complaint process, including all complaints, answers, written evidence, notes from hearings, other documentary evidence from the investigation and appeals processes, and documentation of remedial actions taken and any evidence concerning their effectiveness. This record shall be maintained in a confidential file in the Office of Human Resources, and shall be available to managers and RPT committees for use as appropriate in making personnel decisions. Information about respondents who are students shall be kept in a confidential file in the Office of Human Resources for the purpose of investigating future reports of sexual harassment and may only be accessed by the investigating officer and director of human resources.

Sex Offender Registration Information

Federal and state sex offender laws require each state to operate a sex offender registry and establishes of a national sex offender registry. The national registry and all of the state registries must be linked so information can be updated immediately.

After being released into the community, a sex offender must register with his or her local jurisdiction. Being required to register applies retroactively. If someone committed a Tier II offense 12 years, he or she is required to register. Offenders must keep their registration current for the entirety of their registration period, excluding any time the offender is imprisoned

A log of sex offenders for Dekalb County in hard form is located in the lobby of the Public Safety Office and can also be found at the following sites:

<http://gbi.georgia.gov/georgia-sex-offender-registry>

<http://services.georgia.gov/gbi/gbisor/SORSearch.jsp>

Alcohol Policy

Alcoholic beverages are restricted on the Agnes Scott campus in compliance with Georgia and Decatur laws. These laws are as follows:

A. Georgia

1. The legal age for purchasing and possessing alcoholic beverages is 21. It is against the law to either sell or furnish alcoholic beverages to anyone under the legal age.

2. It is illegal to appear in an intoxicated condition or to evidence boisterous or vulgar behavior on any public street or in any public place, in any private residence other than one's own or in any mode of transportation. Bottles of alcohol with broken seals cannot be kept in cars.

3. It is illegal to misrepresent age in any manner for the purpose of obtaining alcohol.

B. Decatur

It is unlawful to drink alcoholic beverages in automobiles—parked or moving—on the streets, highways or alleys of the city. It is unlawful to carry any type of open liquor container in public.

C. Agnes Scott

Alcohol is restricted to campus-wide social functions or parties held in designated areas and must be approved by the dean of students and to designated areas of the residence halls.

Designated residence hall areas for alcohol consumption by students of legal drinking age are:

1. Residence hall rooms: consumption, preparation and storage
2. Hall kitchens: preparation

All alcoholic beverages should only be stored in the resident's room. When transporting alcoholic beverages to the designated parts of the residence halls, students must carry them in a bag or similar covering, unless transporting them between residence hall rooms or from the kitchen to residence hall rooms. Alcohol and alcoholic beverages must be covered when they are transported outside of dorms. Hall, lobby and theme house parties involving the consumption of alcoholic beverages must be sponsored by the office of residence life or approved by the dean of students; otherwise they are prohibited.

Agnes Scott defines intoxicated on campus as unable to assume normal responsibilities and/or evidencing vulgar or boisterous behavior which is disruptive to the campus community. Agnes Scott's alcohol policy applies to students who are drinking on campus underage or drunk on campus regardless of age and to students of legal drinking age who sell or furnish alcohol on campus to students not of legal drinking age.

Students and/or their guests may not drink alcoholic beverages in any part of the residence halls except designated areas. Students may not drink alcoholic beverages on any area of the grounds except designated areas at campus-wide functions or parties. Students who are underage may not have guests of legal age with alcoholic beverages in their residence hall room. Hall, lobby and theme house parties involving the consumption of alcoholic beverages must be sponsored by the Office of Residence Life or approved by the dean of students; otherwise they are prohibited.

Student Government funds may *only* be used for the purchase of alcoholic beverages at any function held on or off campus and sponsored by the college or any organization within the college *in accordance with the following guidelines:*

1. In order to facilitate the efficient processing of the alcohol requisition forms, they will be available from the center for student engagement office upon completion of activity approval forms. Requisition forms must be submitted no later than two weeks prior to the date of the function. At the beginning of each semester, organizations are advised to submit a proposed agenda of events where alcohol may be served.

2. Completed alcohol request forms will be submitted to the center for student engagement.
3. Upon establishment of the organization's itemized budget, the SGA treasurer will ensure that only a reasonable portion of the money allotted for refreshments at campus-wide functions will be for alcohol/bartender.
4. It will be understood that the Agnes Scott alcohol policy and honor system will be enforced at all functions where alcohol is served.
5. Only a center for student engagement staff member, or club adviser may purchase alcohol on behalf of the organization.
6. Only students 21 years or older who have completed the Social Host Certification through the ASC Alcohol Awareness Workshop may serve alcoholic beverages and a nonalcoholic beverage must also be served at the function. Alcoholic beverages which may be served at campus-wide functions are beer and wine.
7. All events at which alcohol will be served must work with the center for student engagement to hire a 3rd party bartender to serve. Neither students nor staff/faculty members are allowed to serve alcoholic beverages at events.

At the discretion of the Judicial Board members additional sanctions may be implemented based on the severity of the case.

After three or more violations of the Alcohol Policy, depending upon the severity of the incidents, Judicial Board may present the case to Honor Court with the recommendation of suspension or expulsion.

All violations of the alcohol policy are to be reported directly to a residence life staff member or Judicial Board member who will refer it to the Judicial Board president and dean of students designee. As is the practice with any particularly serious or flagrant violation of policy, the Judicial Board president reserves the right to refer any case involving this policy to a higher court than the one stipulated above. The SGA Constitution provision for Honor Court jurisdiction over Drug Policy violations is interpreted to mean that Honor Court is involved in serious violations of the Alcohol Policy and cases of repeated violation.

In the event that drunken behavior is exhibited by a visitor to campus or non-resident student, the public safety office may become involved in bringing any such incidents to an acceptable resolution as mandated by state and local laws and college policy.

Drug Policy

In accordance with Agnes Scott's commitment to academic excellence and the belief that mind-altering drugs may lead to impaired judgment and reduced achievement, the possession and/or use of illegal drugs and/or drug paraphernalia is prohibited on campus.

Any student engaged or attempting to engage in the unlawful manufacturing, distribution, dispersing, possession of a drug or drug paraphernalia, purchase (exchange of money or other goods and/or services, whether received or not) or use of controlled substances by any means whatsoever will be

subject to suspension or dismissal, the terms of which will be recommended by Honor Court to the Judicial Review Committee.

As is the case with all judicial recommendations of suspension or dismissal, these penalties are automatically reviewed by the Judicial Review Committee, whose final approval is necessary and who may contact authorities. Penalties for unlawful manufacturing, distribution, dispersing, possession of a drug or drug paraphernalia, (exchange of money or other goods and/or services, whether received or not) or use of controlled substances may involve fines and/or imprisonment.

In the event a visitor to campus is found to be engaged or attempting to engage in the unlawful manufacturing, distribution, dispersing, possession of a drug or drug paraphernalia, purchase (exchange of money or other goods and/or services, whether received or not) or use of controlled substances by any means whatsoever the visitor is in violation of the campus drug policy and as such public safety and/or administration may pursue criminal prosecution of the subjects involved.

Agnes Scott College is in compliance with the Drug Free Schools and Communities Act Amendment of 1989.

• **Drug-Free Workplace**

Agnes Scott complies with the Drug-Free Workplace Act of 1988. Accordingly, the following policy applies to all employees, including faculty, staff and work-study students.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is strictly prohibited on campus. Any employee who violates this prohibition will be subject to disciplinary action and penalties up to and including immediate discharge from employment at Agnes Scott College.

As a condition of employment at Agnes Scott, all employees will abide by the terms of this statement. They will also notify their supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

More information regarding this legislation is available in the human resources office. Periodically during the year, seminars and information regarding substance abuse will be made available to the community. The human resources office and the student health center have reference material about sources of treatment for substance abuse. All inquiries will be kept strictly confidential.

Residence Hall Security

Residence hall security is the responsibility of every student (and staff and faculty with authorized access) on campus. Doors providing access to the residential areas of the residence halls are locked 24 hours a day. It only takes the carelessness of one student on one occasion to jeopardize the safety of everyone in the residence hall. Please **remember** to follow the guidelines below.

1. **WHENEVER YOU ENTER OR LEAVE A RESIDENCE HALL, CHECK THE DOOR BEHIND YOU** to be sure it locked properly. This only takes a second and is well worth the effort. The wooden doors in the residence halls are beautiful but, because of their weight and a tendency to swell when the weather changes, they frequently will not lock properly when allowed to close on their own. You may need to pull the panic bar up and then close the door to be sure the lock catches completely.

2. NEVER PROP A DOOR OPEN UNLESS SOMEONE WILL BE MONITORING IT AT ALL TIMES to be sure no unauthorized person enters the building (this means the person "on watch" has to be able to see the door at all times). It only takes seconds for someone to slip in a door and get out of sight so they can cause problems later.
3. ALWAYS HAVE YOUR RESIDENCE HALL KEY WITH YOU. You are given a key by the college because you are assumed to be mature enough to use it properly. This includes keeping it with you at all times, just as you would with an apartment key, so that you can come and go from your residence hall any time you want to. Keep your key with you at all times! If by accident you are locked out of your residence hall, call your RA, roommate or a friend to let you in. Do not call the Department of Public Safety until you have tried these other alternatives.
4. CLOSE THE BLINDS OR SHADES IN YOUR ROOM WHEN IT GETS DARK. Even if you do not live on the ground floor, most upper level rooms in the residence halls are visible to people on the streets in and around the campus.
5. CONSIDER KEEPING YOUR ROOM LOCKED AT ALL TIMES. Although Agnes Scott has an honor system that most members of the community take seriously, there are always some people who do not. And of course, the thief off the street will not be at all concerned with the honor system when he or she steals your jewelry or other valuables. If you lived in an apartment you would not leave your door unlocked and a residence hall is not much different. If you want to leave your room unlocked, at least consider locking all valuables in your closet.

Security of Other Buildings

Your safety and security are of concern not only in the residence hall but in other buildings as well. This is particularly true of academic buildings late in the evening, particularly after closing hours. Building hours for each ASC facility are listed in the Student Handbook.

1. BUILDING MONITORS will be on duty Monday through Thursday from 5:00 p.m. until 10:00 p.m. in Dana and in Woodruff gym. During these hours you must enter the building by the door at the building monitor's station and sign in. When you leave you must sign out and leave through the same door. Do not exit the building from any other door since some of them will not lock properly behind you, thus jeopardizing everyone's safety.

Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Police regularly patrol the campus and report malfunctioning lights and other potentially unsafe physical conditions to Facilities Services for correction. Facilities services has a procedure to handle all emergency requests.

Agnes Scott College Fire Safety Policy and Annual Fire Safety Report

INTRODUCTION

Agnes Scott College is committed to providing a fire-safe environment for the faculty, staff, students and visitors, and to protecting its property through an effective fire prevention, protection, preparedness and response program. The following policies are in effect to assist the campus community in working together to maintain an environment that reduces the risk of fire hazards.

Definitions

Cause of fire: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

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

Fire drill: A supervised practice of a mandatory evacuation of a building for a fire.

Fire-related injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters, or any other individuals.

Fire-related death: Any instance in which a person—

- (1) Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or
- (2) Dies within one year of injuries sustained as a result of the fire.

Fire safety system: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

Value of property damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

Fire Safety in the Residence Halls

Fires inside residence halls can occur at any time and prevention is everyone’s concern and the manner in which residents react in the event of a fire can mean the difference between life and death. For these reasons, the following information is provided to you.

The residence halls at Agnes Scott College are designed for a reasonable level of fire safety. The fire alarms, sprinkler systems, smoke detectors, and extinguishers are all checked annually during the summer months by a certified fire protection company and repairs or adjustments are made whenever a problem is found.

The alarms are monitored by the Department of Public Safety on a 24 hour basis 365 days a year. The Department of Public Safety notifies the Fire Department upon discovering or receiving reports of a fire on campus

Students, faculty and staff should report all fires to the Department of Public Safety by dialing X6400 from any college phone line or 404 471-6400 from any phone line.

Hazards in Residence Halls and Resident's rooms

Smoking Policy: Refer to the Smoking Policy, which appears in the STUDENT CONDUCT section. Smoking is strictly prohibited in all facilities (e.g. classrooms, computer labs, offices, residence halls and theme houses). Smoking is permitted outside at designated locations that have been equipped with appropriate receptacles. Smoking is not permitted within 20 feet of any residence hall or building entrance. Smoking is prohibited in Avery Glen apartment units. Violations of the college's smoking policy will be handled as a disciplinary matter and will be reviewed by the appropriate college administrator and/or judicial body.

Electrical Appliances

- a. No changes or additions may be made in the wiring or electrical fixtures in any room without approval from the College electrician. Care should be taken not to overload the existing circuits.
- b. No extension cords may be used from the hallway plugs to the rooms.
- c. Electrical appliances, such as hot plates, microwaves, toasters and irons, are to be used only in the places especially equipped and designated for their use in each residence hall (kitchens, lounges, lobby areas, etc.). Electrical appliances are not to be used in student rooms. If you have questions regarding the approval of storage of your appliances or electrical equipment, please contact the Residence Life office at ext. 6408.

Open flames: Many fires occurring in the residence halls are a result of burning candles. Camp stoves, candles (decorative or functional, wick or no wick), open coil heating or cooking elements, kerosene lamps, etc., can be extremely hazardous. Open flame devices are not permitted in student rooms. Similarly, burning incense is not allowed. Cooking on barbecue grills and hibachis is not allowed in or around the residence halls or apartments.

Flammable Liquids (and other hazardous chemical): Gasoline, ether, paint, glue, etc. are not permitted in residence halls and or student rooms or storage areas. Motorized vehicles are not allowed in the building under any circumstances.

Halogen Lamps: Due to the high temperature emitted from halogen lamps, they are prohibited in the residence halls. It has been reported that many fires are caused by materials coming in contact with the halogen bulb or other parts of the lamp.

Cooking: Cook safely and only in permitted and designated areas or kitchens using proper appliances. Microwaves can cause burns, or even start a fire. Residents should never leave cooking food unattended.

Tampering with Fire Alarm Systems: The fire alarm system and firefighting equipment in the residence halls are for your protection. Tampering with smoke detectors, sprinkler heads, sprinkler piping, alarm boxes, and fire extinguishers is prohibited and may subject you to criminal prosecution. No items are to be hung or placed over smoke detectors or placed over lighting fixtures within any building. Hanging items from the sprinkler head or pipes is prohibited. Remember this is your life safety equipment. You will be held accountable and liable for any damage that may endanger the lives of other who reside in the building.

False Alarms: Fire alarms may be set off in residence halls accidentally or due to tampering. How do you know if it is a false alarm? You don't... so get out immediately!

Fire Evacuation Drills

Unannounced drills are conducted by the department of public safety in collaboration with the residence life office and the City of Decatur Fire Department once per semester. Drills are conducted to let resident students practice safe evacuation procedures and to evaluate staff performance. Buildings that do not pass a drill (e.g., evacuation too slow, students remain in building, etc.) are reported to resident life for follow-up educational and/or disciplinary action and are subject to retesting.

Evacuation Procedures

Fire and evacuation alarms are intended to alert building occupants that a fire or other life-threatening situation exists. Upon hearing the alarm, everyone should leave the building immediately. In the event of a fire, the following steps should be taken to ensure the safety of all building occupants.

1. **Activate the fire alarm.** In the event of a fire or any emergency requiring building evacuation, it is essential to activate the nearest fire alarm pull station or verbally notify building occupants if the building is not equipped with a fire alarm system.
2. **Call Public Safety.** Telephone X6400 and give your name, location, nature of the emergency and telephone number. This call should be made immediately, even if the fire alarm has already been activated.
3. **Exit the building.** At the sound of a fire alarm, all building occupants should proceed to the nearest exit and leave the building immediately. During pre-emergency planning, all occupants should learn two evacuation routes from each building area.
5. **Assist physically impaired individuals.** Physically impaired individuals should be given assistance to a secure area, such as a large stairwell or an office separated from a corridor by a fire door. Emergency personnel must be notified of their locations.
6. **Ensure all personnel are out of the building.** Ensure all personnel are out of the immediate area. If there is time and no present danger, close all doors and windows while evacuating.
7. **Do not use the elevators.** Elevators may lose power during a fire. If elevators are working during a fire emergency, their use is reserved for emergency response personnel only.
8. **Extinguish small fires.** If the fire is small and you know how to use a fire extinguisher, attempt to extinguish the fire yourself. *Do not attempt to extinguish any fire if there is a threat to your safety.*

9. **Report hazardous conditions.** If you are working in a research area and have sufficient time, ensure that the lab and experiments are in safe condition before leaving the area. Report any hazardous conditions to responding emergency personnel.
10. **Stay low.** If confronted with smoke, keep near the floor. Smoke, heat and toxic gases will normally rise to the ceiling. All closed doors should be checked for heat prior to opening. If a doorknob is hot, the door should not be opened.
11. **Stay away from the building until it is safe to return.** Do not re-enter the building until advised to do so by the authorities.

Evacuation Procedure for Disabled Persons

Persons whose mobility is impaired are individually responsible for informing their supervisors, residence life staff, office of academic advising and the department of public safety (404)471-6355 of their name, location and the nature of their disability. This information will be given to emergency responders during an emergency situation. The rescue of disabled persons who are unable to evacuate themselves will be an initial priority for responding fire units. Co-workers may assist in evacuating disabled persons only if this places them in no personal danger. Always ask someone with a disability how you can help before attempting any rescue technique. Ask the individual if there are any special considerations or items that need to come with the person. Someone should stay with the disabled person if it does not place them in additional danger, and someone should meet responding fire fighters to report the location of disabled persons. Visually impaired persons should have a sighted individual guide them to safety. Inform hearing-impaired persons of the nature of the emergency. Do not assume they know what is happening by watching others.

The table below lists the assembly sites in place for each residence hall in the event of a fire.

<i>Residence Hall</i>	<i>Assembly location</i>
Walters Hall	Alston Campus Center
Winship Hall	Alston Campus Center
Inman Hall	Alston Campus Center
Hopkins Hall	Alston Campus Center
Main Hall	Alston Campus Center
Rebekah Hall	Alston Campus Center
All Theme Houses	Parking Deck area near the public safety office
Avery Glen	Avery Glen parking area as far away from the building as possible

Fire Safety Training

Fire Drills are conducted in each residence hall each semester. Every resident in the residence halls is required to participate with the drill using the techniques that are outlined in the student handbook. Residence Life staff is trained prior to the start of the fall semester regarding fire safety and the use of fire extinguishers.

On-Campus Housing Facilities Fire Safety Systems

The table below lists the safety systems in place at each of the on campus student residence halls at Agnes Scott College.

Residence Halls	Sprinkled	Smoke Detectors Monitored by Building Fire Alarm System
Walters Hall	Yes	Yes
Winship Hall	Yes	Yes
Inman Hall	Yes	Yes
Rebekah hall	Yes	Yes
Main Hall	Yes	Yes
Theme House 124	Yes	No
Theme House 132	Yes	No
Theme House 138	Yes	No
Avery Glen	Yes	No
Campbell Hall	Yes	Yes

Fire Safety Policies and Report

Annual Reporting of Fire Safety Policies

Agnes Scott College Fire Safety Report is published and distributed by the Department of Public Safety in cooperation with the Residence Life office and Facilities department. This report includes fire statistics for the previous year concerning reported fire that occurred in on-campus student housing facilities. This report includes college policies concerning fire safety, such as fire safety systems and other matters. You can obtain a copy of this report by accessing the following web site

This report is published separately from the Annual Reporting of Security and Crime Statistics, which may also be found on the same web site <http://www.agnesscott.edu/studentlife/publicsafety>

Number of Fire Drills

Residence Halls	Calendar Year	No. of Drills
Walters Hall	2017	2
Winship Hall	2017	2
Inman Hall	2017	2
Rebekah hall	2017	2
Agnes Scott (Main) Hall	2017	2
Theme House 124	2017	2
Theme House 132	2017	2
Theme House 138	2017	2
Avery Glen Apartments	2017	1

Residence Halls	Calendar Year	No. of Drills
Walters Hall	2016	2
Winship Hall	2016	2
Inman Hall	2016	2
Hopkins Hall	2016	2
Rebekah hall	2016	2

Agnes Scott (Main) Hall	2015	2
Theme House 124	2016	2
Theme House 132	2016	2
Theme House 138	2016	2
Avery Glen Apartments	2016	1

Residence Halls	Calendar Year	No. of Drills
Walters Hall	2015	2
Winship Hall	2015	2
Inman Hall	2015	2
Hopkins Hall	2015	2
Rebekah hall	2015	2
Agnes Scott (Main) Hall	2015	2
Theme House 124	2015	2
Theme House 132	2015	2
Theme House 138	2015	2
Avery Glen Apartments	2015	1

Fire Report Summary

Number of Fires, their cause, and associate injuries and property damage

The following table lists all fires that have occurred in on-campus student housing.

Calendar Year	Residential	Cause	Fires	Injuries	Deaths	Property Damage in Dollars
2017	Walters Hall		0	0	0	0
	Winship Hall		0	0	0	0
	Inman Hall		0	0	0	0
	Hopkins Hall		0	0	0	0
	Rebekah hall		0	0	0	0
	Agnes Scott (Main) Hall		0	0	0	0
	Theme House 124		0	0	0	0
	Theme House 132		0	0	0	0
	Theme House 138		0	0	0	0
	Avery Glen Apartments		0	0	0	0

Calendar Year	Residential	Cause	Fires	Injuries	Deaths	Property Damage in Dollars
2016	Walters Hall		0	0	0	0
	Winship Hall		0	0	0	0
	Inman Hall		0	0	0	0
	Hopkins Hall		0	0	0	0

	Rebekah hall		0	0	0	0
	Agnes Scott (Main) Hall		0	0	0	0
	Theme House 124		0	0	0	0
	Theme House 132		0	0	0	0
	Theme House 138		0	0	0	0
	Avery Glen Apartments		0	0	0	0

Calendar Year	Residential	Cause	Fires	Injuries	Deaths	Property Damage in Dollars
2015	Walters Hall		0	0	0	0
	Winship Hall		0	0	0	0
	Inman Hall		0	0	0	0
	Hopkins Hall		0	0	0	0
	Rebekah hall		0	0	0	0
	Agnes Scott (Main) Hall		0	0	0	0
	Theme House 124		0	0	0	0
	Theme House 132		0	0	0	0
	Theme House 138		0	0	0	0
	Avery Glen Apartments		0	0	0	0