



Disclosure Document  
for

# CAMPUS SECURITY PROCEDURES GUIDE and CAMPUS CRIME STATISTICS



In compliance with  
The Campus Awareness and  
Campus Security Act of 1990  
(Title II of Public Law 101-542)

September 2015

(256) 233-8222  
300 N. Beaty Street  
ATHENS, ALABAMA 35611

## **CAMPUS SECURITY PROCEDURES AND CAMPUS CRIME STATISTICS**

Under university policy, Athens State University procedures have been established to comply with The Campus Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542) and Section 16-22-1, Code of Alabama 1975, as amended by Act 2013-191, 2013 Regular Session. Inquiries regarding the information contained herein should be directed to the Vice President of Financial Affairs, Business Office - Founders Hall, Room 109. 256-216-3303 or extension 303.

### **A. REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES**

1. It is the procedure of Athens State University that any criminal act or threat of violence, including hate crimes, domestic violence, dating violence, sexual assault or stalking, injury, destruction of university or personal property, traffic accidents or other situations which occur on the main campus, any branch of campus, or any other site operated by Athens State University and which may constitute an emergency, a danger to the health, safety or property of any person, or a threat to the public be reported immediately to Campus Security. The Security Office is in the house just south of Founders Hall. The phone number is 256-233-8222. Athens State University security officers are on duty 24 hours, seven days a week.
2. Offenses may be reported directly to any Athens State University Security officer or by calling Campus Security at 256-233-8222. Offenses may also be reported to the Vice President of Enrollment and Student Support Services at 256-233-8172, or to the Assistant Vice President of Enrollment and Student Support Services at 256-233-8174. All witnesses to any situation which fits into any of the above described categories shall make themselves available to give written statements and otherwise assist university officials and law enforcement officers in the investigation of the situation. It shall be an offense subject to appropriate disciplinary action for any Athens State University employee or student to file a false report or knowingly make a false statement about or interfere with the investigation of any situation of nature described in paragraph A.1. above.
3. It shall be the duty of the University, upon its designated official or officials being made aware of any situation of a nature described in Paragraph A.1. above to immediately take all reasonable action to prevent or minimize any harm or threat of harm to the employees, students, and visitors of Athens State University. Furthermore, it shall be the duty of said official(s) to notify the appropriate law enforcement agency in the event of an act of a criminal nature or any other nature (for example a traffic accident) which would ordinarily involve law enforcement officials. Additionally, it shall be the duty of said official(s) to contact the appropriate fire department, emergency medical agency, or other authority or agency which is due to be notified of the respective incident. The university prohibits retaliation against anyone who exercises his or her rights or responsibilities in reporting any criminal act, and will exercise appropriate disciplinary action for any such retaliation.
4. If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Campus Security Office strongly advises that a victim of sexual assault report the

incident in a timely manner. Time is a critical factor for evidence collection and preservation. Do not bathe or douche, do not eat or have anything to drink, and try not to urinate if possible. Go to the hospital emergency room as medical attention is vital, and you may have injuries of which you are unaware. If you have changed clothes, place them in a paper bag as the clothes may be used as evidence. An assault should be reported to Campus Security. Filing a report with a Campus Security Officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. University disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the *Student Code of Conduct and Disciplinary Procedures* as well as the *Harassment and Discrimination Policy and Procedures*, which may be found in the Policy Library.

## **B. SECURITY OF AND ACCESS TO CAMPUS FACILITIES**

Athens State University is "security conscious", and the safety of our students, faculty, staff and visitors is a high priority. The following is a description of conditions relating to access and security of its facilities. Athens State University's main campus contains approximately thirty-five (35) acres and is located near the business district of Athens, Alabama. The campus is accessible from three sides by public streets. The campus is lighted at night.

See section A.1 for security hours and means of contacting security. Athens State University uniformed security officers carry firearms and patrol the campus on foot and by patrol vehicle. Security officers turn in a written report on any safety or security problems encountered during their shift. Additional security is added by the Athens Police Department who make random patrols of the campus and vicinity. The Athens Police Department provides back-up for security.

Campus buildings are locked after night classes by campus security and opened prior to classes by our maintenance personnel. Buildings remain locked on weekends and holidays unless classes or other events are scheduled.

Redstone Arsenal classes are offered on the military complex. These facilities come under the control of the Military Police and are patrolled by them.

## **C. CAMPUS LAW ENFORCEMENT PRACTICES**

It is the practice of Athens State University that all persons who enter and utilize its facilities must comply with all federal, state and local ordinances. In addition, Campus Security will enforce orders of protections, no contact orders, restraining or similar orders issued by a criminal, civil or tribal court if these orders have been reported by the victim to Campus Security. Students, faculty and staff are also required to comply with the rules and regulations set forth in the Athens State University Catalog and Handbook. Violations reported or otherwise detected will be completely investigated and submitted to proper authorities for prosecution, and other deportation.

## **D. CAMPUS PROGRAMS ON SECURITY AND SAFETY**

Athens State University communicates with students, faculty and staff in a variety of methods to enhance security and safety. Security officers provide visibility and patrol on foot. Security officers maintain a regular check on fire extinguishers and other safety devices. Security also provides assistance to anyone on campus with vehicle problems.

To enhance the protection of lives and property during major emergency situations such as fire, severe weather, or other crisis, a campus safety manual has been developed and distributed to all faculty and staff. This manual may also be found online under the Campus Security section of the Athens State website. Copies are available for student information in the library. Details for tornado or other sheltering emergencies are posted on campus bulletin boards.

A policy has been adopted to establish Athens State University as a Drug Free Work Place. Details concerning drug abuse prevention are provided by the office of the Vice President for Enrollment and Student Support Services.

## **E. CAMPUS CRIME STATISTICS**

Statistics relating to incidents occurring on the main campus, any branch of, or any other site operated by Athens State University for Calendar Years 2012-2014 are included in this brochure.

The following definitions are consistent with those used by the U. S. Department of Justice in the Uniform Crime Reports published by the Federal Bureau of Investigation. The classification by the University of any criminal offense which occurs on campus shall be based on its designation by the investigating law enforcement agency as opposed to the determination of a court medical examiner, coroner, jury, or other judicial body.

### **Definitions of Unlawful and/or Criminal Offenses**

- (a) **Murder** (including non-negligent manslaughter) is the willful killing of one human being by another. This does not include deaths caused by negligence, suicide, accident or justifiable homicides.
- (b) **Rape** is the carnal knowledge of a person forcibly and against his or her will. Assaults or attempts to commit rape by force or threat of force are also included; however, statutory rape and other sex offenses are excluded from this classification.  
**Note: City of Athens Police Department maintains information concerning registered sex offenders.**
- (c) **Robbery** is 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.
- (d) **Aggravated Assault** is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Attempts to injure or kill are included in this category.
- (e) **Burglary** is defined as the unlawful entry of a structure to commit a felony or theft. The use of force to give entry is not required to classify an offense as a burglary, so long as the entry was unlawful.

- (f) **Motor Vehicle Theft** is defined as the theft or attempted theft of a motor vehicle. This offense includes the stealing of automobiles, trucks, buses, motorcycles, motor scooters, snowmobiles, etc. It does not include the taking for temporary use by a person having lawful access to the respective vehicle.
- (g) **A Liquor Law Violation** is an act or omission committed in violation of an ordinance or statute designed to control the possession, sale, distribution, or usage of an alcoholic beverage(s).
- (h) **A Drug Abuse Violation** is an act committed in violation of an ordinance or statute designed to control the possession, sale, distribution, or usage of a controlled substance.
- (i) **Weapons Possession** shall be the illegal possession or control of an item designated as a "weapon" by ordinance, statute, or case law.
- (j) **Theft of Property** is the unlawful taking, carrying or leading away property from the possession or constructive possession of another.
- (k) **Hate Crime** a crime in which the defendant intentionally selects a victim because of the actual or perceived race. color. national origin. ethnicity. gender. gender expression or identity. disability or sexual orientation of any person.
- (l) **Domestic Violence** includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
- (m) **Dating Violence** means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type and frequency of interaction.
- (n) **Stalking** means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his or others' safety, or to suffer substantial emotional distress.

It is the practice of Athens State University that the information contained in this document shall be made available to each student and employee of Athens State University.

## **F. STANDARDS OF CONDUCT**

Athens State University is a public educational institution of the state of Alabama. Generally there shall be no possession, use or distribution of alcoholic beverages or illegal drugs allowed on campus, or at any activity which it sponsors. On certain occasions, however, alcoholic beverages may be served on campus at university events, activities or guest functions. The locations for such events or activities are restricted, and all events or activities where alcohol is to be served must be approved in advance by the President or the President's designee.

The provisions of all applicable state and federal statutes and local ordinances must be observed at any activity or function where alcohol is served. In accordance with Alabama law, at no time will alcohol be served to minors or to any person who is intoxicated or appears to be intoxicated.

Offense	On Campus			Non-Campus Property			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible	0	0	0	0	0	0	0	0	0
Domestic Violence	N/A	0	0	N/A	0	0	N/A	0	0
Dating Violence	N/A	0	0	N/A	0	0	N/A	0	0
Stalking	N/A	0	0	N/A	0	0	N/A	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	1	0	0
Burglary	1	1	0	0	0	0	0	0	0
Motor Vehicle Theft	0	1	0	0	0	0	2	1	0
Arson	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	2	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Theft of Property	4	0	4	0	0	0	0	1	0

Athens State University does not provide on campus housing.

There were no hate crimes reported for the years 2012, 2103 or 2014.

## G. TORNADOS

A **tornado watch** means conditions are favorable for the formation of a tornado. A **tornado warning** means a tornado has actually been sighted in the area.

Each campus building has a tornado emergency plan and each department has an emergency coordinator. Find out the coordinator for your department and learn the emergency plan for your building.



### *In Case of a Tornado:*

- Go to the basement or lowest floor possible.
- Avoid auditoriums, gymnasiums and other structures with wide free-span roofs.
- Take shelter underneath your desk or any heavy piece of furniture.
- Curl up to protect your head and eyes.

## TORNADO SHELTERS

Choose one of those listed "Best-Good" if time permits.

**Physical Education Center Basement - Best**

**Student Center Basement - Good**

**McCain Hall Basement - Good**

**Waters Hall Basement - Fair**

## H. BOMB THREATS

If you receive a bomb threat call, remain calm and elicit as much information as possible from the caller. Ask:

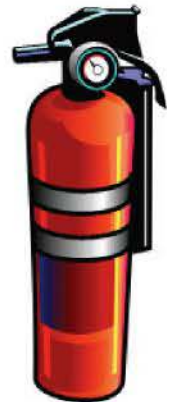
- When will the bomb explode?
- What kind of bomb is it?
- What will cause it to explode?
- Why did you select this place for it?
- What does it look like?
- Did you place the bomb? Who did? Why?



- Where is it right now?
- What is your address? Your name?
- Call Campus Security immediately. give them the information. describing the caller's voice. any background noises. and the exact wording of the message.
- Notify an official of the building in which you are located.
- Don't touch suspicious packages; inform the authorities and let the experts decide what to do.

## I. FIRE SAFETY

Prevention is the best way to reduce the chance of fire. Report any fire hazards to Campus Security and know what to do in case of a fire.



- Know where fire alarms and portable extinguishers are located.
- Know what immediate hazards might cause a fire or become dangerous in a fire (blocked corridors. chemical storage. propped open smoke or stairwell doors).
- Know where fire exits are located.

### *In Case of a Fire:*

- Pull the alarm if one is available and start orderly evacuation.
- From a safe location call the fire department (911) and Campus Security 256-777-1776.
- If you are trained in the use of a fire extinguisher. and it's safe to use. attempt to put out the fire. If the fire is too large for a portable extinguisher. don't consider trying to extinguish it yourself. Evacuate the room and close the door.
- Report to emergency personnel after you have evacuated.

## **J. CAMPUS ALERT NOTIFICATION SYSTEM**

Athens State University uses an alert notification system to alert students, staff and faculty of incidents that pose a potential threat. Such incidents include but are not limited to weather, arson, burglary, criminal homicide, robbery, sex offenses, violent persons or potential violent persons.

The alert notification is sent out either by security personnel or other designated personnel. The notification is sent via e-mail, cell phone and home/office phone.

### **PUBLIC ADDRESS (PA) SYSTEM:**

The PA SYSTEM is used to notify all campus personnel of severe weather conditions and also of any potential threats or emergencies. The PA SYSTEM is activated by either security personnel or other designated staff personnel.

The PA SYSTEM will be used for the following:

- 1. Severe weather**
- 2. Lockdown situation**
- 3. Any other situation which conditions warrant**

### **TIMELY WARNING NOTIFICATION**

Athens State University will make alerts/timely warning reports without delay (within 48 hours of the report unless the release of the information would jeopardize an ongoing criminal investigation or may affect the safety of an individual or cause a suspect to flee or evade detention, or may result in destruction of evidence) to the campus community of the incidents that pose a potential threat to students, faculty, staff and other members of the university community. Such incidents include, but are not limited to, weather, arson, burglary, criminal homicide, robbery, hate crimes or sex offenses. In these situations, alerts/warning reports will be issued by the campus alert notification system to include e-mail, also the various media outlets may be notified by the office of the Vice President of University Advancement. The decision to issue such alerts/warning reports will be made by either the Vice President of University Advancement, the Director of Physical Plant or Campus Security.

## **K. CAMPUS EVACUATION**

Should an evacuation of the Athens State University campus become necessary, Athens State Security will insure the evacuation is carried out in an orderly manner. The campus PA SYSTEM will be used to announce the evacuation and the Athens Police Department will be notified for assistance. The campus alert notification system may be used to inform students and staff concerning the evacuation.

For a situation requiring the evacuation of the main campus, all personnel will be instructed by Security to go to the south side of Hobbs Street in the area of the College Street Centre (south of main campus).

For an event requiring the evacuation of the AMSTI Building on highway 31 south, personnel will be evacuated to the gravel parking lot located south of the AMSTI Building.



For an event requiring the evacuation of Chasteen Hall on Clinton Street, personnel will be evacuated to the north side of the First Baptist Family Life Center north of Chasteen Hall.

For an event requiring the evacuation of the Center for Lifelong Learning (121 South Marion Street) personnel will be evacuated to the Limestone County Archives parking lot located to the east of the Center for Lifelong Learning.

For an event requiring the evacuation of the Alabama Center for the Arts (2nd Avenue-Decatur, AL) personnel will follow directions outlined by the Calhoun Campus Police Department. Personnel at the Redstone Arsenal Campus would follow the procedures for Redstone Arsenal Personnel.

## **L. CAMPUS LAW ENFORCEMENT**

Athens State University Security Department employs security officers who have met the requirements of P.O.S.T. (Peace Officer Standards & Training) for the State of Alabama. The Security Officers are charged with providing safety and security to the campus of Athens State University.

The officers investigate any complaint in reference to safety and security issues on campus. Should a situation occur on campus requiring backup, the security officers will contact Athens Police Department for immediate assistance.

The Campus Security Department and the Athens Police Department have a "Memorandum of Understanding" regarding assisting campus security with law enforcement issues. The Athens Police Department is only a short distance from the campus and patrols the streets on the north, south, east and west of the campus. Campus Security has direct police radio contact with Athens Police dispatch and patrol units

### **IMPORTANT PHONE NUMBERS**

- **Campus Security (256) 233-8222, Security Call Boxes**
  - **University Switchboard - 256-233-8100**
  - **Athens Police -256-233-8700**
  - **Emergencies - 911**  
**(Fire, Medical, Etc.)**

## M. HOW TO PROTECT YOURSELF:

### *Your Property:*

- Use a combination padlock on small storage units. Check the periodically to make sure nothing has been disturbed.



- Don't mark your chain with your name, address and license number. Lost keys can lead to theft. Take care of keys; don't give anyone the chance to duplicate them.

- Engrave all valuable property with your name and social security number. Keep a detailed list of all valuables and serial numbers.

- Move valuables out of view from windows and doors.

- Lock your vehicle at all times.

- Copy all important papers and cards that you carry in your purse or wallet, including your driver's license. Keep copies in a safe place. The information will be invaluable if anything is stolen or lost.

- Copy your vehicle VIN and tag number. If your vehicle is stolen, it cannot be entered into the nationwide law enforcement network without this

### *At Home:*

- Keep doors and windows locked at all times, even if you are only away for a few minutes.

- Be assertive and demand that any unwanted person in your residence leave, or leave yourself. Anyone who refuses to leave is a trespasser.

- Make sure hallways, entrances, garages, and grounds are well lit. Leave porch lights on all night. Keep blinds and curtains shut after dark and never dress in front of a window. When you expect to return after dark, leave an interior light on with the shades drawn. If you live on campus, report any malfunctioning light to the Maintenance Department.



- Make calls for strangers who want to use your phone. Don't open your door or let them in.

- List initials and last names only on your mailbox or door and in the telephone book. Don't leave your name on your door or your answering machine if you live alone. Don't have the recording state you are away or when you will return.

- Get to know your neighbors. Join a neighborhood watch system and share information on suspicious

- If you come home and see a broken window or damaged door, don't go inside. Confronting a burglar can be dangerous. Phone police immediately.

### *Away from Home:*

- Walk or jog with a friend. Avoid jogging after dark. If you must jog at night, stay in well lit, well-traveled areas.

- Carry a whistle and don't hesitate to use it to alert others you need help. Vary your pattern frequently.

- Don't wear headphones when jogging or biking. They significantly reduce your ability to hear and thus your awareness.

- Tell someone where you are going and when you will return.

- Don't fight back if your purse or wallet is snatched. Throw it in one direction and run in the other rather than risk personal injury. Call the police immediately.

- Be careful when and where you patronize ATM machines. Accessing ATM cash machines in remote locations, particularly at night, could increase your risk of robbery or personal injury. While you are standing at the machine, keep turning around and scanning for people approaching you or lingering around.

- Avoid working or studying alone in a building other than your residence at night.

- Stand and walk tall with a brisk, purposeful stride. Make brief eye contact with someone who makes you feel uneasy to let them know that you see them and are not afraid, but don't stare too long or prolong your glance.

- Trust your instincts.

### *In Your Car:*

- Check the back seat before

- Keep vehicle doors locked at all times, even when driving in daylight, so no one can jump in at a red

- Be suspicious of people approaching your car asking for directions, or change, or handing out flyers.

- When stopping in traffic, leave enough distance between your car and the one in front of you, so you can quickly pull away if necessary.

- Keep enough gas in your tank for emergencies.

- Don't offer rides to anyone you don't know, even if he or she claims to be a student.

- Honk your horn if someone suspicious approaches your vehicle.

- If your car breaks down, lift the hood, put on flashers, and wait inside the car for help with the doors locked. Ask people who stop to call the police or AAA. Don't go with anyone.

- Don't stop for stranded motorists. You are of greater help to them by calling the police.

- Keep valuables in the trunk of your vehicle, not on the seats.



- Park your car in well-lit areas.

- Remove all keys from your vehicle. Thieves look for keys under fenders and in magnetic key cases. Walk with your keys in hand.

- Remember to buckle up. It's the law Alabama.

### *At Work:*

- Avoid working or studying alone in a building at night.

- When working late, make sure doors locked.

- Keep your purse in a locked cabinet or drawer. Never leave it on or underneath a desk.

- Avoid using stairs in remote sections of the building.

- Do not hold the door open for strangers after normal business hours.

- Ask people you don't recognize if you can help them.

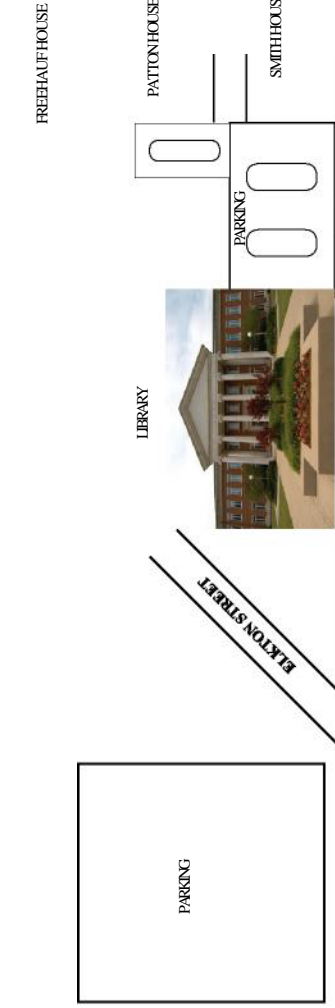
- Report suspicious activity to campus security.

- Keep passwords in secure places.

*It is very important for you to have a plan if an attacker tries to steal your bag, attack you from behind, or if your car breaks down at night, etc.  
Knowing how to handle situations if you should ever have to face an attacker could save your life.  
Always be on your guard.*



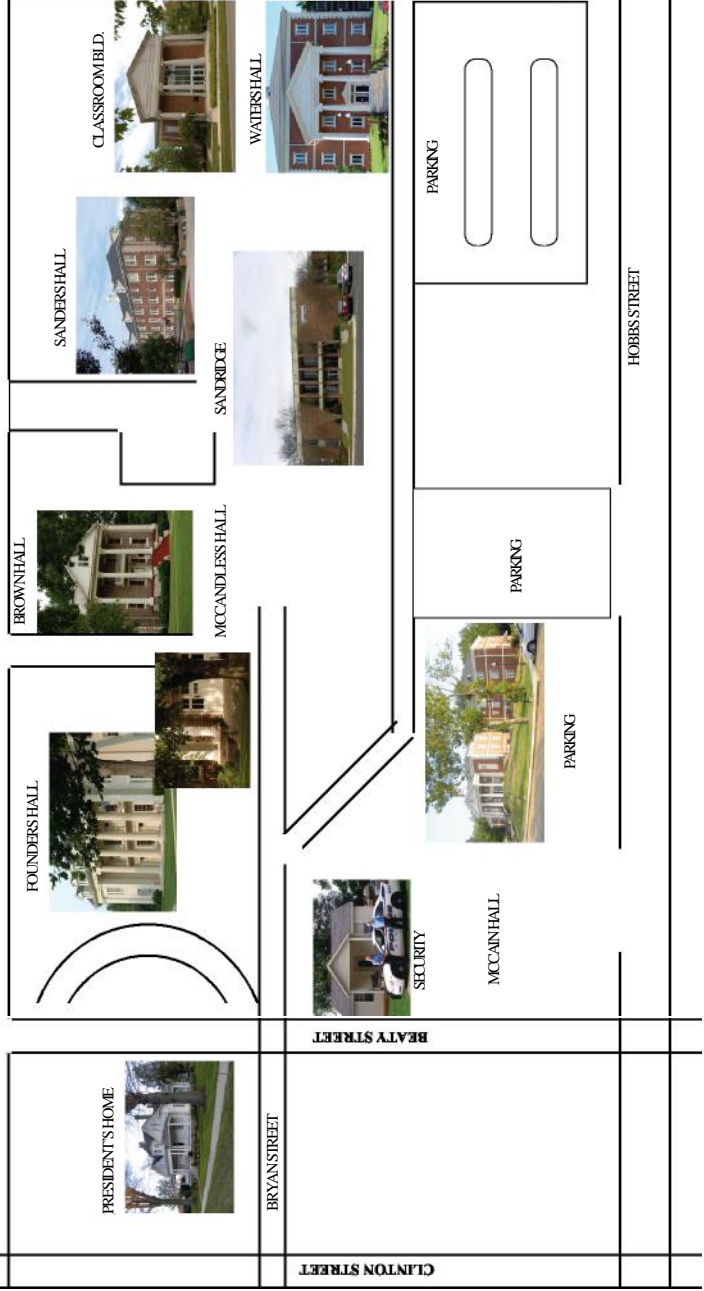
ATHENS, ALABAMA



FREEHAUF HOUSE

PATTON HOUSE

SMITH HOUSE



CENTER FOR  
LIFE LONG LEARNING



MARION STREET

PRESIDENT'S HOME



BRYANT STREET

CLINTON STREET

BEATY STREET



SECURITY

MCCAIN HALL



PARKING

PARKING

PARKING

HOBBS STREET

CLASSROOM BLD.



WATERSHALL



SANDERS HALL



SANDRIDGE



MCCANDLESS HALL



BROWN HALL



FOUNDERS HALL



SECURITY



PARKING

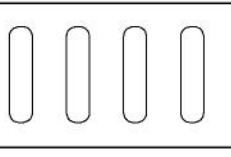
PARKING

PARKING

CARTER P.E. CENTER



PARKING



MAINTENANCE



CHASTAIN HALL



TO CONTACT SECURITY, USE THE RED EMERGENCY PHONES OR CALL BOXES LOCATED IN ALL BUILDINGS AND ELEVATORS.

AVSII



Athens State University

Non-Discrimination/Equal Opportunity Policy

Athens State University, as an equal opportunity/affirmative action institution, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. Athens State University does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, disability, religion, genetic information, or veteran status in employment, or admissions to or participation in educational programs and activities. Inquiries or concerns may be addressed to the Office of the Vice President of Enrollment and Student Support Services, 300 N. Beaty Street, Athens, AL 35611, 256-233-8175