
Annual Security and Fire Safety Report

Statement of Campus Security Policy



Reinhardt University
Department of Public Safety
7300 Reinhardt Circle
Waleska, GA 30183
Office: 770.720.5789
Emergency: 770.720.5911
FAX: 770.720.5557

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History of the Clery Act

During the early morning hours of April 5, 1986, Jean Clery, a 19 year old Lehigh University freshman was tortured, raped and murdered in her residence hall room. Her killer was a drug and alcohol abuser, a Lehigh University student whom Jeanne had never met. He gained access to her room by proceeding, unopposed, through three propped open doors, each of which should have been locked. He was convicted and sentenced to death. (Later changed to Life)

Her parents, Connie and Howard Clery found that only four percent of colleges and universities reported crime on their campuses to the Federal Bureau of Investigations. The Clery's went to work to mandate that all college and universities disclose crimes that occur on their campuses and prepare an annual campus security report that shows the crime statistics and what security measures are taking place on campus. In 1980, the Campus Security Act was passed. It was later renamed the Clery Act.

**COMMAND STAFF
DEPARTMENT OF PUBLIC SAFETY**

James R. Duncan, Chief
Director of Public Safety

Rhonda Kelley, Captain
Assistant Director of Public Safety, Operations

Mission Statement
Department of Public Safety

The Reinhardt University Department of Public Safety, a division of Student Affairs, provides a variety of services to the Reinhardt Community. The primary mission of Public Safety remains that of keeping our campus a safe place to live, learn, study, and work. We are committed to developing and implementing programs to reduce the opportunity for crime by specializing in using a problem solving, community-oriented philosophy toward crime prevention. We actively maintain partnerships with Residence Life and the Student Government Association in our efforts to provide educational support and programs to provide risk reduction guidelines.

SECTION 1

1.1 Preparation of this Report

Reinhardt University Annual Security & Fire Safety Report and Statement of Campus Security Policy (Safe and Secure) is prepared, published and distributed in accordance with the requirements of the Campus Security Act of 1990, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, The Higher Education Amendments of 1998, and all implementing regulations issued by the U.S. Office of Education (34 C.F.R. Part 668.46; hereinafter the "Regulations")

Institutions must distribute, by October 1 each year, a security report or a notice of the report to all current students and employees. If the institution distributes the report by posting it on the institution's website, the institution must provide a notice by October 1 that includes a statement of the report's availability, the exact electronic address, a brief description of the report's contents, and a statement that the institution will provide a paper copy upon request. The emergency response and evacuation information must be included in the institution's annual security report.

The institution must provide a notice to prospective students and employees that include a statement of the report's availability, a brief description of its contents, and an opportunity to request a paper copy. If the report is posted on a website the notice must include the exact electronic address and a statement that the institution will provide a paper copy of the report upon request.

1.2 Policies Followed in Preparing the University's Annual Security Report

Each year, personnel from the Reinhardt University Department of Public Safety collect and compile the statistics, information, and other data required for this report in accordance with the latest statutory and regulatory requirements.

The Department of Public Safety maintains incident reports on an annual basis. Reinhardt Public Safety records, by date, crimes reported to Reinhardt University Department of Public Safety that occurred "on-campus", or on a "non-campus building or property". It is important to note that under the Regulations, each of the foregoing italicized terms has a special definition that requires the reporting of statistics for certain crimes that occur outside the specific geographic boundaries of the campus property owned by Reinhardt University.

As required by law, Reinhardt University Department of Public Safety determines which crime classification to assign to a reported incident by using the definitions of crimes found in the Federal Bureau of Investigation's Uniform Crime Reporting Guidelines (UCR). Reinhardt University Department of Public Safety also makes the determination as to whether or not a particular crime can be classified as a "*hate crime*" by using the UCR's definition of that term.

The Reinhardt Department of Public Safety compiles its crime statistics based not only on information that it receives directly, but also from crimes reported to the following sources on or near all Reinhardt campuses: (a) other "*campus security authorities*" (as that term is defined in the Regulations), including Public Safety officers, Residence Life personnel, and Campus personnel; and (b) crimes reported to local police authorities. Reports of crimes made by persons or agencies outside Reinhardt University Department of Public Safety are solicited by written

request from Reinhardt University Department of Public Safety. A formal police report of a crime is not necessary for the crime report to be included in the statistical compilation. Crime victims' names are not disclosed in the statistical report.

The statistics and any additions or changes to policy or informational statements are compiled into a draft Report by the Reinhardt University Department of Public Safety. The Director of Public Safety serves as the University Security Survey Administrator and submits the annual Report to the Office of Education. The Vice President for Student Affairs notifies all students and employees by email annually of the posting of the Safe and Secure Report on the Internet. A paper copy will be provided upon request.

Section 2

Report of Crime Statistics

| Offenses | On-Campus | | | Residential Facilities | | | Non-Campus | | | Public Property | | | Total | | |
|-----------------------------------|-----------|------|------|------------------------|------|------|------------|------|------|-----------------|------|------|-------|------|------|
| | 2015 | 2016 | 2017 | 2015 | 2016 | 2017 | 2015 | 2016 | 2017 | 2015 | 2016 | 2017 | 2015 | 2016 | 2017 |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 1 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |
| Stalking | 2 | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 2 |
| Rape | 2 | 0 | 1 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 1 |
| Fondling | 1 | 3 | 0 | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex Offenses - Forcible | 2 | 0 | 1 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 1 |
| Sex Offenses - Non-Forcible | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| VAWA Offenses - On Campus | | | | | | | | | | | | | | | |
|----------------------------------|-----------|------|------|------------------------|------|------|------------|------|------|-----------------|------|------|-------|------|------|
| Offenses | On-Campus | | | Residential Facilities | | | Non-Campus | | | Public Property | | | Total | | |
| | 2015 | 2016 | 2017 | 2015 | 2016 | 2017 | 2015 | 2016 | 2017 | 2015 | 2016 | 2017 | 2015 | 2016 | 2017 |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 1 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |
| Stalking | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 2 |

Section 2

Report of Crime Statistics, continued

| Offenses | On-Campus | | | Residential Facilities | | | Non-Campus | | | Public Property | | | Total | | |
|---------------------|-----------|------|------|------------------------|------|------|------------|------|------|-----------------|------|------|-------|------|------|
| | 2015 | 2016 | 2017 | 2015 | 2016 | 2017 | 2015 | 2016 | 2017 | 2015 | 2016 | 2017 | 2015 | 2016 | 2017 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 1 | 0 | 8 | 1 | 0 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 8 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Offenses | On-Campus | | | Residential Facilities | | | Non-Campus | | | Public Property | | | Total | | |
|---|-----------|------|------|------------------------|------|------|------------|------|------|-----------------|------|------|-------|------|------|
| | 2015 | 2016 | 2017 | 2015 | 2016 | 2017 | 2015 | 2016 | 2017 | 2015 | 2016 | 2017 | 2015 | 2016 | 2017 |
| Arrests | | | | | | | | | | | | | | | |
| Illegal Weapons Possession | 2 | 1 | 1 | 2 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1 | 1 |
| Drug Law Violation | 5 | 1 | 2 | 5 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 1 | 2 |
| Liquor Law Violation | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |
| Disciplinary Referrals - Non-Arrests | | | | | | | | | | | | | | | |
| Illegal Weapons Possession | 1 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |
| Drug Law Violation | 11 | 2 | 7 | 11 | 2 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 11 | 2 | 7 |
| Liquor Law Violation | 110 | 49 | 55 | 110 | 49 | 55 | 0 | 0 | 0 | 0 | 0 | 0 | 110 | 49 | 55 |

Hates Crimes

2015 No Hate Crimes to reported
 2016 No Hate Crimes to reported
 2017 No Hate Crimes to reported

Section 3

3.1 Security Policies and Information

3.1.1 Policy Encouraging the Reporting of Crimes

Reinhardt University strongly and actively encourages all of its students, faculty and employees to report crimes and any suspicious activity to the Reinhardt University Department of Public Safety or local police authorities and to cooperate with those authorities in their law enforcement activities.

Reporting is done by calling the Public Safety Office at 770-720-5789 or if it is an urgent call, then 5911 or 770-720-5911. In case of a life-threatening emergency, dial 8-911 from a campus phone or 911 from a phone not connected to Reinhardt's phone system. All incidents are reported to the University for follow up. Incidents involving criminal activity and violent crime are reported to the Cherokee County Sheriff's Office.

The officer who receives the criminal/violent report and has reasonable cause to believe that the report is valid shall make an oral report thereof immediately by telephone or otherwise to the appropriate police authority. Any person required to make a report pursuant to the code section who knowingly and willingly fails to do so shall be guilty of a misdemeanor (Georgia Code 20-2-1184 / Reporting of Students Committing Prohibited Acts).

3.1.2 Confidential Reporting of Crimes

A student at his or her option may confidentially report a crime to Reinhardt University Department of Public Safety, Residence Life Director, a Campus Security Authority, or to a staff member of the Office of Vice President for Student Affairs. The student will be encouraged to make an official police report; but if he/she is not willing to do so, then only the fact that an incident occurred and details sufficient to enable appropriate classification of the incident will be disclosed to Reinhardt University Department of Public Safety so the incident can be included in the statistical section of this report.

3.1.3 Campus Security Authorities

The President of the University has declared all employees of Reinhardt University as Campus Security Authorities (CSA). The Clery Act requires that the University identify other individuals or offices, in addition to the Department of Public Safety, with significant responsibility for student and campus activities. Training for new CSAs is received from an on-line video.

Alleged crimes reported to Campus Security Authorities are then reported by them to the designated individual or office required to collect such reports. The office designated at Reinhardt University is the Department of Public Safety. CSAs can file the required notice by documenting it on the University Crime Reporting Form. If you need assistance in classifying the crime, after completing the form, please contact the Department of Public Safety, (770) 720-5789.

NOTE: Crimes in progress should be reported immediately to the Department of Public Safety at (770) 720-5911 or by dialing 911 or 8-911 on a campus phone.

According to the Clery Act the following categories constitute CSAs:

- A campus police department or a campus security department of an institution. If your institution has a campus police or security department, those individuals are campus security authorities. A security department can be as small as one person
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property). Include individuals who provide security at a campus parking kiosk, monitor access into a campus facility, and act as event security or escort students around campus after dark.
- 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. If you direct the campus community to report criminal incidents to anyone or any organization in addition to police or security-related personnel, that individual or organization is a campus security authority.
- 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.
- Any person, or title identified by policy as a Campus Security Authority.

If a student, faculty, or staff member tells a CSA about a criminal incident that was not reported to the Department of Public Safety they are required to report the information under federal law. CSAs completing the form should not include the name of the reporting party or other individuals in the report if the person making the report request confidentiality. CSAs should not investigate the crime or attempt to determine if a crime did occur. The Department of Public Safety and/or the police may later contact the reporting CSA or others to gather additional information.

3.1.4 Persons Exempt from Clery Reporting

If a report of a crime is made to a "pastoral counselor" or "professional counselor", then at the student's request, no report will be made of the crime to Reinhardt University Department of Public Safety. Such counselors, however, may in their professional discretion encourage a student to file an official police report or to permit disclosure of the occurrence to Reinhardt University Department of Public Safety for inclusion in the statistical section of this report.

Pastoral Counselor – A person, who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor – A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his and her license or certification. This definition applies even to professional counselors, who are not employees of the institution, but are under contract to provide counseling at the institution

3.1.5 Reporting Crimes and other Emergencies Occurring on Campus

Reinhardt University relies on its close working relationship with local law enforcement agencies to receive information about incidents involving students and recognized student organizations, on and near campus. In coordination with local law enforcement agencies, the depart-

ment of Public safety will actively assist any investigation of certain crimes on or near campus. If the department of Public Safety learns of criminal activity involving students or student organizations, it will coordinate with the appropriate external law enforcement agency to forward information about the situation to the VP of Student Affairs, as appropriate.

Reinhardt University has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to the appropriate officials. Regardless of how and where you decide to report these incidents. It is critical for the safety of the entire campus community that you immediately report all incidents so that Public Safety or local law enforcement can investigate the situation and determine if follow-up actions are required, including issuing a Timely Warning or Emergency Notification.

Report Crimes and Emergencies to Reinhardt University Department of Public Safety by:

- Dialing 5911 from any on-campus phone or by dialing (770) 720-5911 from a non-campus or cell phone, 24 hrs. /day, 7 days/wk.
- Using emergency phones located inside elevators.
- Using emergency phones located on-campus.
- Visiting the office of Reinhardt University Department of Public Safety located in the East Apartments.
- Calling (770) 720-5789 and providing anonymous information concerning criminal or suspicious activity on the voice mail for the Department of Public Safety.

3.1.6 Emergency Phone Locations

Emergency Phones are available across campus, for the fast reporting of incidents and requesting assistance. Look for the blue and white box with the “Blue” light above the box.

- Gym parking lot
- Parking Lot, Rear of East Apartments
- South of the front entrance to Fincher Art Building
- Corner of Lance Ave and Jernigan Way, behind the Burgess Building
- Parking Lot to the north of Hagan Chapel, Methodist Church
- Dobbs Parking Lot
- Rear of the Library, bottom of the outside steps (North of building)
- Boring Sports Complex (between the baseball and softball fields)

3.1.7 Campus Emergencies

3.1.7.1 Incident Management Team

Reinhardt’s Incident Management Team is responsible for coordinating the University’s response to an emergency affecting the Reinhardt community. Among other functions, the Incident Management Team assesses relevant information provided to the University, assesses the nature of the emergency, assesses the immediate needs of the affected segment(s) of the community, coordinates deployment of the University’s resources, and coordinates distribution of information to affected community members.

As discussed below, there may be instances in which the nature of an emergency does not allow

time for the Incident Management Team to assemble in advance of distributing notice of the emergency to the Reinhardt community. In those instances, the Director of Public Safety (or his/her designee) is authorized to issue a communication without consulting the Incident management Team.

3.1.7.2 Communications

Timely Warning

A timely warning notice is considered for distribution to the RU community for all Clery Act crimes that are (1) reported to campus security authorities or local police and (2) determined by the institution to represent a serious or continuing threat to students and employees. The decision to issue a timely warning shall be decided on a case-by-case basis. The decision is made by the Director of Public Safety or his/her designee or the Vice President of Student Affairs considering all available facts, including whether the crime is considered to be a serious or continuing threat to students or employees.

Certain specific information may be withheld from a warning if there is a possible risk of compromising law enforcement efforts. Names of victims will be withheld as confidential. But if a crime occurs that would pose a serious or continuing threat to the RU community, a timely warning notice would be distributed to the campus community. Timely warning notices are typically distributed to the RU community via Eagle Alert. Timely warning notices are usually distributed for the following Uniformed Crime Reporting Program /National Incident Based Reporting System classifications: arson, criminal homicide and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by RU DPS. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other RU community members and a timely warning notice would not be distributed.

The Director of Public Safety or designee reviews all RU DPS reports to determine if there is an ongoing threat to the community and if the distribution of a timely warning notice is warranted. Timely warning notices, Crime Alerts, may also be posted for other crime classifications, as deemed necessary. The RU DPS is primarily responsible for determining the content and distributing a timely warning notice to the community, and such notifications are distributed via official RU email. If the Department of Public Safety is unable to distribute the notice, the VP of Student Affairs/Dean of Students is also authorized and trained to develop and distribute a timely warning notice to the community.

The Director of Public Safety or designee notifies the University Vice President for Student Affairs and provides information contained on the incident report. The Vice President for Student Affairs informs other University personnel as appropriate (i.e., President's Cabinet, Student Life, individual deans, etc.) in advance of notice distribution.

Emergency Notification

Federal law also requires the University to provide emergency notifications for any other significant emergency or dangerous situation that presents an immediate threat to health and safety on campus. Examples of incidents that may trigger emergency notifications (rather than timely warnings) are the commission of non-Clery crimes to the extent they pose a threat to the Reinhardt community, and non-criminal incidents such as weather hazards, fires, and outbreaks of illnesses.

Emergency notifications are issued upon confirmation of an emergency. The Director of Public Safety (or his/her designee), determines whether to issue an emergency notification on a case-by-case basis, using the best information available to the Department at the time of the incident. However, at a minimum, an initial notice will include information immediately available to the Department together with recommendations concerning immediately necessary health and safety measures. As information becomes available to the Department, the Department will provide updates to the community.

Timely warnings and emergency notifications are important, and they will be issued to assist community members in making informed decisions about their personal safety and in preventing similar incidents from occurring. The University urges all of its community members to take any such warning seriously and to pay close attention to the information provided by the University in response to an incident.

A. *Emergency Updates and Final Notifications* - The University will communicate updates and revised health and safety guidance, as necessary, throughout the duration of an emergency warranting a timely warning or emergency notification. Once emergency conditions abate, the University will distribute a final notification confirming that emergency conditions have abated. If necessary, additional health or safety instructions will accompany any final notification.

B. *Procedures for Issuing Emergency Communications* - When the Incident Management Team confirms there is an emergency or dangerous situation posing a serious and continuing threat to the health or safety of the Reinhardt University community, the Team in coordination with the Office of Marketing and Communication will, without delay and taking into account the safety of the community, collaborate to determine the content of an emergency message to be broadcast to the relevant segment of the Reinhardt community. The RUDPS may issue a timely warning or emergency notification without consulting the Incident Management Team in the event of an immediate threat to the safety or health of the Reinhardt community. The message will be communicated using some or all of the systems described below and may be sent either to the entire Reinhardt community or to the appropriate segment of the community if the threat is limited to a particular building or segment of the population, unless in the judgment of the first responders it will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

C. *Methods of Communicating Timely Warnings and Emergency Notifications*

Timely warnings, emergency notifications, and related updates may be distributed to the campus community through any one or more of the following mechanisms:

- ◆ Eagle Alert - a secure emergency notification service that allows the University to send information and instructions simultaneously to individuals through land line phones, cellular phones, text messaging, and e-mail.
- ◆ Directed communications e-mail - Messages distributed through the Reinhardt University e-mail system alerting students, faculty, and staff.
- ◆ Information posted on bulletin boards, exterior doors in academic buildings, residence halls, outdoor boards, and administrative buildings.

D. *Emergency Communication - Eagle Alert*

The University's Eagle Alert system is tested at a minimum of once a semester. However, in the event the Department of Public Safety issues an emergency notification through Eagle Alert in response to an actual incident during the testing semester. One less test may be conducted. The Department of Public Safety and Information Technology (IT) Department review the functioning system after each test, and in the test reveals a weakness in the system, Public Safety and IT will address the error as soon as possible.

E. *Emergency Response and Evacuation Procedures*

General information about the University's emergency response and evacuation procedures is publicized and reviewed each year as part of the University's Clery compliance efforts. Faculty and staff have access to the plan through the Eagle Web. The plan is not available to the general public. Five copies of the plan are printed and placed in the following locations:

- Department of Public Safety,
- Office of Academic Affairs,
- Office of Student Affairs,
- Risk Management, and the
- Office of the President.

There are many departments within the University responsible for developing contingency and continuity of operations plans for their respective staff and areas of responsibility. The University conducts emergency drills eight times an academic year, which include building evacuations. These drills are designed to assess and evaluate the University's emergency plans and response..

Reinhardt University Public Safety officers are trained to respond to critical incidents on-campus. Public Safety supervisors are also trained in critical incident command skills. In addition to the University Public Safety officers, the first responders to a serious on-campus incident usually include personnel from Cherokee County Sheriff's Office, Fire Department, and Emergency Medical Services.

3.1.7.3 Emergency Quick Guide

In addition to the above Eagle Alert communication plan, Reinhardt University has implemented an *Emergency Quick Guide*, based on the Emergency Operations Plan, that outlines suggested procedures to address other emergency situations; i.e., accident or armed intruder, hazardous materials spill, bomb threat, fire, or severe weather situations.

3.1.8 Enforcement Authority of Public Safety Personnel

The Reinhardt University Department of Public Safety (RDPS) is committed to the safety and well-being of the University's student body, staff, faculty, and visitors. In furtherance of its mission, the Department of Public Safety provides, parking services, locksmith services for campus buildings, and patrolling services for the Waleska campus community. The jurisdiction of the Department is all maintained and controlled property of Reinhardt University.

RDPS is staffed by eight trained Public Safety officers (certified and non-certified). The Peace Officer Standards and Training (P.O.S.T.) certified and non - P.O.S.T. officers do not have ar-

rest powers on Reinhardt University property. Reinhardt University Department of Public Safety works in cooperation with the Cherokee County Sheriff's Office to uphold and enforce all local, state and federal laws along with Reinhardt University rules and regulations.

The P.O.S.T. certified officers must satisfy education and training standards established by the State of Georgia. The officers must attend annual in-service training, maintain weapon's qualification, and when appropriate, receive specialty training under the auspices of the State of Georgia.

3.1.9 Clery Required Daily Crime/Fire Log

The RDPS maintains a combined Daily Crime/Fire Log of all incidents reported to the Department — listed by the date the incident was reported, all crimes and other serious incidents that occur: on campus; in a non-campus building or property owned or operated by the University or its students “in a reasonably contiguous geographic area”; on public property within, adjacent to or immediately accessible from the campus; or within the department's patrol jurisdiction. The Daily Crime/Fire Log is available for public inspection at the front desk of the Public Safety office or online at the Public Safety webpage at [www.Reinhardt University/Public Safety/Crime & Fire Log.edu](http://www.ReinhardtUniversity/PublicSafety/Crime&FireLog.edu). Upon request a copy of any maintained Daily Crime and Fire Log will be made available for viewing, within 48 hours of notice.

The Daily Crime/Fire Log includes the nature, date, time and general location of each crime reported to the department, as well as its disposition. The department posts incidents on the Daily Crime/Fire Log within two business days of receiving a report of an incident, and, in accordance with the Clery Act requirements, may exclude incidents from the log in certain circumstances, particularly those in which inclusion may compromise the investigation. Limited information may be temporarily withheld if it could jeopardize and on-going investigation or the safety of an individual; cause a suspect to flee or evade detection; result in the destruction of evidence; if the disclosure is prohibited by law; or if the disclosure would compromise the confidentiality of the victim.

The daily log is updated each business day with information concerning reports made to the Department the prior day. Reports received on weekends and University holidays are recorded in the log on the next business day.

3.2 Definitions of Reportable Crimes in the Campus Security Act

3.2.1 Criminal Homicide

- Murder and Non-Negligent Manslaughter. The willful (non-negligent) killing of one human being by another.
- Negligent Manslaughter. The killing of another person through gross negligence.

Commitment to Prevention - Reinhardt University is committed to providing a safe learning and working environment. In compliance with federal laws, we have adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking involving members of our campus community. These guidelines apply to all students, faculty, staff, visitors, and contractors.

3.2.2 Domestic Violence

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 cohabiting with or has cohabitated 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 act under the domestic or family violence laws of the jurisdiction.

3.2.3 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 a relationship shall be determined based on a consideration of the following factors:
 - The reporting party's statement;
 - The length of the relationship;
 - The type of relationship; and
 - The frequency of interaction between the persons involved in the relationship.

3.2.4 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.

3.2.5 Sexual Assault

Sexual assault is 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.

- Rape. The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling. The touching of the breasts, buttocks or genitalia of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest. Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape. Non-forcible sexual intercourse with a person who is under the statutory age of consent. In Georgia the statutory age of consent is 16 years of age.

3.2.6 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.

3.2.7 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 a means likely to produce death or great bodily harm. For reporting purposes, it is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.

3.2.8 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 theft, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.

3.2.9 Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. For reporting purposes, motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.

3.2.10 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.

3.2.11 Other Offenses

- Weapon Law Violations. The violation of laws or ordinances prohibiting the manufacture,

sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

- **Drug Abuse Violations.** The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.
- **Liquor Law Violation.** The violation of state and local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

3.2.12 Hate Crimes

Any of the above-mentioned offenses, if they were committed against a person because of their race, gender, religion, disability, sexual orientation, ethnicity, national origin, or gender identity.

The below crimes are only required to be reported if they are motivated by bias:

- **Larceny-Theft.** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.
- **Simple Assault.** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
- **Intimidation.** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property.** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

3.3 Family Education Rights and Privacy Act (FERPA)

Public Safety does not maintain student records. Incident reports and police reports are sent to the Office of Student Affairs for adjudication when appropriate. Otherwise incident reports are protected under **FERPA** due to recording students' names and ID numbers on the reports.

3.4 Missing Student Notification Policy

In compliance with the Missing Student Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of Reinhardt University Student Affairs and the Department of Public Safety to investigate any report of a missing student who resides on-campus at Reinhardt University. This policy, with its accompanying procedures, establishes

a framework for cooperation among members of the University community aimed at locating and assisting students who are reported missing. A student shall be deemed missing when he or she is reported absent from the University for more than 24 hours without any known reason. All reports of missing students shall be directed to the Reinhardt University Department of Public Safety which shall investigate each report and make a determination whether the student is missing in accordance with this policy.

Each student living in an on-campus student housing facility has the option on an annual basis to identify an individual to be contacted by Reinhardt University not later than 24 hours after the time that the student is determined missing in accordance with official notification procedures established by Reinhardt University. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. This confidential information is maintained by the Reinhardt University Residence Life Director.

Below is a contact list that people should contact if they have reason to believe a student who lives in on-campus student housing has been missing from campus for 24 hours.

| | |
|--|---------------------|
| VP of Student Affairs/Dean of Students | (770) 720-5537 |
| Residence Life | (770) 720-5539 |
| Department of Public Safety | (770) 720-5789/5911 |

Procedure Notification:

In the event Public Safety receives a report of a student that is considered missing, the Director or Assistant Director of Public Safety shall be notified as soon as possible. If after a brief investigation it is determined that the student is, in fact, missing, the Vice President for Student Affairs will be notified along with Cherokee County Sheriff's Office. If the student is less than 18 years old, the parent or guardian will be notified along with the contact person, if different. If a student is over 18 years old, the person designated as a contact will be notified. Public Safety will cooperate with the Cherokee County Sheriff's Office and state law enforcement agencies by providing any information they may need to launch a missing person report and investigation.

3.5 Sexual Assault Policy

Reinhardt University is committed to providing a safe learning and working environment. In compliance with federal laws, we have adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking involving members of our campus community. These guidelines apply to all students, faculty, staff, contractors, and visitors.

Reinhardt University has a Sexual Assault Policy Statement that applies to all students of the university. This Policy is published annually in the student handbook that is provided on-line. Contained in section 3.7.3 is a list of offices that a student may contact to report a possible sexual assault and to seek mental health and counseling services.

3.5.1 Consent

Consent to engage in sexual activity must be knowing and voluntary and must exist from the

beginning to the end of each instance of sexual activity and for each form of sexual contact. Consent to one form of sexual contact does not constitute consent to any other forms of sexual contact. Further, consent to engage in a particular sexual act at any given time is not indefinite or ongoing consent to engage in that same act, or any other sexual act, on other occasions. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates willingness to engage in sexual activity each time such activity occurs.

Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage freely in sexual activity. Relying on non-verbal communications can lead to misunderstandings.

Consent may not be inferred from silence, passivity, lack of resistance or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent. In the absence of an outward demonstration, consent does not exist.

Consent cannot be obtained from the use or threat of physical force, intimidation, or coercion, or any other factor that would eliminate an individual's ability to exercise his or her own free will to choose whether or not to have sexual contact. Coercion includes the use of pressure and/or oppressive behavior, including express or implied threats of harm, severe and/or pervasive emotional intimidation, which places an individual in fear of immediate or future harm or physical injury or causes a person to engage in unwelcome sexual activity. A person's words or conduct amount to coercion if they wrongfully impair the other's freedom of will and ability to choose whether or not to engage in sexual activity. If sexual acts were preceded by threats or coercion, there is no consent.

Consent may be withdrawn by either party at any time. Withdrawal of consent must also be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.

A lack of consent may be indicated in a variety of ways. First, a verbal - "no" - even if it sounds indecisive or insincere, must be accepted as a lack of consent. Next, if consent is requested verbally, the absence of any explicit affirmative verbal response constitutes lack of consent. In addition, if at any time a person's words, actions, or demeanor suggest that she/he/they are hesitant, confused or uncertain about engaging in sexual activity, the parties should stop and obtain verbal consent before continuing sexual activity.

Certain individuals are not legally able to consent to sexual activity, because of their age or mental limitations, regardless of whether their words or action indicate such consent. Members of the Reinhardt community are expected to know, and comply with the statutory age of consent and any other applicable laws regarding sexual activity in any and all jurisdictions where they may reside or travel. For example, in the state of Georgia, consent to sexual acts can not be legally given by minors under the age of 16. Engaging in sex with a minor is a criminal act punishable by a substantial prison sentence which can be up to and including life, and all members of the community must not engage in any sexual activity with minors and must comply with their legal obligation to report any knowledge of child abuse.

An individual who is considered legally incapacitated and unable to consent to sexual activity if

she/he/they is not able to make rational, reasonable judgments and therefore is incapable of giving consent. Incapacitation is the inability, temporarily or permanently, to give consent, because the individual is mentally and/or physically helpless due to drug or alcohol consumption, either voluntarily or involuntarily, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if she/he/they demonstrate that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication.

Some indicators of incapacitation may include, but are not limited to, lack of control over physical movements, lack of awareness of circumstances or surroundings, or the inability to communicate for any reason. An individual may experience a blackout state in which she/he/they appear to be giving consent, but do not actually have conscious awareness or the ability to consent. It is especially important therefore, that anyone engaging in sexual activity be aware of the other person's level of intoxication. The relevant standard that will be applied is whether the Respondent knew, or a sober reasonable person in the same position should have known, that the other party was incapacitated and therefore could not consent to the sexual activity.

Alcohol or drugs impair a person's decision-making capacity, awareness of the consequences, and ability to make informed judgments. However, being intoxicated or impaired by drugs or alcohol is never an excuse to engage in sexual misconduct and does not excuse one from the responsibility to obtain consent. As stated above, even if a Respondent is intoxicated she/he/they will be found responsible for sexual misconduct if she/he/they engages in sexual activity with another person who did not consent to the sexual activity.

In the absence of mutually understandable words or actions, it is the responsibility of the initiator, or the person who wants to engage in the specific sexual activity to make sure that he/she/or they have consent from his/her or their partner(s). Consent to some form of sexual activity does not necessarily mean consent to other forms of sexual activity. Consent is mutually understandable when a reasonable person would consider the words and/or actions of the parties to have expressed a mutually understandable agreement between them to do the same thing, in the same way, at the same time, with one another.

Reinhardt University defines "consent" as the affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter. An individual who was asleep, or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, or who was under duress, threat, coercion, or force, is not able to give consent. Further, one cannot infer consent under circumstances in which consent was not clear, including but not limited to the absence of "no" or "stop", or the existence of a prior or current relationship or sexual activity.

The Official Code of Georgia Annotated (O.C.G.A.) defines the legal age of consent for sexual contact as sixteen years of age.

3.5.2 "Amnesty" Policy

A student who is under the influence of alcohol or drugs at the time of a sexual misconduct incident should not be reluctant to seek assistance for fear of being sanctioned. The Vice President of Student Affairs and Dean of Students will not pursue disciplinary violations against a student (or against a witness) for his or her improper use of alcohol or drugs (e.g. underage

drinking) if the student is making a good faith report of sexual misconduct. This Policy only provides amnesty from violations of the Reinhardt University Code of Conduct. It does not necessarily grant amnesty for criminal, civil, or legal consequences for violations of Federal, State, or Local law.

3.5.3 Making Reports for Sexual Assault

Reinhardt University seeks to investigate and adjudicate formal complaints of sexual misconduct in a prompt, thorough, and equitable manner. Accordingly, complainants and respondents are afforded certain rights during the course of an investigation and adjudication, including, but not necessarily limited to, the following:

To make a report call: Reinhardt University Public Safety at 5911 or (770) 720-5911; Residence Life Staff at (770) 720-5539; the Office of the Vice President for Student Affairs at (770) 720-5538; or the Office of Counseling at (770) 720-5549. The Office of Counseling can provide counseling and make recommendation for referrals if necessary.

Once an alleged assault has been reported to the Reinhardt University Department of Public Safety, the appropriate local police authorities may be notified. If a student does not initially report the alleged assault to a law enforcement agency, the student should be aware that the option to report the occurrence to either Public Safety or local police authorities still exists. Upon request by the student, the university will provide assistance in doing so through Reinhardt University Public Safety.

The victim of an alleged sexual assault should take care to preserve any evidence that may be necessary to prove the occurrence of the alleged criminal assault. In this respect, after an alleged assault has occurred, victims are advised to consult law enforcement authorities before showering/bathing or changing or laundering any clothing that was worn during the assault. In order to accommodate the victim of a sex offense, the university may provide for certain changes in the victim's academic and living situation. With respect to the victim's academic schedule, the university may permit the victim to withdraw from courses; grant an incomplete in a course with arrangements to complete the coursework at a later time; and, with the consent of the course instructor, rearrange coursework deadlines and exam times.

The University will permit the victim of an alleged sexual assault to make certain changes to the victim's living arrangements, including the following: cancelling the housing contract; arranging for alternate on-campus housing; arranging to live with family at home; requiring an alleged assailant to move to alternate housing until the case is resolved; barring an alleged assailant from entering a victim's residence hall; or arranging for an escort to classes.

The University shall proceed with disciplinary and/or remedial actions as needed when it appears that the university prohibition against any form of sexual assault has been violated. The procedures associated with review of an incident will be conducted by individuals who receive annual training on issues related to domestic violence, sexual assault, dating violence, and stalking, as well as how to conduct investigations and hearings that protect victims and practice accountability. A student charged with sexual assault may be disciplined under the applicable University Student Code of Conduct as well as prosecuted under Georgia's criminal statutes. Whether or not a criminal prosecution occurs, the University retains the right to proceed with disciplinary action at any time; and the University need not await the disposition of any criminal prosecution. University disciplinary action shall be handled in accordance with the Student

Code of Conduct of the University. Under these proceedings, the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault (the term "outcome" meaning only the University's "final determination with respect to the alleged sex offense and any sanction that it imposes against the accused"). The accuser and the accused will be given the opportunity have others present during a disciplinary proceeding. Sanctions that the University may impose following a final determination of a Student Code of Conduct violation include the following: written warnings; University and/or residence hall probation; loss of visitation privileges; restitution; discretionary sanctions, (i.e., work assignments or service to the University or community); suspension or expulsion from the University. The sanction of residence hall suspension, University suspension, and/or expulsion is entered permanently on a student's disciplinary record. Probation is entered on a student's record for the term of the probation.

3.5.4 Campus Sexual Assault Victims' Bill of Rights

Your rights include:

- The right to have any and all sexual assaults against them treated with seriousness; the right, as victims, to be treated with dignity; and the right for campus organizations that assist victims to be accorded recognition.
- The right to have sexual assaults committed against the victim investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.
- The right to be free from any kind of pressure from campus personnel that victims: (1) not report crimes committed against them to civil and criminal authorities or to campus law enforcement and disciplinary officials; or (2) report crimes as lesser offenses than the victims perceive them to be.
- The right to be free from any kind of suggestion that campus sexual assault victims not report, or underreport, crimes because (1) victims are somehow responsible for the commission of crimes against them; (2) victims were contributory, negligent or assumed the risk of being assaulted; or (3) by reporting crimes they would incur unwanted personal publicity. The same right to legal assistance, or ability to have others present, in any campus disciplinary proceeding that the institution permits the accused; and the right to be notified of the outcome of such proceeding.
- The right to full and prompt cooperation from campus personnel in obtaining, securing and maintaining evidence (including a medical examination) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.
- The right to be made aware of, and assisted in, exercising any options, as provided by state and federal laws or regulations, with regard to mandatory testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of such testing.
- The right to counseling from any mental health services previously established by the institution or by other victim-service entities or by victims themselves. After campus sexual assaults have been reported, the victims of such crimes shall have the right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including transfer of classes if requested by the victims.

Note: RU prohibits the retaliation by any employee, or agent against a person who exercises

his/her rights or responsibilities under any provision of the Campus SAVE Act.

3.5.5 By-Stander Intervention

A bystander, or witness, is someone who sees a situation but may or may not know what to do, may think others will act or may be afraid to do something. Bystander education programs teach potential witnesses safe and positive ways that they can act to prevent or intervene when there is a risk for sexual violence. Furthermore a bystander is any person who is present at an event or incident but does NOT take part.

Five Steps Toward Taking Action

1. Notice the event along a continuum of actions.
2. Consider whether the situation demands your action.
3. Decide if you have a responsibility to act.
4. Choose what form of assistance to use.
5. Understand how to implement the choice safely.

Rules for Bystander Intervention

- Do NOT put yourself at risk.
- Do NOT make the situation worse.
- Intervene at the earliest point possible.
- Look for early warning signs of trouble!
- Intervening does not necessarily mean confronting.
- Ask for help!

Three “D” of Bystander Intervention

- **Direct:** Directly intervening, in the moment, to prevent a problem situation from happening
- **Delegate:** Seeking help from another individual, often someone who is authorized to represent others, such as a police officer or campus official.
- **Distract:** Interrupting the situation without directly confronting the offender.

3.6 Sex Offender Registries

Reinhardt University is required to inform the campus community that a Cherokee County Sheriff’s Office registration list of sex offenders will be maintained and available at the Reinhardt University Department of Public Safety. The Public Safety office is located in the East Apartments.

The following is a website on which can be found information required by the federal Campus Sex Crimes Prevention Act regarding registered sex offenders living in the City of Waleska and Cherokee County.

City of Waleska and Cherokee County: <http://www.ganet.org/gbi/sorsch.cgi>

This site is the Georgia Bureau of Investigation's Sex Offender Registry, which lists registered sex offenders for all counties and cities in Georgia.

Section 4

Policies Concerning Security and Access to Campus Facilities

4.1 Reinhardt University Safety Council

The Safety Council shall meet on a quarterly basis to review and offer suggestions for safety and security programs to be offered to all students and employees.

4.2 False Identification

It is illegal and prohibited by Georgia Law for an individual to provide a false name, address, or date of birth.

4.3 Residence Halls

The University takes seriously the safety of all its community members, and limits access to residential areas of the University in an effort to protect the safety of those who reside on-campus. Residential areas may be entered only in accordance with policies and procedures promulgated by Residence Life and published in the Student Handbook.

Reinhardt University residence halls are locked 24 hours per day. Residents who enter or leave by secured security doors are responsible for leaving the doors locked. Propping doors open is a violation of Residence Life policy. Residents are advised to lock their windows and doors at all times when not present. Keys and ID should be carried at all times. Keys are not to be loaned or duplicated. Residents should report anyone or anything suspicious, or any lost or stolen items to the Reinhardt University Department of Public Safety (770-720-5789/emergency - 5911. The Lost and Found (770-720-5538) for the University is located on the 3rd floor, room 312, of the Hasty Student Center.

East/West Apartments: Card swipe and key access for entry into the apartment complex. Each suite is locked with a deadbolt and door key. Each room is controlled by a door key.

Cobb Hall: Card swipe access for the front of the building and key access for both front and rear of the building. Each room has a key access.

Gordy Hall: Card swipe and key access for the building. Deadbolt access to the suites. Deadbolt and key access to individual rooms.

Roberts Hall: Card swipe and key access to the building. Key lock access to the suites and the individual rooms.

Smith Johnston Hall: Key access to the building. Key lock access to doors leading into the resident areas. Key lock access to the individual rooms.

Paul Jones Hall: Key access to the resident areas. A deadbolt lock is located on the individual rooms.

Hubbard/Blue/Gold Hall: Card swipe or key lock access to the building. Individual rooms have deadbolt and key locks.

The keys for the residence halls are issued, controlled, and maintained by Residence Life. A contract is signed by the student/residence when he/she is issued the key(s). A replacement key is made at the Reinhardt University Department of Public Safety. Cost for a replacement key is charged to the student's account at the Business Office.

4.4 Other Reinhardt University Facilities

The Reinhardt University's Waleska campus, administrative buildings are open from 8:00 A.M. until 6:00 P.M., Monday through Friday, and academic buildings generally are open from 7:00 A.M. until 11:00 P.M. Academic buildings are scheduled to be opened on weekends only as required by prior request.

Faculty and staff who must enter or remain within a facility after normal business hours must possess valid identification and a key. Reinhardt Department of Public Safety maintains a record of all keys that are issued to official representatives located at the various facilities; The Dean/Director of a Department may request, by form, further keys to be issued to appropriate personnel.

Students who remain in or enter facilities after normal business hours must possess a valid student identification card (Eagle Card). Public Safety maintains student access lists for buildings and classrooms for after hours usage by students. The lists are submitted by professors/instructors each semester.

Reinhardt University Department of Public Safety, along with the Reinhardt University Safety Council, makes recommendations for the installation of additional lighting on campus. Public Safety conducts a monthly check of every building for fire extinguishers, emergency lights and exit lights proper operation. Anything not working is reported by Public Safety and repaired within the week, if possible. Reinhardt University Department of Public Safety patrols all areas of campus regularly by motorized vehicle, gas golf cart and foot patrol.

SECTION 5

Reinhardt University Alcohol and Drug Abuse Policy

5.1 Health Risk of Drugs and Alcohol

The scope and impact of health risks from alcohol and drug misuse and abuse are extensive and well documented, ranging from mood-altering to life-threatening, with consequences that extend beyond the individual to classmates, co-workers, family, friends, organizations and society at large. Alcohol and drug abuse also may result in deterioration of physical health by causing or contributing to various and even death. In addition, substance use negatively impacts health and wellness.

5.2 Reinhardt University Alcohol and Other Drug Policies

Reinhardt University promotes the education of the whole student. The University is concerned about ways in which alcohol and drug use and abuse may affect the primary academic mission of the institution, its overall atmosphere and the personal well-being of the University community. The University has the duty to exercise the degree of care that a reasonable person would to ensure that private and public events are conducted in accordance with state law. The primary objectives of Reinhardt University's policies and procedures related to alcoholic and other drugs are; (a) to promote responsible behavior and attitudes among all members of the University community; (b) to educate the university community concerning the use and effects of alcoholic and other drugs in order to promote responsible decision-making; and (c) help individuals experiencing difficulties associated with the use of alcohol and other drugs.

5.3 Effects of Alcohol and Other Drugs

There are many well-documented risks and negative effects associated with the use of alcohol and other drugs, affecting not only the individual user, but also his or her family, friends and roommates. Alcohol and other drug abuse is frequently a factor in cases of incidents on campus. The misuse of alcohol and other drugs, including prescription drugs, inhibits educational development and results in decreased productivity, serious health problems, and a breakdown of family structure. Repeated use of alcohol and drugs can lead to dependence. The abuse of alcohol and other drugs affects all socioeconomic groups, age levels, and the unborn. Other problems associated with alcohol and other drug use/abuse include negative impacts on health, poor academic or job performance; relationship difficulties, including a tendency toward verbal and physical violence; financial stress; injuries or accidents; and violations of the law such as driving under the influence and willfully destroying property.

5.4 Alcohol Policy

Alcohol is strictly prohibited on campus. Use, possession, sale, and/or acting under the influence of alcoholic beverages on campus will be determined by the following:

- Physical evidence: any container of an alcoholic beverage whether empty, full, or partially full will constitute sufficient evidence to find a student (or students), in a room (or suite) or in an automobile, guilty of possession of alcoholic beverages on campus.
- Physiological Evidence: any physiological indication of intoxication.

At the discretion of the Vice President for Student Affairs and Dean of Students, the following disciplinary actions may be taken:

- Written warning on file in Vice President for Student Affairs and Dean of Students office, mandatory evaluation through the Reinhardt University Counseling Center, and a letter may be sent to parents.
- Recommended counseling, letter to parents and possible dismissal from residence hall, and 20-30 Hours of Community Service.
- Dismissal from residence hall or from the University.

5.5 Illegal Drug Policy

Use, possession, sale, or being under the influence of illegal drugs, including but not limited to narcotics, hallucinogens, cocaine, amphetamines, or illegally used prescription drugs, or evidence of drug paraphernalia is strictly prohibited and may result in immediate dismissal from residence halls and/or from Reinhardt University.

General provisions regarding the possession and distribution of illegal drugs possession, sale, or use of narcotic, mind-altering, or other illicit drugs, except for one's own prescription by a licensed physician, is prohibited by the University, local ordinances, as well as state and federal laws. Possession or use of prescription drugs prescribed to another individual is prohibited by the University. The resale of one's own prescription is prohibited by the University.

Reinhardt University will cooperate with all law enforcement agencies in the enforcement of such laws, on campus and off, and will not protect a student from such enforcement. Anyone who violates the drug policy is subject to the University's sanctions and to criminal sanctions. Therefore, in addition to the University sanctions listed below, criminal penalties may be imposed upon a person convicted of an offense.

Reinhardt University will assist students who voluntarily submit themselves to University officials for counseling and help with the misuse of alcohol or drugs. Under no circumstances will Reinhardt permit students to sell or distribute drugs to others. Persons convicted of drug possession under state or federal law may be ineligible for federal student grants and loans.

5.6 Synthetic Marijuana Policy

The possession, use, distribution, control of, and/or aroma of synthetic cannabinoids (otherwise known as synthetic marijuana) is also strictly prohibited and may result in immediate dismissal from residence halls and/or from Reinhardt University. Moreover, possession, control of, delivery of, distribution of, administration of, or use of synthetic marijuana is illegal in the United States and Georgia.

Individuals found responsible for manufacturing, possessing, importing/exporting or distributing these substances will face university, criminal and or civil sanctions. Reinhardt University students engaging in these activities will also be held responsible under the University's Drug Policy.

Synthetic marijuana is a mixture of herbal and chemical ingredients that mimic the effects of tetrahydrocannabinol, or THC, the active ingredient in marijuana. Side effects of synthetic marijuana may include increased heart rate, paranoid behavior, agitation and irritability, nausea and vomiting, confusion, drowsiness, headaches, hypertension, electrolyte abnormalities, seizures, loss of consciousness and death.

5.7 Actions for Possession of Illegal Drugs

Students found in possession of illegal substances will:

- Have a letter sent home to the parent(s) or guardian informing them of the charge and the hearing date within five (5) working days of the citation.
- Have a hearing. If the student is found responsible, the hearing body will recommend appropriate sanctions. The hearing body shall notify the student, in writing, of its verdict of innocence or guilt within five (5) working days of the hearing date. The Vice President for Student Affairs and Dean of Students or designee can expel the student from the residence halls, suspend the student, recommend the student for counseling and educational programming, or recommend other actions.

For those individuals who are members of NAIA sanctioned teams, positive results of drug testing will be referred to the Vice President for Student Affairs and Dean of Students or designee for processing to begin a formal hearing.

5.8 Sanctions for Possession with Intent to Sell or Distribute

Reinhardt University students found responsible for possession with intent to sell or distribute illegal drugs on campus and/or off campus may be expelled from Reinhardt University.

5.9 Sanctions for the Possession of Drug Paraphernalia

Students may not use or possess drug paraphernalia on campus. Possession of these devices may result in a charge of a violation against the drug policy and the Code of Conduct.

5.10 Federal Regulations on a Drug-Free Workplace

The Federal Drug Free Schools and Communities Act Amendments of 1989 require all public and private institutions of higher education to develop, distribute, and publicize a policy outlining the following:

- Standards of conduct and sanctions;
- Health risks;
- Information on assistance and counseling;
- Educational programs; and,
- Legal sanctions regarding alcohol and drug use.

The intent of the legislation is to address the problem of underage and irresponsible drinking and/or use of illicit drugs on University campuses.

Section 6

Security Awareness Programs

Student handbook is on-line (www.Reinhardt.edu/current-students/student_handbook.html) for the Reinhardt University community members and this publication explains the proper procedures for reporting crimes to the Department of Public Safety. Residence Life officials speak to students at mandated hall meetings about the proper and necessary reporting of crimes to Public Safety. Public Safety personnel are available, upon request, to meet with Resident Advisors and provide presentations on crime prevention and security policy. In addition to Public Safety personnel, Residence Life provides a staff member who is on-call 7 days a week, while school is in session, for the purpose of aiding students in emergency or urgent situations. These Residence Life on-call employees reside in the residence halls.

Reinhardt University Department of Public Safety provides crime prevention programs upon request by student Resident Assistants which include emergency preparedness materials, and campus safety.

Programs to inform students and employees about security procedures.

In order to acquaint and familiarize students and employees with our emergency procedures, the Campus Safety Office conducts quarterly fire and disaster drills. In addition, Campus Safety has created the following educational programs for students and employees concerning critical matters, and with advance notice, is available to discuss them in a classroom setting.

Safety Escorts - (Daily) Public Safety provides safety escorts to members of the campus community twenty-four hours a day, seven days a week, upon request. This service provides students, faculty, and staff with walking or motor vehicle escort between locations on campus.

Operation ID - (Daily) Operation Identification is a nationally recognized theft prevention program. Through this program, Public Safety will, upon request, identify property belonging to any member of the Reinhardt community by providing property identification sticker(s) to the owner to affix to the property. The sticker(s) may deter incidents of theft by warning potential thieves that marked items will be traceable and more difficult to pawn or convert to personal use. The property will be listed on the Operation Identification inventory sheet and returned to Public Safety for filing. The owner will be given a copy of the inventory sheet. The owner will be given a door sticker informing individuals that he/she is a participant of Operation ID.

National Self Defense (NSD) Class - (Annual) The Office of Student Activities offers a free NDS class for the Reinhardt community. No one deserves to be harmed and only the person who commits the harmful act is responsible for that behavior. Members of the community will learn from certified instructors the basics for protecting yourself in dangerous situations.

Section 7

The safety of the residents and visitors to the residence halls of Reinhardt University (RU) is vitally important. All residence halls are equipped with smoke detectors, visible and audible alarm systems, and sprinkler systems throughout. Alarm systems are monitored off campus by North Georgia Fire and Security. Cherokee County Fire Department Station 12 is located less than a quarter mile from the main campus in Waleska. The RU Department of Public Safety works closely with the Cherokee County Fire Department regarding training on the main campus.

7.1 Fire Safety Policies

The following policies regarding fire safety can be found in the Residence Life Handbook.

7.1.1 Fire Drills

To prepare students and staff for emergency situations, periodic evacuation drills are conducted in the halls and apartments. Refusal to evacuate during a drill will result in disciplinary action and/or charges.

7.1.2 Inappropriate Use of Fire Extinguishers

Expelling fire extinguishers depletes the amount of extinguisher fluid available to be used in a fire. Thus, using fire extinguishers without cause will be regarded as a serious conduct violation.

7.1.3 Fire Emergencies Procedure

- Upon sounds of alarm or notification of evacuation immediately exit your room/apartment and proceed to nearest exit. Do not use the elevator.
- If you suspect a fire is in the hallway, do not open your door. If the door is hot or smoke is entering under the door immediately place material under the cracks of the door (damp if possible)
- If there is smoke in the hallway please cover your nose and breath lightly through it.
- Remain as low to the ground as possible, do not stand straight up. Go to your window and check to see if there is you can see smoke or flames. If not you can open your window for fresh air.
- If you are trapped inside of your room/apartment, hang something on the outside of your window to notify emergency personnel you are inside. If able call 911 and notify them of your location (building name and room number).
- Do not attempt to handle emergency situation on your own.
- When exiting your room/apt do not stop to dress, but grab shoes and exit immediately. Upon leaving, turn off the light and close the door. Don't forget your key.
- Should you get trapped, take action to make yourself safe by any means necessary.
- Once outside of the building, proceed to the area designated as a safe area and more information will be made available as soon as available.

The following locations are designated evacuations areas during a fire evacuation:

Paul Jones - Volleyball Court
Smith Johnston - Volleyball Court
Roberts Hall - Volleyball Court

Gordy Hall - Front Lawn
Cobb Hall - Front Lawn
East Apts. - Front Lawn and Museum Parking Lot
West Apts. - Front Lawn and Museum Parking Lot
Hubbard/Blue/Gold Halls - Parking Lot

7.1.4 Candles, Oil Lamps, & Incense

Candles, flammable lamps (such as oil lamps) and incense are prohibited. They are extremely dangerous due to open flame, burning embers and dripping wax.

7.1.5 Appliances

Residence hall rooms are arranged not only for your comfort, but also in compliance with fire regulations. The electrical system is not designed to carry heavy loads of electrical equipment. Larger appliances should be plugged directly into the wall. Permissible appliances are: hair dryers, electric razors, radios, stereos, televisions, computers, microwaves, and small refrigerators under four cubic feet. Refrigerators will not be stored during summer months. Microwaves under 750 watts are allowed in all halls. All appliances should be used with care. Any other cooking devices (including toaster ovens and crock pots) are strictly prohibited by safety and fire codes.

7.1.6 Room Decoration

Decorations can add tremendously to making your accommodation more homelike and attractive, but decorations and comfort can be destroyed easily or turn hazardous by the failure to recognize and take the necessary precautions to prevent potential hazards. While there is the opportunity for students to express themselves the following guidelines must be followed in the interest of preventing fire hazards:

- Candles, incense, and flammable lamps (such as halogen and oil lamps) are prohibited. They are extremely dangerous due to open flame and dripping wax.
- Highly flammable materials such as hay, straw, Spanish moss, cloth ceiling coverings, fish nets or anything determined dangerous by the housing staff are prohibited.
- Street signs, flags, parachutes, barricades, cones, etc. that have been illegally acquired are forbidden.
- The Fire Marshall prohibits cut greenery, such as Christmas trees or wreaths, in all areas including lounge/suite locations.

7.1.7 Smoke-Free/Tobacco-Free Residence Halls

All residence halls on campus are smoke-free buildings. Tobacco products may only be used in designated areas.

7.1.8 Weapons, Fireworks & Explosives

Weapons of any kind, firearms, ammunition, fireworks, gasoline and other combustible or explosive materials are not permitted in the residence halls or apartments. It is a violation of college policy to store weapons of any kind on college property (including in parked cars). This includes any kind of gun (i.e., BB guns, paintball, air-soft and air rifles) and any other item the

University may deem as a weapon. Paintball guns must be registered and stored at the Public Safety Office.

7.2 Reporting

All students/faculty/staff are advised to direct any questions regarding the fire safety status of Reinhardt University to the Department of Public Safety or the Director of Residence Life. Officers of the Department of Public Safety and Residence Life Staff are trained annually on fire safety systems and emergency procedures. Residence hall rooms are inspected regularly by Residence Life Staff for health and safety issues. Fire safety systems are inspected annually by outside companies. The Department of Public Safety is contacted by an outside monitoring service should a fire alarm be activated. Fires, suspected fires, or fire safety concerns should be reported to the RU Department of Public Safety.

7.3 Plans for Future Improvement

All Reinhardt University residence halls currently meet or exceed the State of Georgia and Cherokee County fire safety requirements. Future construction projects will also meet or exceed fire safety requirements. Fire safety policies and procedures are reviewed and updated on an annual basis to ensure compliance with State and Federal laws and best practices.

7.4 Residence Hall Fire Safety Systems

| Residence Hall | Smoke Detection | Central Monitored System | Sprinkler System | Fire Extinguishers | Evacuation Plans and Placards |
|-------------------|-----------------|--------------------------|------------------|--------------------|-------------------------------|
| Paul Jones | Yes | Yes | 100% | Yes | Yes |
| Smith Johnston | Yes | Yes | 100% | Yes | Yes |
| Roberts | Yes | Yes | 100% | Yes | Yes |
| Gordy | Yes | Yes | 100% | Yes | Yes |
| Cobb | Yes | Yes | 100% | Yes | Yes |
| West Apts | Yes | Yes | 100% | Yes | Yes |
| East Apts | Yes | Yes | 100% | Yes | Yes |
| Hubbard/Blue/Gold | Yes | Yes | 100% | Yes | Yes |

7.5 Residence Hall Fire Statistics

| Fires | 2012 | 2013 | 2014 |
|-----------------|------|------|------|
| Unintentional | 1 | 1 | 1 |
| Intentional | 0 | 0 | 0 |
| Deaths | 0 | 0 | 0 |
| Injuries | 0 | 0 | 0 |
| Property Damage | None | None | None |

7.6 Campus Fire Drills

| Building | Date | Time |
|---|------------|------|
| West Apartments | 3.20.2014 | 1912 |
| East Apartments | 3.20.2014 | 1932 |
| Lawson Academic Center/Tarpley Center | 4.03.2014 | 1420 |
| Dobbs Science Center | 4.03.2014 | 1440 |
| Gordy Hall | 9.11.2014 | 1912 |
| Cobb Hall | 9.11.2014 | 1923 |
| Roberts Residence Hall | 10.02.2014 | 1907 |
| Smith Johnston/Paul Jones Residence Halls | 10.02.2014 | 1915 |