2012

Annual Security and Fire Safety Report
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This information outlines William Woods University policies and procedures as federally mandated by the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (20 U.S.C. 1092(a) and (f). This information is provided for employees, currently enrolled students and to individuals interested in enrollment or employment. A printed copy of the information can be requested from the Student Life Office.

In addition, this report contains information related to fire safety in campus housing at William Woods University, in accordance with the requirements of the Higher Education Opportunity Act of 2008. The WWU Office of Campus Safety creates this report annually, relying on information provided by collaborative partners.

Overview of the Office of Campus Safety and Reporting Procedures

The university employs a Director of Campus Safety who reports to the Dean of Student Life. The university also contracts with Allied Barton Security to provide personnel services. Training is a joint venture between Allied Barton and William Woods University.

William Woods University Safety Officers have the authority to ask persons for identification and to determine whether individuals have lawful business on university property. Safety Officers have the authority to issue parking and moving violation tickets, which are billed to financial accounts of student, faculty and staff. Safety Officers do not possess arrest power. Criminal incidents are referred to local police who have jurisdiction on the campus. The Office of Campus Safety at William Woods University maintains a highly professional working relationship with the Fulton Police Department. All crime victims and witnesses are strongly encouraged to report any crime to Campus Safety and the appropriate police agency in an accurate and timely manner. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics. Safety concerns and emergencies should be reported to Campus Safety as well.

Safety Officers follow a prescribed set of post orders agreed upon by Allied Barton and the university. These procedures include making regular rounds of campus property and facilities to check for unlocked doors, open windows, and other safety concerns. In addition, officers submit reports to the maintenance staff any lights that are not functioning, and or any other dangerous condition. The Office of Campus Safety is located in the McNutt Campus Center. Safety personnel provide coverage 24 hours a day, seven days a week, and can be reached by calling (573) 592-4357.

To report crimes, contact the Office of Campus Safety as directed above. If it is an emergency, call 911 for the Fulton Police Department. If the crime or incident is of a nature that privacy is important to you, you may report directly to the Director of Residential Life and Campus Safety or the Dean of Student Life.
Upon contact or notification of safety incidents or campus emergencies, safety personnel investigate situations and contact appropriate support services such as the local police, fire department, ambulance services, and/or campus maintenance staff for assistance. “Incident reports” that outline the issues and identify individuals involved are written. Copies of all reports are provided to the administrative department responsible for safety. In addition, maintenance work requests are submitted for situations identified as a threat to students, employees and/or campus visitors.

**Timely Warning**

The university seeks to notify members of the campus community in a timely manner of the occurrence of crimes that would be a potential threat to students and/or employees. Text messages addressing specific situations serve as a medium for communication. Additionally, in any event creating a danger to the campus community or a threat of imminent danger, a warning will be issued by student email, Woods Alert text messaging, the Alertus desktop interrupt system and if relevant, warnings and information will also be announced by the Office of Campus Safety’s mobile public address system.

**Emergency Evacuation Procedures and Policies**

- **Detailed Emergency Procedures**

In the event of a campus emergency such as, but not limited to, gas leaks, fire, tornadoes, etc., the university will, without delay and taking into account the safety of the community, notify the campus community of the emergency (unless such notification would compromise efforts to assist victims or mitigate the emergency). Campus notification will be sent via the campus text messaging system. When it is determined that additional information would be important or helpful if sent via email, this method of communication will also be utilized. In addition, non-residential buildings are assigned proctors who assist with evacuation and emergencies. Based on the situation, contact will be made via text messaging, university email and/or telephone. During weather emergencies requiring students, faculty or staff to take cover immediately, Campus Safety will utilize a mobile public address system.

Involved in both determining an emergency and in the notification of the community will include the Vice President and Dean of Student Life, the Director of Residential Life and Campus Safety, and the Campus Safety Site-Supervisor or On-Duty Officer. For tornado notifications, the officer on duty will follow the Tornado Policy Procedure found in the Campus Safety Officer Manual.

Based on the type of emergency occurring, other members of the university community may be involved. For example, the Director of Plant Operations would be involved in a campus situation involving facilities and maintenance. In conjunction with the decision to alert the campus community of an emergency, the decision is also made as to whether or not to activate the campus Crisis Response Plan. This procedure is available in the Office of Student Life.

All emergency notification and evacuation plans and procedures were reviewed by the Director of Residential Life and Campus Safety, the Vice President and Dean of Student Life and the
Director of Human Resources. Evacuation procedures in residence halls are tested each semester with fire drills.

- View Evacuation Assembly Areas
- View Emergency Building Proctors (XLS)

The university will periodically conduct building emergency evacuation exercises. Student residents must cooperate during these emergency evacuation exercises and evacuate the building immediately when an alarm is activated. Failure to do so will result in strict disciplinary measures.

Students should follow this procedure:

- Immediately turn on lights unless an odor of gas is detected. Then do not turn lights off or on.
- Close all windows.
- Put on shoes.
- Get a bath towel. If time permits, wet it. Placed over the nose, it will block smoke inhalation.
- Leave room quickly. Close all doors, but leave them unlocked in case heavy smoke forces you to return.
- Proceed in an orderly evacuation (walk, don't run) via the stairs and nearest exits.

**DO NOT USE THE ELEVATORS.**

- Do not take time to collect valuables. They can be replaced—you cannot.
- Leave building quickly and silently and proceed immediately to your designated assembly area. At the assembly area, be as calm as possible and cooperate with Residential Life and other university staff as they attempt to determine that everyone is out of the building.
- Return to the building when directed to do so by the Residential Life staff.

After exiting the building, no one should re-enter the building for any reason until an authorizing agency (WWU personnel in charge, Fulton Fire or Fulton Police personnel) has given the all clear. Please be aware that at a fire incident scene where the fire department has been summoned, the highest-ranking fire official is in command and control of the scene. All buildings must be evacuated any time an alarm is sounded. Failure to do so will result in disciplinary action. This procedure should be followed every time the fire alarm is activated.

**Access to and Maintenance of Campus Facilities**

During business hours, the university (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all non-residential facilities is by key, if issued, or by admittance via the Office of Campus Safety.

Residence halls are secured 24 hours a day by combination door codes. Over extended breaks, the door codes of all halls will be changed. Some facilities may have individual hours, which may vary at different times of the year. Examples are the UIT lab(s), and the library. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrators from the Dean's Office, Physical Plant, Residence Life, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Director of Physical Plant, and the Director of Residential Life and Campus Safety meet as needed to discuss issues of pressing concern.
Education Programs

Campus safety and security are matters of significant importance on the William Woods University campus. Personnel patrol the campus and provide a variety of protective and service-related functions. Campus Safety officers work to provide a safe and orderly campus environment.

Campus Safety officers are available to escort students across campus after hours. For Campus Safety, dial 4357 (HELP) from a university phone or 573.592.4357 from a cell phone. When you need the police, fire or an emergency response, dial 9-911 from any university phone, or 911 from a cell or off-campus phone. Also, emergency phones have been installed in six strategic locations around campus. Also referred to as “blue phones,” they have an attention-getting blue strobe mounted atop the units. The blue light is continually lit, and the strobe is activated when the emergency button is pressed.

The phones contain two buttons.

- A red emergency button which calls 911. Used for emergencies ONLY
- A black button, which calls the WWU switchboard to summon assistance for non-emergency situations such as lock-outs and dead batteries

All students, faculty and staff are encouraged to sign up for Woods Alert, an emergency notification system which uses text messaging. Information can be sent to your cell phone, or wireless PDA. Information includes the following categories:

- Emergency Information
- Campus Closings/Cancellations
- Important Announcements

Campus Safety personnel provide safety information to the campus and also work with the local police department to provide safety programs to the students. The focus of this educational programming effort is to increase awareness of safety issues and to provide students and employees with information about campus security procedures. Members of the campus community are encouraged to make safety a priority for themselves and the university.

New students receive security/safety information during orientation sessions and are encouraged to report safety concerns, emergencies, and/or crimes to the safety office. The Student Life staff, other university staff, and student organizations sponsor educational programs dealing with issues such as sexual assault, including rape and acquaintance rape, alcohol awareness, substance abuse, etc. Topics are addressed through a variety of measures including campus flyers and promotional materials, speakers, videos, curriculum, etc. In addition, hall meetings are held to address hall safety procedures and security issues identified by the Student Life staff.
Alcohol and Drug Policies

In support of the educational mission of William Woods University, the following alcohol and drug policies are in place to create a safer campus environment which supports the academic and social success of all students. Students, regardless of age, may not possess or consume alcoholic beverages on the campus of William Woods University, except under the following provisions:

During designated social events, individuals 21 years of age or older will be allowed to possess or consume alcohol. Organizations must follow specific event procedures and policies. Third party vendors, sober monitors and appropriate safety personnel are required.

Once a semester, residence halls will be allowed to vote whether to allow alcohol in the rooms of residents who are 21 years of age. Both residents of the room must be 21 and alcohol is allowed in the privacy of rooms only. Closed containers must be in paper or opaque bags when being transported in or out of the halls. Halls will vote by secret ballot and will be required to have a 70% majority vote in favor of a new policy in order to change the policy from the campus policy prohibiting alcohol possession and consumption on campus.

William Woods University prohibits the unlawful possession, use, manufacture, distribution and sale of alcohol and illegal and prescription drugs by William Woods University students and employees on university owned or managed property and/or at university sponsored or supervised activities. These policies apply to all full-time and part-time students and employees. Possession of paraphernalia associated with the use, possession or manufacture of illegal drugs is also prohibited. Appearing on campus under the influence of alcohol or drugs, such that an individual may endanger himself or other persons, damage property, or disrupt the living and learning environment of others, is also prohibited.

Congressional revisions to The Family Educational Rights and Privacy Act (FERPA) in 1998 permits schools to notify parents of students who are under the age of 21 if such students have been found in violation of university policies regarding alcohol and other drugs. The Dean of Student Life will use this policy to intercede in situations where alcohol or drug abuse has led to situations which threaten the health or safety of individual students or has contributed to a significant deterioration of the living and learning environment. Examples of incidences in which parents could be notified include, but are not limited to, a recurring pattern of alcohol-related violations and harmful behavior that is a result of alcohol and drug use.

Violation of the standards of conduct regarding alcohol and illicit drugs may result in disciplinary action up to and including removal from campus living and/or dismissal from the university. A complete copy of alcohol and drug policies can be found in the student handbook online or can be requested from the Office of Student Life.
Crime Statistics

The Office of Campus Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at williamwoods.edu/student_life/security_report.asp. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and Graduate College sites, and various departments within the division of Student Life.

Campus crime, arrest and referral statistics include those reported to the Office of Campus Safety, designated campus officials (including but not limited to directors, deans, department heads, designated Residential Life staff, judicial advisors, advisors to students/student organizations, athletic coaches), and local law enforcement agencies.

Each year, an email notification is made to faculty, staff and all enrolled students, that provides the web site to access this report. Copies of the report may also be requested from the Office of Student Life, Room 121 in the McNutt Campus Center. A complete list of our institutional data can be found at http://ope.ed.gov/security. (Res.) - Represents an occurrence in a residence hall.

William Woods University uses classroom space in 80 campus sites across the state and into the northern part of Arkansas. No crimes were reported to us by faculty or students at any of these sites. In addition, there were no referrals or arrests for drug abuse violations, weapons possessions or crimes committed on campus which related to the Hate Crimes Statistics Act (28 U.S.C. 534).

<table>
<thead>
<tr>
<th>Year</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Sex Offenses</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Acquaintance Rape</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non-Forcible Sex Offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Liquor Law Violations**

| Arrests | 9 | 2 | 11 | 2 | 2 |
| On-campus Referral | 15 | 0 | 16 | 1 | 15 | 17 | 35 |

**Drug Law Violations**

| Arrests | 0 | 0 | 0 | 0 | 1 | 0 | 3 | 0 | 0 | 4 |
| On-campus Referral | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**Weapons Law Violations**

| Arrests | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| On-campus Referral | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
Annual Fire Safety Report

The WWU Office of Campus Safety maintains the campus housing fire log and reports fire statistics annually in conjunction with the “Annual Crime Report” that provides information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Crime Statistics Act.

The WWU Office of Residential Life maintains the campus housing fire log and all statistics on fires and related injuries, death, and loss in campus housing as defined by the Higher Education Opportunity Act of 2008 in section 668.49.

For the years 2008-2012, there was one reportable fire within campus housing. The one reportable fire was from unattended cooking and was contained within an oven. No damages, injuries or fatalities resulted from this fire.

<table>
<thead>
<tr>
<th>Student Residences</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fires</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Damages ($)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Injuries</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fatalities</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Fire alarm systems in undergraduate housing consist of manual pull stations, visual/audible alarm devices and integrated automatic detection devices, addressable smoke (Ion) detector/sounder bases (Horns); and heat detectors. Smoke detectors are located in individual sleeping rooms, corridors, common areas and heat detectors are located in mechanical rooms/laundry rooms. Fire alarm system is monitored 24/7 by an off-site contractor (Central Dispatch Company) and automatically sends a test signal every eight hours. Fire alarm systems in graduate and staff housing consist of stand alone smoke detectors.

Mandatory supervised fire drills are conducted once each semester in the fall and spring. Drills begin after the first five weeks of classes during the hours of 6 pm and 11 pm when the majority of students are present. A total of 27 drills were conducted on campus during 2012.

Procedures for Evacuation of Campus Housing:

- Immediately turn on lights unless an odor of gas is detected. Then do not turn lights off or on.
- Close all windows.
- Put on shoes.
- Get a bath towel. If time permits, wet it. Placed over nose, it will block smoke inhalation.
- Leave room quickly. Close all doors, but leave them unlocked in case heavy smoke forces you to return.
- Proceed in an orderly evacuation (walk, don’t run) via the stairs and nearest exits.
- Do not take time to collect valuables. They can be replaced—you cannot.
- Leave building quickly and silently and proceed immediately to your designated assembly area (see chart below). At the assembly area, be as calm as possible and cooperate with Residential Life and other university staff as they attempt to determine that everyone is out of the building.
- Return to the building when directed to do so by the residential life staff.
After exiting the building, no one should re-enter the building for any reason until an authorizing agency (WWU personnel in charge, Fulton Fire or Fulton Police personnel) has given the all clear. Be it known that at a fire incident scene where the fire department has been summoned, the highest-ranking fire office official is in command and control of the scene. All buildings must be evacuated any time an alarm is sounded. Failure to do so will result in disciplinary action. This procedure should be followed every time the fire alarm is activated.

<table>
<thead>
<tr>
<th>Hall</th>
<th>Assembly Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allen Hall</td>
<td>Across the street near Senior Lake bridge entrance</td>
</tr>
<tr>
<td>Atkinson Hall</td>
<td>Across 12th Street (in grassy area)</td>
</tr>
<tr>
<td>Bartley Hall</td>
<td>Across 12th Street (on corner)</td>
</tr>
<tr>
<td>Booth Hall</td>
<td>Grassy area across the street (by flag pole)</td>
</tr>
<tr>
<td>Brockman Hall</td>
<td>Grassy area across the street</td>
</tr>
<tr>
<td>Cockrell Hall</td>
<td>Grassy area across the street</td>
</tr>
<tr>
<td>Harmon Hall</td>
<td>Across 12th Street (in grassy area)</td>
</tr>
<tr>
<td>Jones Hall</td>
<td>West of Senior Lake Bridge</td>
</tr>
<tr>
<td>Lambert Hall</td>
<td>Grassy area across the street</td>
</tr>
<tr>
<td>Randall B. Cutlip</td>
<td>Across the green bridge (in the parking lot)</td>
</tr>
<tr>
<td>Serena Hall</td>
<td>Grassy area across the street</td>
</tr>
<tr>
<td>Smith Hall</td>
<td>Across the street north of Senior Lake Bridge</td>
</tr>
<tr>
<td>Stone Campbell Apartments</td>
<td>Grassy area behind Harmon Hall</td>
</tr>
<tr>
<td>Swearingen Hall</td>
<td>Across the street south of Senior Lake Bridge</td>
</tr>
<tr>
<td>Virginia Cutlip</td>
<td>Grassy area across the street</td>
</tr>
</tbody>
</table>

Residential Life staff members are trained based upon standard university protocols for fire safety, with an additional training session on specific protocols for Community Advisors (CAs). All fire safety concerns should immediately be reported to WWU Campus Safety at 573-592-4387. Information related to fire safety reporting for campus housing should be submitted to the Director of Residence Life and Campus Safety at 573-592-1191 or reslife@williamwoods.edu. There are no planned improvements to date.

If everyone does his/her part, the residence hall can be a safe environment in which to live. Be aware of fire safety tips, regulations and guidelines. Memorize evacuation routes for the buildings in which you live or visit. Always be on the lookout for potential fire hazards and be respectful of fire safety equipment in your building.

In an effort to support the fire safety policies and promote the safety of the William Woods community, the university has developed guidelines for permitted, restricted and prohibited items in the residence halls.
Permitted Items

- Food Preservation Appliances
- Refrigerator (maximum of 5 cubic feet)
- Micro-fridge (combination refrigerator/freezer/microwave oven)
- Heat Generating Appliances
- Clothes iron with temperature settings
- Curling iron
- Tropical fish aquarium heater
- Hair dryer
- Heating pad with temperature settings
- Electric blanket with temperature settings
- Power strips shall be approved by a national testing agency, such as Underwriter's Laboratory (UL). Power strips shall only be used to provide over-current or transient voltage surge protection for devices such as computers, printers, etc. Power strips shall not be plugged (piggybacked) into another power strip/surge protector.
- There shall only be one power strip/surge protector plugged into a dual electrical outlet.
- The power strip shall have a built-in breaker. Such units are designed to trip the breaker if the strip is overloaded or there is a surge in electricity.

Prohibited Items

Fire Violations and Sanctions

- Candle burning or any other open-flame devices are not permitted in residence hall rooms. The burning of incense is prohibited in the residence halls. Possession of any such item or device in student residence facilities will result in appropriate sanctions.
- Portable space heaters and halogen lights, in any form, are not permitted in any residence hall!
- All food preparation, preservation and heat generating appliances that are not listed under permitted items are not permitted in the residence halls. Thus, contraband appliances include microwave and toaster ovens. Micro-fridge type appliances (combination refrigerator, freezer and microwave oven) are permitted in student rooms because of their patented circuitry system that will automatically shut off power to the refrigerator/freezer when the microwave oven is in use. Microwave ovens are accessible in the residence halls and approved for general community use in designated areas.
Restricted Items

Any extension cord that does not meet the criteria provided here is prohibited. Acceptable cords include those that contain an in-line fuse or circuit breaker. Questions pertaining to approved types of extension cords should be directed to the Director of Residential Life. Please refer to the extension cord and power strip/surge protector usage guidelines below for more details. Multiple adapters (gang plugs) are prohibited unless such adapters have an in-line fuse or circuit breaker.

Extension Cords:

- Shall not be used to multiply the number of available room outlets.
- Shall only be used to provide temporary power, and shall never be used in place of permanent wiring.
- Shall be approved by a national testing agency, such as Underwriter’s Laboratory (UL).
- Shall contain an in-line fuse or circuit breaker.
- Shall be polarized (one prong wider than the other) and no longer than six (6) feet in length.
- Shall never be used in tandem with another cord (plugging one cord into another).
- Shall never be run beneath carpet, rugs, or tile, areas where they may be subject to damage.
- Shall not be used for electrical connection with heat producing or high voltage devices such as hairdryers, lamps, micro-fridge, etc.
- Shall never be attached to building surfaces in a permanent manner (staples or nails)-this can damage the cord and present a shock or fire hazard.

Tip: How to determine whether you are overloading cords and wiring:

- Read the appliance label to determine how many amps the appliance draws when operating. (If the label only tells you the number of watts, divide the watts by 100 to get the amps).
- Determine the total number of amps of all appliances on the extension cord, power strip, etc.
- Every extension cord, power strip, etc. is designed to carry a specific number of amps before it overheats and damages the wiring insulation. Read the label on each device being used. Light extension cords are usually limited to 6-8 amps. Resident room (wall) circuits are rated for 16 amps and are sometimes shared between two rooms.
- The number of amps must be less than the capacity of the cord or circuit.

Example: A student has a 1500 watt hair dryer. This is equal to 15 amps. If plugged into a circuit rated at 15 amps, this should be safe. If plugged into an 8 amp extension cord, a hazard is created.
Missing Students

The purpose of this policy is to establish procedures for the university’s response to reports of missing students as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in campus housing, including, but not limited to, fraternity and sorority housing and campus apartments.

For purposes of this policy, a student may be considered to be a “missing student” if the student’s absence is contrary to his or her usual pattern of behavior and/or if unusual circumstances may have caused the absence. Such circumstances could include, but are not limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare.

Students will be given the opportunity during each semester’s class registration process to designate an individual or individuals to be contacted by the university no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. This designation will remain in effect until changed or revoked by the student. This information will be maintained confidentially and will be available only to Campus Safety and the Vice President and Dean of Students, or her designee.

In the event a student who is under the age of 18 and is not emancipated is determined to be missing pursuant to the procedures set forth below, the university is required to notify a custodial parent or guardian, in addition to the student’s designated contact, no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

- Any individual on campus who has information that a residential student may be a missing student must notify Campus Safety as soon as possible and, in no event, no later than 24 hours after determining that the student is missing.
  - Note: In order to avoid jurisdictional conflicts when an off-campus and/or commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. Campus Safety will assist external authorities with these investigations as requested.
- Campus Safety will gather all essential information about the residential student from the reporting person and from the student’s acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.
- If the above actions are unsuccessful in locating the student or it is immediately apparent that the student is a missing person (e.g., witnessed abduction) no later than 24 hours Campus Safety determines that a residential student is missing:
  - Campus Safety will contact the appropriate local law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation
  - The Dean of Students or designee will notify the emergency contact (for students 18 and over) or the emergency contact and the parent or guardian (for students under the age of 18) that the student is believed to be missing.
In cases involving missing students, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing student. Prior to providing the community with any information about a missing student, University Relations shall consult with Campus Safety and with local law enforcement authorities to ensure that communications do not hinder the investigation.

**Sexual Assault (policy was reviewed and updated effective January 2013)**

Sexual assault/Harassment: It is the policy of William Woods University that sexual harassment and sexual assault are not acceptable conduct at the university. The university is committed to maintaining a learning environment for its students that is free from sexual misconduct. Further, the university shall take all steps reasonably necessary to prevent sexual misconduct from occurring, which will include affirmatively raising the subject and expressing strong disapproval thereof, developing appropriate sanctions, informing faculty, staff, and students of their rights, and developing methodsto sensitize all concerned. Definition of Sexual Assault: William Woods University is a place where individual responsibility and respect for the integrity of others is central to community life. Sexual misconduct, which includes sexual assault, is a serious violation of these principles. Sexual assault, under William Woods University's policy, is defined as, “threats of, or deliberate physical contact of a sexual nature, which is against another person's will, or without consent.” Examples include, but are not limited to the following offenses:

1. **Rape:** intercourse without consent or against another's will, whether achieved through force, threat or intimidation, or advantage gained by the aggrieved party’s mental or physical incapacity or impairment of which the perpetrator should have been aware.

2. **Any actual or attempted nonconsensual or forcible sexual touching including, but not limited to, attempted rape, fondling, kissing, groping, or deliberate physical contact with an individual's intimate parts or forcing an unwilling person to have contact with another's intimate parts.**

3. **Deliberate or reckless threats, actual or implied, of physical contact of sexual nature that result in intimidation, fear, or reasonable apprehension of a sexual assault of physical harm.** These might include, but are not limited to, threatening or obscene phone calls, and stalking.

Note: Use of alcohol and/or drugs by the accused and/or the aggrieved party is not an excuse for violation of the sexual assault conduct standard. An intoxicated person cannot provide informed consent to sexual activity if his or her judgment is impaired. Finally, silence, previous sexual relationships, or current relationship between the parties may not be taken as an indication of consent.
The university offers support separate from investigative and disciplinary procedures. If you have been sexually assaulted, the most important things you need are emotional support and medical attention as soon as possible. Professional support is available which can help with anxiety and grief related to the crisis situation. Discussing the situation can often help victims gain closure more rapidly and feel more effective in their reactions. The university encourages anyone who has been sexually assaulted to:

- First go to a safe place and find someone you trust;
- Seek medical attention. Do not shower, bathe, douche, eat or destroy any of the clothing you were wearing at the time of the assault;
- Inform the university of the assault;
- Seek counseling and support;
- Consider pursuing criminal or campus charges;
- Use the resources provided by the university as outlined in the Student Handbook.

**Medical Treatment:**

Seeking medical treatment is essential in order to treat any physical injuries and to assess and treat any sexually transmitted disease or pregnancy. If you are considering pressing charges off campus, a medical examination is essential in gathering and preserving evidence. This should ideally occur within twenty-four hours of the incident. A support person of your choice may be present during the exam if you choose. CARDV is also available for support, transportation or as an advocate. Note: Even though the medical exam is key to any legal repercussions, it does NOT mean that charges will be filed. That is YOUR choice, and can be discussed if law enforcement is involved.

**Medical Services – On Campus:** A nurse practitioner is available to help any full-time William Woods University student. The nurse practitioner can provide information on medical exams, counseling and off-campus referrals, if necessary.

**Medical Services – Off Campus:** Some students prefer to seek medical services off campus or after clinic hours. Examples of some local health care facilities off campus are Callaway Community Hospital, 10 Hospital Drive in Fulton; University Hospital and Clinics, 1 Hospital Drive in Columbia; Boone Hospital, 1600 East Broadway in Columbia; St. Mary’s Hospital, 100 St. Mary’s Medical Plaza in Jefferson City; Audrain Medical Center, 620 E. Monroe in Mexico.
Counseling Services – On Campus: A counselor is available to help any full-time William Woods University student who may have been victimized. The counselor can provide information on options involving safety, medical exams, counseling, university disciplinary action and legal prosecution. Any services provided by the counselor will remain confidential and private. If you are uncomfortable meeting in the office, arrangements will be made for a more private location. Community Advisors can also be an initial resource for a student.

Counseling Services – Off Campus: The local sexual assault advocacy organization is CARDV (Coalition Against Rape and Domestic Violence). Their trained staff provides private and confidential information and referral for medical, legal and recovery issues 24 hours a day, 7 days a week. Contact CARDV at 573-642-4422 or toll free at 866-642-4422. CARDV also provides ongoing counseling services.

Reporting to University Officials: If you have been assaulted or harassed by a member of the William Woods University community and are considering university action, you are encouraged to discuss the matter with the Dean of Student Life, who is the designated Title IX officer for students. This will allow you a chance to present your concerns and review procedures should you decide to file a formal William Woods University report.

Reporting immediately while the details are still fresh in your mind is critical. Reports filed after 90 days of the incident are difficult, if not impossible, to investigate. When you file a report, you are not obligated to continue with legal proceedings or university disciplinary action. However, this decision does not relieve the university of its obligation to investigate the complaint.

The university will assist you with information on filing a police report if you decide to consider legal action. Even if you are not sure you want disciplinary action to be taken, making a report as soon as possible following the incident will help you and the institution. Reporting sexual assaults may reduce the possibility of future assaults and continued criminal behavior by the assailant.

1. Any William Woods University student who wishes to report a sexual assault/harassment or consider disciplinary action should contact the Dean of Student Life, Venita Mitchell, in the McNutt Campus Center, at vmitchel@williamwoods.edu or 573-592-4239.

2. If students are more comfortable speaking with a different university official, they may do so; however, any administrator, faculty or staff member who receives a report of sexual assault, orally or in writing, from a student must forward the report to the Dean of Student Life or the judicial advisor within 24 hours or within a reasonable time thereafter. This assists the Office of Student Life with federal laws requiring universities to publish annual crime reports, and more importantly helps track the kinds, number and location of sexual assaults at William Woods University. The victim does not have to be identified.

3. Verbal complaints of sexual assault/harassment should be put in writing by the complainant or by the person who receives the complaint and should be signed by the complainant. However, the complainant's refusal to sign a complaint does not relieve the university of the obligation to investigate the complaint. A student who believes that he/she has been subject to sexual harassment shall not be required to confront the alleged harasser prior to making the reports.
4. After an alleged sexual assault, the students involved may request a change in academic and/or living situations. Changes will be granted if so requested by the victim and if such changes are reasonably available.

Investigation of Sexual Assault and Harassment Complaints Against Students

If you choose to pursue disciplinary action against another student, you will meet with the Dean of Student Life privately to give a statement regarding the circumstances. You may have a support person with you during the interview. You and your case will be treated with the highest level of sensitivity and professionalism possible. The university will, to the best of its ability, maintain the confidentiality of the complaint and the details of the investigation. Any reporting of the incident in the public crime log required by federal law will not disclose your identity or details of the incident to the extent possible.

1. Following receipt of the report, the Dean of Student Life will commence a prompt and thorough investigation of the complaint within two business days of the receipt of the report. The complainant and the accused will be separately interviewed. The accused will be notified of the complaint and will be given an opportunity to respond. Within a reasonable period of time [normally not longer than 20 days], the investigator will complete the investigation and prepare a written report outlining his/her findings.

2. If the investigation is indeterminate, the matter will be designated as unresolved, and the investigation file will be maintained by the Dean of Student Life in a file separate and apart from any student or personnel file.

3. The Dean of Student Life will explain the two options available to you:

   Option A: At the discretion of the victim, and with the consent of the accused student and the Dean of Student Life, the case may be resolved by an informal meeting with the Dean of Student Life and the accused student only. At such a meeting, no penalty will be assessed; however, certain restrictions on behavior may be imposed and must be followed by the accused student. Both the victim and the accused have the right to end the informal process at any time and begin Option B.

   Option B: The President will be notified and, if deemed necessary, the case will be referred to the university Judicial Council for investigation. The Director of Residential Life and Campus Safety may serve as an ex-officio member of the council. The accuser, as well as the accused, will be notified by the Dean of Student Life of the charges and will be asked to make a formal statement concerning the events. Members of this council will question both the accuser and the accused, in a closed hearing, about the circumstances. Members of this council will follow the procedures for hearing judicial incidents as found in the judicial procedures section of this handbook, with the following exception: Both individuals have the right to have an advocate present during a hearing; however, attorneys will not be permitted.
All proceedings of the council will be held in confidence and the accuser, as well as the accused, may ask that the council hear from someone he/she believes possesses pertinent information concerning the situation. After the council hears from all critical parties, they will render a decision as to whether or not an act of misconduct or a violation of the Community Code occurred and what, if any, disciplinary action is to be taken. Disciplinary action can result in sanctions up to and including, removal from campus housing and/or dismissal from the university. The Judicial Officer will notify the accuser and the accused of the decision and any subsequent disciplinary action. The accused student or the victim may appeal as per the appeal process found under the judicial procedure section of the Student Handbook.

4. There will be no retaliation against or adverse treatment of any student who uses this procedure to resolve a concern when such complaint has been brought in the good faith belief that the complainant has been subjected to sexual assault/harassment.

5. The Dean of Student Life shall follow up regularly with the complaining student to ensure that the harassment has been stopped and that no retaliation has occurred.

6. The Dean of Student Life will be available to answer all questions regarding this policy or its implementation.

Investigation of Sexual Harassment Complaints against faculty or staff are as follows:

1. Following receipt of the report, the Dean of Student Life and/or the Academic Dean will notify the sexual harassment/Title IX coordinator, Kathy Groves, Director of Human Resources, Academic Building Room 108, at Kathy.Groves@williamwoods.edu or 573-592-1106. The sexual harassment/Title IX officer and/or the designated official will promptly and fully investigate the complaint. The investigation shall commence within two business days of the receipt of the report. The complainant and the accused will be separately interviewed. The accused will be notified of the complaint and will be given an opportunity to respond. Within a reasonable period of time [normally not longer than 20 days], the investigator will complete the investigation and prepare a written report outlining his/her findings.

2. The university will, to the best of its ability consistent with the requirements of this policy, maintain the confidentiality of the complaint and the details of the investigation to the extent possible.

3. If the investigation substantiates the complaint, the university will take appropriate disciplinary action against the offender(s), commensurate with the severity of the harassment, up to and including termination of employment.

4. If the investigation is indeterminate, the matter will be designated as unresolved, and the investigation file will be maintained by the sexual harassment officer in a file separate and apart from any student or personnel file.
5. There will be no retaliation against or adverse treatment of any student who uses this procedure to resolve a concern when such complaint has been brought in the good faith belief that the complainant has been subjected to sexual harassment.

6. The sexual harassment officer shall follow up regularly with the complaining student to ensure that the harassment has been stopped and that no retaliation has occurred.

7. The university’s sexual harassment officer will be available to answer all questions regarding this policy or its implementation.

8. The above-referenced procedure is in addition to and not a limitation of the university’s rights as outlined in the Faculty Handbook, the Student Handbook, and the William Woods University Employee Handbook. The university reserves the right to formulate additional procedural rules as may be appropriate to supplement the procedures contained in the policy.

**Discipline/Consequences:**

- Any student who engages in sexual misconduct which violates the Community Code or policies while on university property or while participating in university activities will be subject to disciplinary action, up to and including expulsion.

- Any employee who permits or engages in the sexual misconduct of students will be subject to disciplinary action, up to and including dismissal.

- Any student who brings a false charge of sexual misconduct shall receive appropriate discipline. The term “false charge” means charges brought in bad faith, that is, without good faith belief that one has been subjected to sexual harassment. The term “false charge” does not include a charge that was brought in good faith, but which the university was unable to substantiate.

**Sex Offender Registry**

Information regarding the registered sex offenders list in this area can be requested from the Callaway County Sheriff’s Department at P.O. Box 817, Fulton, MO 65251.

**Sexual Awareness Educational Programs for 2012**

1. Peer Players-What a Night 08/22/2012: program dealing with date rape from the perspective of both people.

2. Lasting Choices-Protecting our Campus from Sexual Assault 09/01/2012: Online course designed to show students how to navigate and avoid risky situations.

3. Sexual Assualt Survivor-The Men’s Program 09/22/2012: program designed as a prevention and educational tool for college men and how they can help a friend recover who has been sexually assaulted.

4. Bystander Training 09/22/2012-Program designed to help women prevent sexual assault.