



**Disclosure Document  
for**

**CAMPUS SECURITY POLICIES  
and  
CAMPUS CRIME STATISTICS**



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

**AUGUST 2012**

**(256) 777-1776  
300 N. Beaty Street  
ATHENS, ALABAMA 35611**

## **CAMPUS SECURITY POLICIES AND CAMPUS CRIME STATISTICS**

The information contained in this disclosure document is provided by Athens State University in compliance with The Campus Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542). Inquiries regarding the information contained herein should be directed to the Vice President of Financial Affairs, Business Office, Founders Hall, Room 110, 256-216-3304 or Extension 304.

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

1. It is the policy of Athens State University that any criminal act; act or threat of violence; injury; destruction of University or personal property, traffic accident; or other situation which occurs on the main campus of, any branch campus of, or any other site operated by Athens State University, and which may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to the public order be reported immediately to Campus Security, Security Office Building is south of Founders Hall, Phone number 777-1776. After office hours non-emergency calls 233-8222 (if no answer leave message on the answering machine). Athens State University security officers are on duty 24 hours a day.
2. All witnesses to any situation which fits into any of the above described categories shall make themselves available to make written statements and otherwise assist University officials and law enforcement officers in the investigation of the situation. It shall be an offense subject to appropriate disciplinary action for any Athens State University employee or student to file a false report or knowingly make a false statement about, or interfere with the investigation of any situation of nature described in Paragraph A.1. above.
3. It shall be the duty of the University, upon its designated official or officials being made aware of any situation of a nature described in Paragraph A.1., above, to immediately take all reasonable action to prevent or minimize any harm or threat of harm to the employees, students, and visitors of Athens State University. Furthermore, it shall be the duty of said official( s) to notify the appropriate law enforcement agency in the event of an act of a criminal nature, or of any other nature (for example, a traffic accident) which would ordinarily involve law enforcement officials. Additionally, it shall be the duty of said official(s) to contact the appropriate fire department, emergency medical agency, or other authority or agency which is due to be notified of the respective incident.

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

Athens Sate University is “security conscious”, and the safety of our students, faculty, staff and visitors is assigned a high priority. The following is a description of conditions relating to access to and security of its facilities.

Athens State University’s main campus contains approximately thirty-five (35) acres and is located near the business district of Athens, Alabama. The campus is accessible from three sides by public streets. The campus is lighted at night.

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

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

Redstone Arsenal classes are offered on the military complex. These facilities come under the control of the Military Police and patrolled by them. In addition, Athens State University has one part-time security guard responsible for security of the buildings.

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

It is the policy of Athens State University that all persons who enter and utilize its facilities must comply with all federal, state, and local ordinances. Students, faculty and staff are also required to comply to the rules and regulations set forth in the Athens State University Catalog and Handbook and otherwise established by the State Board of Education. Violations reported or otherwise detected will be completely investigated and submitted to proper authorities for prosecution, and other deportation.

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

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

To enhance the protection of lives and property during major emergency situations such as fire, severe weather/tornado or other crises, a campus safety manual has been developed and distributed to all faculty and staff. Copies are available for student information in the library. Details for tornado or other sheltering emergencies are posted on campus bulletin boards.

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

### **E. CAMPUS CRIME STATISTICS**

Statistics relating to incidents occurring on the main campus of, any branch of, or any other site operated by Athens State University for Academic Years 2008-2011 are included in this brochure.

The following definitions are consistent with those used by the U. S. Department of Justice in the Uniform Crime Reports published by the Federal Bureau of Investigation. The classification by the University of any criminal offense which occurs on campus shall be based on its designation by the investi-

gating law enforcement agency, as opposed to the determination of a court, medical examiner, coroner, jury, or other judicial body.

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

- (a) **Murder** (including non-negligent manslaughter) is the willful killing of one human being by another. This does not include deaths caused by negligence, suicide, accident or justifiable homicides.
- (b) **Rape** is the carnal knowledge of a female forcibly and against her will. Assaults or attempts to commit rape by force or threat of force are also included; however, statutory rape and other sex offenses are excluded from this classification.  
**Note: City of Athens Police Department maintains information concerning registered sex offenders.**
- (c) **Robbery** is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- (d) **Aggravated Assault** is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Attempts to injure or kill are included in this category.
- (e) **Burglary** is defined as the unlawful entry of a structure to commit a felony or theft. The use of force to give entry is not required to classify an offense as a burglary, so long as the entry was unlawful.
- (f) **Motor Vehicle Theft** is defined as the theft or attempted theft of a motor vehicle. This offense includes the stealing of automobiles, trucks, buses, motorcycles, motor scooters, snowmobiles, etc. It does not include the taking for temporary use by a person having lawful access to the respective vehicle.
- (g) **A Liquor Law Violation** is an act or omission committed in violation of an ordinance or statute designed to control the possession, sale, distribution, or usage of an alcoholic beverage(s).
- (h) **A Drug Abuse Violation** is an act committed in violation of an ordinance or statute designed to control the possession, sale, distribution, or usage of a controlled substance.
- (i) **Weapons Possession** shall be the illegal possession or control of an item designed as a “weapon” by ordinance, statute, or case law.
- (j) **Theft of Property** is the unlawful taking, carrying, leading, or riding away property from the possession or constructive possession of another.
- (k) **Hate Crime** a crime in which the defendant intentionally selects a victim because of the

actual or perceived race, color, national origin, ethnicity, gender, gender expression or identity, disability or sexual orientation of any person.

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

It is further the policy of Athens State University that during May, a committee assigned by the President of Athens State University shall review its Drug and Alcohol Abuse Prevention Program and shall:

1. determine the effectiveness of its program and report to the President any revisions needed by the program to make it more effective; and
2. ensure that the standards of conducts described herein are fairly and consistently enforced; and
3. submit a written report to the President stating the findings and recommendations of the Committee.

The President shall implement, effective the following September, such of the Committee's recommended revisions as he/she shall deem appropriate and reasonable.

#### **F. STANDARDS OF CONDUCT AND ENFORCEMENT THEREOF**

Athens State University is a public educational institution of the State of Alabama and, as such, shall not permit on its premises, or at any activity which it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drugs by any student or employee. Athens State University shall, within the scope of applicable federal and state due process requirements, take such administrative or disciplinary actions as appropriate. For a student, the disciplinary action may include, but shall not be limited to, suspension, or expulsion. For an employee, such administrative or disciplinary action may include, but shall not be limited to, reprimand, suspension, or termination of employment, or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program. Any visitor engaging in any act prohibited by this policy shall be called upon to immediate[y] decess from such behavior.

If any employee, student, or visitor shall engage in any behavior prohibited by this policy which is also a violation of federal, state, or local law or ordinance, that employee, student, or visitor shall be subject to referral to law enforcement officials for arrest and prosecution.

## CLERY ACT CAMPUS CRIME STATISTICS

### CRIME STATISTICS FOR ACADEMIC YEARS 2008-2011 (September 1, 2008 through August 31, 2011)

<b>(a)</b>	<b>Murder</b>	Number of incidents classified as murder	0
<b>(b)</b>	<b>Rape</b>	Number of forcible rapes Number of attempted rapes or assaults to rape	0 0
<b>(c)</b>	<b>Robbery</b>	Number of robberies involving the use of a weapon Number of robberies involving force or threat but no weapon	0 0
<b>(d)</b>	<b>Aggravated Assault</b>	Number of attempted murders Number of other aggravated assaults	0 0
<b>(e)</b>	<b>Burglary</b>	Number of burglaries of occupied dwelling places Number of burglaries of unoccupied dwelling places	0 1
<b>(f)</b>	<b>Motor Vehicle Theft</b>	Number of automobile thefts Number of other motor vehicle thefts	1 0
<b>(g)</b>	<b>Liquor Law Violations</b>	Number of arrests for illegal possession of alcoholic beverages Number of arrests for illegal sale or distribution of alcoholic bev Number of arrests for public intoxication	0 0 1
<b>(h)</b>	<b>Drug Abuse Violations</b>	Number of arrests for illegal possession of an illicit drug or controlled substance Number of arrests for sale or distribution of drugs or controlled substance Number of arrests for possession, sale, or distribution of drug paraphernalia	0 0 0
<b>(i)</b>	<b>Weapons Violations</b>	Number of arrests for illegal possession or control of a firearm Number of arrests for illegal possession or control of explosives Number of arrests for possession or control of weapons other than firearms or explosive	0 0 0
<b>(j)</b>	<b>Theft of Property</b>	Number of thefts reported	10
<b>(k)</b>	<b>Hate Crimes</b>	Number of arrests for Crimes reported	0

## G. TORNADOS

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

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



### *In Case of a Tornado:*

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

## TORNADO SHELTERS

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

**Physical Education Center Basement - Best**

**Student Center Basement - Good**

**McCain Hall Basement - Good**

**Waters Hall Basement - Fair**

## H. BOMB THREATS

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

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



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

## I. FIRE SAFETY

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



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

### *In Case of a Fire:*

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

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

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

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

### **“PA” SYSTEM:**

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

The “PA” SYSTEM will be used for the following:

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

### **TIMELY WARNING NOTIFICATION**

Athens State University will make alerts/timely warning reports without delay to the campus community of the incidents that pose a potential threat to students, faculty, staff and other members of the university community. Such incidents include but are not limited to weather, arson, burglary, criminal homicide, robbery, or sex offenses. In these situations, alerts/warnings report will be issued by the campus alert notification system to include e-mail. Also, the various new media outlets will be notified by the office of the Vice President of University Advancement. The decision to issue such alerts/warning reports will be made by either the Vice President of University Advancement, the Director of Physical Plant or Campus Security.

## **K. CAMPUS EVACUATION**

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

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

For an event requiring the evacuation of the AMSTI Building (Hwy. 31 South), personnel will be evacuated to the gravel parking lot located south of the AMSTI Building.

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

Personnel at the Redstone Arsenal Campus would follow the procedures for Redstone Arsenal Personnel.

**L. CAMPUS LAW ENFORCEMENT:**

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

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

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

**IMPORTANT PHONE NUMBERS**

- **Campus Security - 256-777-1776 or use Red Security Phone**
- **University Switchboard - 256-233-8100**
  - **Athens Police -256-233-8700**
    - **Emergencies - 911**  
**(Fire, Medical, Etc.)**

## M. HOW TO PROTECT YOURSELF:

### *Your Property:*

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



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

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

• Move valuables out of view from windows and doors.

• Lock your vehicle at all times.

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

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

### *At Home:*

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

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

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



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

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

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

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

### *Away from Home:*

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

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

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

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

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

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

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

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

• Trust your instincts.

### *In Your Car:*

• Check the back seat before entering.

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

• Be suspicious of people approaching your car asking for directions, or change, or Don't leave your name on your door or handing out flyers.

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

• Keep enough gas in your tank for emergencies.

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

• Honk your horn if someone suspicious approaches your vehicle.

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

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

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



• Park your car in well-lit areas.

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

• Remember to buckle up. It's the law in Alabama.

### *At Work:*

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

• When working late, make sure doors are locked.

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

• Avoid using stairs in remote sections of the building.

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

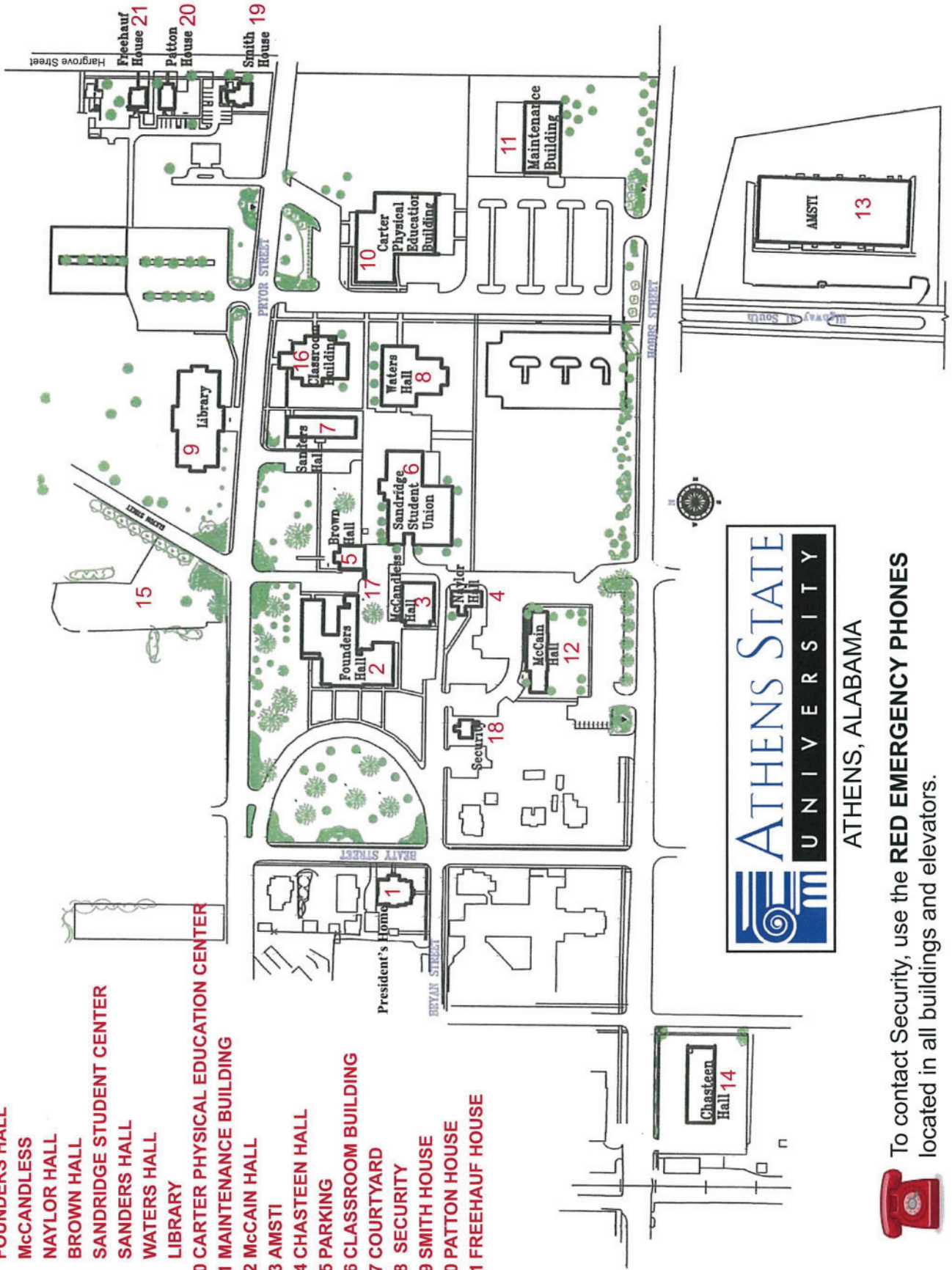
• Ask people you don't recognize if you can help them.

• Report suspicious activity to campus security.

• Keep passwords in secure places.

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

- 1 THE PRESIDENT'S HOME
- 2 FOUNDERS HALL
- 3 McCANDLESS
- 4 NAYLOR HALL
- 5 BROWN HALL
- 6 SANDRIDGE STUDENT CENTER
- 7 SANDERS HALL
- 8 WATERS HALL
- 9 LIBRARY
- 10 CARTER PHYSICAL EDUCATION CENTER
- 11 MAINTENANCE BUILDING
- 12 McCAIN HALL
- 13 AMSTI
- 14 CHASTEEN HALL
- 15 PARKING
- 16 CLASSROOM BUILDING
- 17 COURTYARD
- 18 SECURITY
- 19 SMITH HOUSE
- 20 PATTON HOUSE
- 21 FREEHAUF HOUSE



ATHENS, ALABAMA



To contact Security, use the **RED EMERGENCY PHONES** located in all buildings and elevators.

Athens State University does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

Persons with disabilities who need accommodations should contact Counseling and Career Services (256) 233-8143 for assistance.



Student Center



Sanders Hall



Classroom Bldg.



Founders Hall



Waters Hall



McCandless Hall



Naylor Hall



Brown Hall



President's Home



Library



McCain Hall



433 East Pryor Street



Carter PE Center



413 Hargrove Street



415 Hargrove Street



AMSTI



Chasteen Hall