

# **BRIDGEWATER COLLEGE CAMPUS SECURITY POLICY, CAMPUS CRIME STATISTICS AND FIRE SAFETY REPORT**

September 29, 2010

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Act”) requires colleges and universities to report annually information regarding their campus security policies and campus crime statistics. This report is submitted in compliance with the Act.

Bridgewater College is committed to providing a campus environment in which each student and employee feels safe and secure. Campus safety is the responsibility of all members of the extended College family. As students make up the largest percentage of this group, safety is highly impacted by student actions. The College coordinates its efforts, and maintains a close relationship, with local law enforcement officials. From time to time, the Office of Student Life conducts residence hall programs on crime awareness and safety and publishes articles in *Veritas*, the student newspaper, relating to this student life issue.

Much effort has gone into planning and outlining procedures to be followed in the event of the many types of emergencies that can occur on a college campus. The College’s security policies are described for students and employees in different ways to take into account, among other things, the residential nature of the relationship of most students with the College. Both policies are instructive for the whole community, however, and are described in this letter.

## **General Procedures for Reporting a Crime or Emergency**

Students, faculty, staff, guests, and community members are encouraged to report all crimes and safety issues to the Campus Police and Safety Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the campus community. Each Campus Safety Officer carries a cell phone and can be reached by calling extension 5609 on the College phone system, or 540-828-5609 from outside the College phone system. Additionally, for any emergency one can contact 911 and an appropriate emergency response will be dispatched. Emergency Call Boxes have been installed in the Geisert Hall, Kline Campus Center, and McKinney Hall parking lots. The Call Boxes are located on a pole with a blue light at the top so that they can be readily identified. In an emergency, the Call Box is accessed by pushing the large red button. This activates a large blue light and initiates a call to our Campus Police, providing two-way communication between the caller and the Campus Police until the officer arrives on the scene. The blue light will flash for 15 minutes. The large flashing light and two-way communications are designed to deter a potential aggressor. The large blue light also serves to alert others in the vicinity to an emergency situation. The Call Boxes are placed so that they are accessible without exiting a car, if necessary. Properly used, these Call Boxes should serve as an enhancement to our security posture in three of our largest parking lots.

## **Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Campus Police, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued through the College’s email system to students, faculty and staff. In addition to the procedures for complying with the “timely warning” requirements of the Act, the College has instituted an emergency

alert system that permits the rapid communication of emergency situation to the campus community through both the text message capabilities of cell phones, as well as email. Several campus officials, including the Chief of Campus Police, have the authority to broadcast a message using this system alerting the campus community of an emergency that may involve an immediate threat of injury.

### **Confidential Reporting Procedures**

If the victim of a crime does not want to pursue action within the College system or the criminal justice system, he/she may still want to consider making a confidential report. With the victim's permission, the Chief of Campus Police can file a report on the details of the incident without revealing the victim's identity. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while allowing the College to take steps to ensure the future safety of the victim and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine whether there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the College.

### **Policies for Reporting the Annual Disclosure of Crime Statistics**

The full text of this report is on the College's web site at: <http://www.bridgewater.edu/crimestats>. This report is prepared in cooperation with the Campus Police and Safety Department, local law enforcement agencies surrounding our campus, and the Office of Student Life. Each campus entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Campus Police, designated campus officials (including but not limited to deans, department heads, Student Life officials, advisors to students/student organizations, and coaches), and local law enforcement agencies. Counseling services staff inform their clients of the procedures to report crimes to the Campus Police on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to report crime statistics disclosed confidentially during such sessions.

Printed copies of the Annual Security Report are available from the Office of the President as well as from the Chief of Campus Police and Safety

### **List of Officials with Significant Responsibility for Student and Campus Activities**

Although we encourage the reporting of campus criminal activity to the Bridgewater College Campus Police and Safety Department, in some instances members of the campus community may choose to file a report with one of the other campus security authorities. Any reportable crime made to a Campus Security Authority can be immediately transmitted to the Campus Police. For reporting purposes at Bridgewater College, Campus Security Authorities have been designated as:

- Campus Police and Safety Department
- Executive Vice President
- Vice President and Dean for Academic Affairs
- Vice President for College Relations
- Associate Dean for Academic Affairs
- Dean of Students
- Assistant Dean of Students
- Director of Student Outreach Services

- Director of Judicial Affairs and Residence Life
- Assistant Director of Residence Life
- Director of Academic Support Services
- Director of Career Services and Internships
- Director of Intramurals
- Residence Directors
- Residence Assistants
- Director of Kline Campus Center
- Director of Student Activities
- Director of Multicultural Leadership Program
- College nurse
- Director of Student Health
- Athletic Director
- Associate Athletic Director
- Baseball coaches
- Basketball coaches
- Equestrian coaches
- Field Hockey coaches
- Football coaches
- Golf coach
- Lacrosse coaches
- Soccer coaches
- Softball coaches
- Swimming coaches
- Tennis coaches
- Track and Field coaches
- Volleyball coaches
- Cheerleading coach
- Dance coach
- Director of Aquatics
- Assistant Director of Aquatics
- Athletic trainers

Bridgewater College pastoral and professional counselors are encouraged to tell their clients about the reporting procedures outlined in this document. As noted below, confidential reports/anonymous reports are extremely valuable in order to prevent further victimization and to obtain a more accurate portrait of Bridgewater College campus crime.

### **Safety and Security in the Residential Community - Access and Maintenance**

Bridgewater College offers traditional residence halls and new apartment-style complexes that provide on campus housing for approximately 1,400 students. Security safeguards within the residence halls include 24/7 secured access requiring a College magnetic ID card for entrance, and external door prop alarm systems. Professional Residence Hall Directors and student Residence Assistants, all of whom are members of the Office of Student Life staff, live on campus and provide 24-hour staff coverage.

Although Bridgewater College is a safe campus, this does not mean that students should not be conscious of safety issues. Locking residence hall room doors is very important. Students are advised to lock their rooms any time they are vacant and at night. Students also are advised not to prop open exterior doors to the residence halls. These doors are locked to help ensure students' safety; they do not

lock students in the building. The Campus Police and Safety Office, a Residence Director, or a Residence Assistant should be notified if a student sees someone who does not belong in residence halls, parking lots, or other campus locations. Any student who is viewed as a serious threat to the wellbeing of a member of the campus community may be removed from the College.

### **Campus Police and Safety Department**

The Campus Police and Safety Department strives to make the Bridgewater College campus a pleasant and safe place to live, study and work. It is the purpose of the Department to work with all members of the campus community to preserve life, maintain human rights, protect property, promote individual responsibility, and fulfill community commitments. The Campus Police and Safety Department attempts to ensure a safe environment conducive to the pursuit of the educational goals of Bridgewater College.

The Department is a recognized police agency by the Virginia Department of Criminal Justice Services. The Chief of the Department, Nicholas Picerno, and Sergeant Fred Ortiz, are sworn police officers, and have full law enforcement authority on campus and can investigate crime, make arrests and enforce all laws. The campus is patrolled 7 days a week, 24 hours a day by campus safety officers. Their responsibility is the security of the campus and the protection of the campus community and Bridgewater College assets.

The office of the Campus Police and Safety Department is located at 122 College View Drive, one of the public streets that run through campus. The Chief of Campus Police can be reached by phone at 540-828-5761, and by email at [npicerno@bridgewater.edu](mailto:npicerno@bridgewater.edu). Campus Safety Officers can be contacted at 540-828-5609.

The Chief of the Campus Police and Safety Department reports to the Executive Vice President. During daytime office hours, phone contact can be made with the Executive Vice President at 540-828-5307. The email contact for the Executive Vice President for is [rferguso@bridgewater.edu](mailto:rferguso@bridgewater.edu).

If minor offenses involving College rules and regulations are committed by a Bridgewater College student, the Campus Police and Safety Department may also refer the individual to the Office of Student Life. Campus Police personnel work closely with local, state, and federal law enforcement agencies and have direct radio communication with local and county law enforcement. By mutual agreement with state and federal agencies, the Campus Police and Safety Department maintains an NLETS terminal (National Law Enforcement Telecommunications Network). Through this system police personnel can access the National Crime Information Computer system as well as the Virginia Criminal Information Network. These computer databases are used for accessing criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state, and federal law enforcement information.

Through coordination with local law enforcement agencies, any criminal activity engaged in by students at off-campus locations is monitored and reported to Campus Police. This information is provided to the Dean of Student for any action or follow-up that may be required.

The Bridgewater College Campus Police Department and the Town of Bridgewater Police Department are currently working on the establishment of a mutual aid/concurrent jurisdiction agreement.

## **Prompt Reporting and Pastoral/Counselor Reporting Procedures**

Bridgewater College campus community members are strongly encouraged to immediately report criminal activity and suspicious persons to the Campus Police and Safety Department. Incidents that may or may not be crimes may also be reported to Campus Security Authorities which include, in addition to the Campus Police, those with responsibility for controlling access to buildings or facilities and officials having significant responsibility for students and campus activities. Licensed counselors and campus clergy (pastoral counselors) are exempt from reporting requirements. Bridgewater College encourages counselors and clergy, if and when they deem it appropriate, to inform those whom they counsel of the procedures for reporting crimes on a voluntary, confidential basis for inclusion into the Campus Security Report.

## **Programs to Inform Students and Employees about Campus Security**

Students are informed during orientation sessions at the beginning of each academic year about security and campus safety procedures and practices. Also described are typical types of crime situations that might arise on campus, and how to avoid them through crime prevention measures, including personal safety tips.

There is also an orientation program for residence directors and residence assistants that includes crime prevention and security information. The program generally describes the security resources available, including a description of the responsibilities of safety and police personnel, crime reporting procedures and use of the security telephones.

Throughout all security programs a common theme is stressed: every member of the College community is responsible not only for his/her own safety, but also for the safety of others. Individuals are encouraged to report any unusual or suspicious person or circumstances promptly to the Campus Police and Safety Department.

## **Policies Applicable to Students**

The security policies of the College applicable to students are set forth principally in *The Eagle*, which is the College's student handbook. The following information is from the 2010-2011 edition of *The Eagle*.

### General Expectations

The College assumes that members of the student body will exhibit mature and responsible behavior. The policies and regulations of the campus are designed to encourage students in this direction. The College will not attempt to rigidly supervise the life of each individual student on campus or in the nearby community. However, as long as a person is a member of the student body, the College expects that each student will function in a manner that will reflect creditably on the College. Thus, unseemly conduct by individual students or interpersonal behavior which violates acceptable community standards of conduct will subject the student or students involved to disciplinary action, including possible suspension or expulsion from the College.

On occasion, it is necessary for the College to investigate, confront, and respond to matters of student conduct. Thus, the College retains the right to enter any part of the campus at any time, including such

areas as residence hall rooms, storage rooms, and lockers. College officials have both the responsibility and the authority to address incidents of alleged campus infractions and to issue censure commensurate with the offense. Nevertheless, any student so confronted and accused will have an opportunity to explain himself or herself through conversation with the appropriate College official or through a hearing before a judicial board.

Students are subject to the laws governing all private citizens as well as the rules of the College. Violation of laws by Bridgewater students on or off campus may result in legal action and/or disciplinary action by the College. The College is not a sanctuary from the law or its representatives. Nor does the College abdicate its own responsibility to deal with internal affairs even when civil authorities are involved. For example, shoplifting, whether on or off campus, is a crime, and students are subject to criminal prosecution as well as disciplinary action by the College.

The College Administration makes every effort to avoid arbitrary, harsh, or unfair sanctions for student violations. Good citizenship in any community requires a great deal of responsibility on the part of all members. With this responsibility comes the obligation to refrain from infringing on the rights of others, whether through placing persons in danger or jeopardizing either personal well-being or property. However, when a student displays poor citizenship, blatant disregard for College policies, minimal academic motivation, or an attitude inconsistent with reasonable expectations of a member of an academic community, the student may be subject to administrative review which could result in suspension or expulsion.

### Enforcement of Campus Policies

When a violation of a law or College policy occurs, the College determines how to address the violation for purposes of institutional disciplinary actions. The violation may be handled administratively, or by a Judicial Hearing Board.

In keeping with the principle of confidentiality concerning student behavior, Hearing Boards conduct closed meetings. Witnesses to an incident and others who have specific evidence concerning the incident may be invited to appear. In all instances, the chair of the Hearing Board has the authority to decide whether a witness other than the student directly involved will be invited to testify.

The Judicial Hearing Board may address inappropriate behavior that occurs either on or off campus. Options available to the Board include (but are not limited to) warnings, denial of privileges, disciplinary probation, campus work hours, and short-term suspension, plus mandatory counseling, psychiatric or substance abuse evaluations, or the recommendation of suspension or expulsion. The Judicial Hearing Board is comprised of the Dean of Students (who serves as chairperson), the Assistant Dean of Students, two faculty members, and two students. Rulings by the Judicial Hearing Board may be appealed to the President of the College. The President may hear the appeal personally or by his designee, or may appoint an Appeals Committee to hear the appeal and recommend a disposition of the case.

### Alcoholic Beverages

It is illegal in Virginia for persons under 21 years of age to possess, buy, or use alcoholic beverages of any kind. Most students are under 21. The possession, use, or distribution of alcoholic beverages on campus by any student is not permitted.

If students use alcoholic beverages off campus, it is expected that they will maintain proper decorum

when they return to campus. Any student found behaving in an inappropriate, rowdy, destructive, or

unsafe manner on campus while under the influence of alcohol will be in violation of the College's alcohol policy.

Situations where alcohol (or evidence indicating on-campus use of alcohol) is found on campus will constitute a violation of the College's alcohol policy. Additionally, alcohol or alcohol containers found under circumstances that indicate a student's possession or use of alcohol on campus will constitute a violation of the College's alcohol policy. The student or students in whose room alcohol is discovered will be deemed in possession of alcohol unless they can demonstrate to the satisfaction of the College that they had no responsibility for its presence. Further, students associated with on-campus gatherings involving large amounts of alcohol or high-risk alcohol consumption (drinking games or contests, beer bongs, etc.) will be found in violation of the College's alcohol policy, whether or not it can be established that they have consumed alcohol. The purpose of this is to encourage students to be responsible, honest, and accountable for their actions. The sanctions for a violation of the College's alcohol policy range from a fine and a written warning, to suspension and expulsion. Each violation will be examined on a case-by-case basis and the circumstances surrounding a violation will determine the sanction.

### Illegal Drugs

Illegal drugs and drug paraphernalia may not be marketed, possessed, used, or distributed on campus. Any student found in violation of the policy, or under the influence of illegal drugs, may be asked by the College to vacate the campus immediately and to remain off campus until a hearing before the Judicial Hearing Board or an administrative review can be arranged. If the violation is confirmed, the likely result will be suspension from the College.

In the event of the use, possession, or possession with apparent intent to distribute illegal drugs (including marijuana, even in small quantities), law enforcement officers will be called. Bridgewater College will cooperate with law enforcement authorities in apprehending and prosecuting any alleged violations of drug laws.

### Firearms and Dangerous Weapons

No person shall possess, carry or store a weapon on any property owned, leased or operated by Bridgewater College. This policy applies to a concealed weapon for which the carrier has a legal permit, as well as weapons in any College facility or within a parked vehicle on College property or the streets within or adjoining College property.

There are three exceptions to the prohibition on weapons. First, members of a criminal justice agency who are authorized to carry a weapon and have official business on campus are exempt from the prohibition. Second, any item that appears to be a weapon and that is utilized for any purpose on College property, such as a prop used in a play and a disabled weapon used in a class presentation, is exempt from the prohibition, if the item is reported to and approved in writing by the Chief of Campus Police *prior* to being brought to campus. Third, a student may bring to campus a weapon used for hunting, but only if she or he obtains prior written approval from the Chief of Campus Police, and delivers the weapon for storage to the Chief of Campus Police, who will release the weapon only as needed for hunting. The College may refuse any request for any reason, and may revoke permission at any time. Sanctions for violating the policy include forfeiture of the weapon and may include discipline up to and including expulsion.



## Harassment and Assault

Assault, harassment, threats, intimidation, or hazing, whether verbal or physical, of students, employees or any member of the local community are unacceptable. They are considered serious offenses and will not be tolerated. Likewise, the College will not tolerate racial or sexual harassment in any form.

“Sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or written communication of a sexual nature which interferes with an individual’s work, academic performance, participation in extracurricular activities, or creates an intimidating, hostile, or offensive working or learning environment. “Sexual assault” is defined as physical contact of a sexual nature against one’s will or without one’s informed consent. It is considered a very serious offense and will not be tolerated.

If you or someone you know has been sexually assaulted, please consider the following resources and procedures. It is important to seek immediate medical attention at a local hospital for several reasons: (1) to assess and treat any physical injuries; (2) to determine the risk of sexually transmitted diseases or pregnancy and to take appropriate measures; and (3) to gather evidence that may be used in a criminal prosecution if the victim chooses to press charges either immediately or at a later time. In order not to destroy any evidence needed if you should decide to prosecute, it is important that you do NOT: (1) bathe or shower; (2) brush or comb your hair; (3) douche; (4) change clothes (if clothes are changed, take the clothes worn at the time of the assault to the hospital in a PAPER bag); (5) eat or drink anything or brush or rinse your teeth if there was oral contact; (6) touch items at the crime scene; or (7) put on makeup. Take a change of clothes to the hospital because some items of clothing may be kept as evidence. The police will be contacted to take possession of evidence until you make a decision about prosecution. Assaults may be reported directly to the Campus Police or local or state law enforcement authorities. Not all sexual assault victims want to report the crime to a law enforcement agency. Reporting is an individual decision; yet, without an official report the police will not know that an assault has occurred and that could make prosecution of the case (if the person decides at any point to press charges) more difficult. Please note that reporting a sexual assault does not commit that person to filing any charges. That decision can be made later.

The College will change any student’s academic and/or living situation after that student has been victimized by a sexual offense or alleged sexual offense.

Any student who believes that he or she has been assaulted or harassed, sexually or otherwise, by any member of the College community should promptly notify the Campus Police, Dean of Students, Vice President and Dean for Academic Affairs, Assistant Dean of Students, or any Residence Director. Once notified, the Office of Student Life (or the Vice President for Academic Affairs, as the case may be) will help the student resolve the complaint informally, if appropriate, or will support the student in pursuing a more formal response.

If the complaint relates to conduct by another student, the Office of Student Life will handle the complaint in one of the following ways. Minor complaints will be handled by the Office of Student Life, which will investigate the complaint and determine the appropriate disciplinary action. Serious complaints will be referred to a Judicial Hearing Board, provided, however, that the administration reserves the right to act without Judicial Hearing Board action in cases where the conduct giving rise to the complaint is egregious and not reasonably disputed.



If the complaint relates to conduct by a member of the College community, such as a staff or faculty member, the Office of Student Life (or the Vice President for Academic Affairs, as the case may be) will refer the complaint to the President. The President will name a committee of three to five persons to investigate the complaint, which will then recommend appropriate disciplinary action. After the President is satisfied with the investigation and has determined the appropriate disciplinary action to be taken if any, he or she will communicate such action to the student who brought the complaint and the person whose alleged conduct gave rise to the complaint. It is anticipated that in most cases this communication will occur within 25 days of the date of the complaint. Disciplinary action imposed under this paragraph may include a requirement not to repeat or continue the offending conduct, separation of the parties, attendance at relevant education programs, reprimand, reassignment, denial of pay increase, demotion, suspension, or termination of employment or relationship with the College. While complaints do not have to be in writing, written complaints are preferred. If the student bringing the complaint chooses, he or she may participate in a less adversarial process whereby the student and the person whose alleged conduct gave rise to the complaint mediate the complaint with the support of appropriate College staff. A student wishing to mediate his or her complaint should indicate this when bringing the complaint. While all complaints are handled discreetly and on a “need-to-know” basis, the student bringing a complaint should understand that the College cannot guarantee total confidentiality in the investigative process. Further, College action and legal action (criminal or civil) are not mutually exclusive. Students may pursue all remedies available to them.

Support resources include the following:

- Residence Life Staff. The residence life staff (RDs and RAs) living within the residence halls is a valuable source of information and support. Staff members will be able to assist someone in obtaining support services.
- Dean of Students - William Miracle - (Work: 540-828-5380; Home: 540-828-4194) and Assistant Dean of Students – Crystal Lynn - (Work: 540-828-5356; Home: 540-438-9741). The Dean and Assistant Dean of Students can advise a student who has been sexually assaulted of available support services and can provide information about various judicial responses.
- Counseling Services – Randy Hook, MSW, LCSW, Director of Counseling Services (Work: 540-828-5358; Home: 540-438-111); and Amy C Ghaemmaghami, M.A., L.P.C., Counseling Services (Work 828-5379), can advise a student who has been sexually assaulted of available support services and can provide information about various judicial responses. Counseling may be an important step in helping someone who has been sexually assaulted regain control of her or his life. Sexual assault is a traumatic experience that may require professional attention. Counseling Services is a resource available to assist students who have been through a traumatic event such as sexual assault.
- Student Health Services – Paige French, FNP, Director of Health Services and Health Educator (Work: 540-515-3749; Home: 540-241-2805); and Linda Bowers, L.P.N.-M., College Nurse (Work: 540-828-5384; Home: 540-433-9781). Student Health personnel can advise a student who has been sexually assaulted and assist with obtaining appropriate medical treatment.
- The Collins Center ([www.thecollinscenter.org](http://www.thecollinscenter.org); 165 South Main Street, Suite D, Harrisonburg, VA; 540-434-2272 - 24 hour hotline). The Collins Center (formerly CASA - Citizens Against Sexual Assault) is a sexual assault crisis center located in Harrisonburg, Virginia. All services are free of charge and are strictly confidential.

## **Sex Offender Information**

Law enforcement agency information provided by the Commonwealth of Virginia under section 170101(j) of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 14071(j)), concerning registered sex offenders may be obtained at the Office of the Chief of Campus Police and Safety located at 122 College View Drive, or by going to the Virginia State Police website at: <http://sex-offender.vsp.virginia.gov/sor/index.htm>

### **Bridgewater College Emergency Plan and Policy Statement for Mass Notification**

The President's Office and senior level administration are structured to develop and implement a plan of action to promote the safety of the campus community in the event of a crisis. This includes close coordination with the Campus Police and Safety Department.

The College Chief of Police and sergeant have both completed active-shooter training. The College has cooperative relationships with law enforcement personnel from local jurisdictions that may be called on to help in responding to a situation as well as controlling access to campus. Depending on the situation, local rescue squads and fire departments may be contacted as well.

The College Emergency Operations Team (EOT) will be contacted and will meet if the incident warrants additional resources. The EOT is comprised of key College administrators who are responsible for preparing for and responding to campus emergencies. The EOT will confirm that there is a significant emergency or dangerous situation and will:

- Determine the appropriate segment or segments of the campus community to receive a notification;
- Determine the content of the notification; and
- Initiate the notification system.

The size of the Bridgewater College campus facilitates the communication of emergency information in a timely manner. In the event of a crisis or emergency situation, students, faculty and staff will be notified of the situation and provided direction on how to avoid potential harm. The College has emergency text messaging capability for members of the College community. Through this method, the College can send an almost instantaneous cell phone text message, as well as a computer email message, warning all who have provided the requisite information of the emergency and how to respond. The system is tested on a regular basis. A web-based sign up system allows our campus community to register for this service from any computer on or off campus. Students, faculty, and staff are strongly encourage to provide cell phone numbers for inclusion in the emergency notification system. The College also can notify the campus community of an emergency by mass email or through the College's web site. In addition, both the campus community and the greater community can be notified by local radio and TV stations. In addition, staff can quickly telephone each building on campus or even physically move from building to building to warn students and others of any danger.

The following Bridgewater College officials have the authority to disseminate emergency messages:

- President
- Executive Vice President
- Vice President and Dean for Academic Affairs
- Vice President for Finance
- Vice President for College Relations
- Dean of Students

- Chief of Police

The College also has installed an audible alert siren on top of Blue Ridge Hall. If a crisis occurs, the audible siren will be activated to warn the campus community to seek shelter in place and check for communication and updates from the College administration. Bridgewater College will, without delay, immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, or staff occurring on the campus. Taking into account the safety of the community, the College will determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. After the initial notification, follow-up information will be disseminated to the campus community via the messaging system, email, and/or the College's web site as needed.

### **Emergency Test and Evacuation Drills**

Bridgewater College will conduct emergency tests and evacuation drills at least once each year to assess and evaluate emergency procedures and capabilities. The Campus Police and Safety Department will document each test, including the date, time, and whether it was announced or unannounced.

### **Students of Concern**

Bridgewater College has a "student of concern" assessment team that includes Student Life personnel and counseling staff, which evaluates students whose behavior exhibits dangerous warning signs. Depending on the student's behavior, the assessment team may also include campus police as well as a member of senior level administration. To facilitate bringing a student to the attention of the assessment team, our counseling office created an online "I am concerned about a student ..." form. Faculty and staff can submit this confidential online form that expresses concern regarding a student's behavior. Once received, a counselor will evaluate the behavioral concerns and handle the matter accordingly. The director of the counseling center meets with faculty and residence life staff to review with them some of the warning signs to look for in students who may be experiencing mental or emotional health issues.

### **Campus Fire Safety Annual Compliance Report**

In August 2008, the Higher Education Opportunity Act became law. This act requires all U.S. academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire related on-campus statistics pertaining to on-campus residential buildings. Pursuant to this act, the following document is a report detailing the fire safety practices, standards, and statistics applicable to Bridgewater College.

#### **Residence Hall Fire Safety Systems**

<b><u>Residence Hall</u></b>	<b><u>Fire Detection System</u></b>	<b><u>Sprinkler System</u></b>	<b><u>Fire Extinguishers</u></b>	<b><u>Redundant Monitoring</u></b>
Blue Ridge	Yes	No	Yes	Yes
Daleville	Yes	No	Yes	Yes
Dillon	Yes	No	Yes	Yes
Geisert	Yes	No	Yes	Yes

<u>Residence Hall</u>	<u>Fire Detection System</u>	<u>Sprinkler System</u>	<u>Fire Extinguishers</u>	<u>Redundant Monitoring</u>
Heritage	Yes	No	Yes	Yes
Wakeman	Yes	No	Yes	Yes
Wright	Yes	No	Yes	Yes
Wampler Apts.	Yes	Yes	Yes	Yes
Stone Village 424	Yes	Yes	Yes	Yes
Stone Village 444	Yes	Yes	Yes	Yes
Stone Village 432	Yes	No	Yes	No
(Strickler)	(local internal)			
Honor House 418	Yes	No	Yes	No
	(local internal)			
Honor House 421	Yes	No	Yes	No
	(local internal)			
Honor House 423	Yes	No	Yes	No
	(local internal)			
Honor House 305	Yes	No	Yes	No
	(local internal)			
Honor House 308	Yes	No	Yes	No
	(local internal)			
Honor House 307	Yes	No	Yes	No
	(local internal)			
Honor House 309	Yes	No	Yes	No
	(local internal)			
2 <sup>nd</sup> Street Apartments	Yes	No	Yes	No
	(local internal)			

### Residence Hall Fire Drills

Fire drills are held once a semester for each residence life hall. Fire drills are mandatory, supervised evacuations of a building. The fire drill is scheduled with the individual residence hall staff and the Campus Police and Safety Department. Students who fail to leave the building during a fire drill may be fined and the incident is reviewed by the Director of Judicial Affairs and Residence Life.

### Fire Safety Education and Regulations

Based upon recommendations by the Virginia State Fire Marshall, the following fire safety regulations have been adopted by Bridgewater College. The College may amend these from time to time.

- Any person or persons responsible for discharging or tampering with a fire extinguisher, pulling or tampering with a fire alarm, may be subject to suspension and a fine. Failure to evacuate the building when the fire alarm sounds will result in a fine.
- Any person or persons responsible for tampering with, or removing the battery from, a smoke detector will be fined and may be subject to further disciplinary action, including suspension.
- Open flames, candles, or incense may not be burned in the residence halls because of the potential fire hazard. Any person responsible for open flames or burning a candle or incense in a residence hall may be fined and may be subject to further disciplinary action.
- All halogen lights are prohibited.
- No sheet, wardrobe, or other article may be placed or hung in such a manner that would block full view of the room from the doorway.

- No sheet, towel, or other object may be hung or draped around the overhead light in the middle of the ceiling.
- Live Christmas trees, wreaths, or other similar decorations are prohibited in residence hall rooms and hallways.
- Bicycles cannot be stored in the residence hall exits, stairways, or hallways. Bicycles may be stored in dorm rooms.
- Telephone lines may not connect two or more rooms.
- College-installed lighting may not be tampered with in any way.
- Hallways, stairwells, and fire exits must remain clear at all times.
- Removal of fire evacuation plans from the residence hall room will result in a fine.

#### Procedures for Student Housing Evacuation

In case of a fire, students are instructed to sound the nearest fire alarm and evacuate the building, and follow these instructions:

- Know your emergency routes from your room and residence hall.
- Check to see if your door is hot or has smoke around it. If so, stay in your room and wait to be evacuated by firefighters.
- Shut your door tightly when you leave.
- Exit the building and follow the directions of Residence Life Staff, Campus Police and or Firefighters.
- Do not remain in close proximity to the buildings. Remain in designated locations until cleared by either Residence Life Staff or Campus Police.
- If you can use a fire extinguisher in your hall without endangering yourself, please do so. However, the first concern is student safety. Do not attempt to extinguish a fire if personal safety becomes threatened.

#### Titles of Each Person or Organization to Report That a Fire Has Occurred

- Chief of Campus Police
- Sergeant of Campus Police
- Campus Police and Safety Department Officers
- Dean of Students
- Assistant Dean of Students
- Resident Directors
- Resident Assistants
- Director of Judicial Affairs and Residence Life
- Assistant Director of Residence Life

#### Fire Log 2009

<u>Residences</u>	<u>Fires</u>	<u>Damage Amount</u>
Blue Ridge	0	\$0
Daleville	0	\$0
Dillon	0	\$0
Geisert	0	\$0
Heritage	0	\$0

Wakeman	0	\$0
Wright	0	\$0
Wampler Apts.	0	\$0
Stone Village 432	0	\$0
Honor House 418	0	\$0
Honor House 421	0	\$0
Honor House 423	0	\$0
Honor House 305	0	\$0
Honor House 308	0	\$0
Honor House 307	0	\$0
Honor House 309	0	\$0
102 N. 2 <sup>nd</sup> Street Apts.	0	\$0

#### Plans for Future Improvements in Fire Safety

Bridgewater College annually reviews the fire systems in our residence halls and will make upgrades, repairs or revisions if deemed necessary.

#### **Missing Person Policy**

The purpose of this policy is to establish protocols for Bridgewater College'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 on-campus student housing facilities.

For purposes of this policy, a student may be considered to be a "missing person" if the student's absence is contrary to his/her usual pattern of behavior and there is reason to believe that unusual circumstances may have caused the absence. Such circumstances may include, but not be 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, or is overdue to return to campus and is unheard from after giving a specific return time to friends or family.

#### Procedures for Designation of Emergency Contact Information

Students will be given the opportunity during the Fall semester registration process to designate an individual or individuals to be contacted by the College no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth in this policy. A designation will remain in effect until changed or revoked by the student.

Contact information provided by students will be registered confidentially, will be accessible only to authorized campus officials, and will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

#### Official Notification Procedures for Missing Persons



Any individual on campus who has information that a residential student may be a missing person must notify a member of the Campus Police and Safety Department (ext. 5609) as soon as possible.

The Campus Police and Safety Department 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.) The Office of Student Life will be notified and residence life staff will be alerted to aid in the search for the student.

No later than 24 hours after determining a student is missing the Campus Police and Safety Department will contact local law enforcement regarding the missing student.

No later than 24 hours after determining that a residential student is missing, the Chief of Police or Dean of Students will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

### **Policies Applicable to Employees**

The security policies of the College applicable to employees are set forth principally in the *Employee Handbook*. The following information is from the current version of the *Employee Handbook*.

#### Background Checks

The College reserves the right to conduct a background investigation of all applicants selected for any position at the College including staff, faculty, adjuncts and temporary positions. Job offers made are contingent upon the results of this investigation. All applicants for employment with the College are required to sign an authorization form giving Bridgewater College permission to conduct a background investigation. A relevant job-related conviction is grounds for termination of employment or non-selection of an applicant. Falsification of application materials, including failure to disclose misdemeanor or felony convictions, is grounds for termination of employment or non-selection of an applicant.

#### Policy on Prohibited Discrimination and Harassment

Bridgewater College is a community based on trust and respect for others. The quality of its life, academic and social, is shaped by the guiding principle of civility, and every member of the community is entitled to expect civil behavior from all other members. Students, faculty and staff have the right to be free from prohibited discrimination and harassment within the College community. Specifically, the College prohibits discrimination, including harassment, on the basis of race, color, religion, national or ethnic origin, sex, age, disability, or veteran's status in its educational programs and activities and with regard to employment. Such conduct violates not only College policy, but may also violate state and federal law.

Unwelcome verbal or physical conduct toward a member of the College community may constitute prohibited harassment, depending on the circumstances of each case. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature or on the basis of gender may constitute prohibited sexual harassment, depending on the circumstances of each case.

Whether sexual or non-sexual, such conduct constitutes prohibited harassment if: (1) the conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or of creating an intimidating, hostile or offensive work or academic environment; (2) submission to such conduct is an implicit or explicit condition of employment or academic success; or (3) submission to or rejection of such conduct is used as the basis for an employment or academic decision. Any employee who believes herself or himself to be the object of prohibited discrimination or harassment by a member of the faculty or staff should consult with the Director of Human Resources or one of the officers designated in the *Employee Handbook* responsible for enforcement of the College's policy. The designated officer will provide the victim with information concerning Bridgewater's policy and procedures for dealing with formal complaints or prohibited discrimination and harassment.

No employee will be disciplined or otherwise retaliated against for identifying such discrimination or harassment. It is important to inform the College; it cannot remedy the situation if it is unaware that a problem exists. Confidentiality will be maintained to the extent possible without jeopardizing a full investigation of the complaint.

### Policy and Rules on Alcohol and Drugs

Unlawfully possessing, being under the influence of, using, distributing, dispensing, or manufacturing alcohol or illegal or controlled substances is prohibited on College property, in College vehicles, while conducting College business, or as a part of College activities. Any employee who is convicted for any drug statute violation must notify his or her supervisor within five days of the conviction. The College will take appropriate action against an employee who violated any part of this workplace rule, up to and including termination and referral for prosecution, which is in the best interest of the College and in accordance with the Drug-Free Workplace Act. Employees not terminated may be required to satisfactorily participate in an approved drug abuse assistance or rehabilitation program.

In accordance with the Drug-Free Schools and Communities Act of 1989, the College will distribute to employees annually, information on applicable legal sanctions and health risks associated with the unlawful possession or distribution of alcohol or illegal drugs, and a description of drug and alcohol treatment programs available to members of the College community. Separate from the legal requirements, the College is concerned with the health and wellbeing of members of the College community. Employees may contact the Director of Human Resources, in confidence, for referrals or information regarding available and appropriate substance abuse counseling, treatment and rehabilitation programs.

In furtherance of its commitment to a safe workplace and safe learning environment, the College reserves the right to require testing of employees for alcohol (including medications containing alcohol) or illegal or controlled substances, on a random basis and/or on the basis of reasonable suspicion.

### Weapons Policy

The use, possession or storage of any firearm, dangerous weapon, explosive, or other dangerous article is prohibited on all properties owned, leased, or otherwise operated by Bridgewater College. This prohibition applies to a concealed weapon for which the carrier has a legal permit, as well as weapons in any College facility or within any parked vehicle on College property or the streets within or adjoining College property. Only sworn law enforcement officers duly authorized to carry weapons are excepted. Any person violating this policy will be subject to possible disciplinary action, including dismissal.

## Safety and Security

Bridgewater attempts to provide for the safety and security of its faculty and staff by a continuous effort to maintain buildings, grounds, equipment and lighting. Staff can contribute to the safety and security of the campus and their departments by alerting supervisors, the Director of Facilities Engineering and Operations (540-828-5316), or the office of the Executive Director of Budget and Support Services (540-828-5751) of any areas that need attention. If a staff member is working after hours, doors to the work area should be locked. The phone number for Campus Police is 540-828-5609.

## **Crime Statistics**

The Act requires the publication of statistics concerning the occurrence on campus of certain criminal offenses “*reported to campus security authorities or local police agencies*” during the last calendar year and the two prior calendar years. Incidents that were not reported to these officials are not reflected in the numbers below. Additionally, incidents are recorded according to when they were reported, not when they occur.

<u>On Campus</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>
Murder	0	0	0
Sex Offenses (forcible)	0	0	0
Sex Offenses (non-forcible)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	11	20	11
Motor Vehicle Theft	0	0	2
Manslaughter	0	0	0
Arson	0	0	0
Arrests for Liquor Law Violations	0	1	4
Arrests for Drug Law Violations	0	2	4
Arrests for Illegal Weapons Possessions	0	0	0
Disciplinary Referrals for Liquor Law Violations	106	191	144
Disciplinary Referrals for Drug Law Violations	3	9	2
Disciplinary Referrals for Illegal Weapons Possessions	0	1	0
Hate Crimes	0	0	0
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Vandalism of Property	0	0	0

<u>In Residence Halls (subset of on campus)</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>
Murder	0	0	0
Sex Offenses (forcible)	0	0	0
Sex Offenses (non-forcible)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	11	17	8

Motor Vehicle Theft	0	0	0
Manslaughter	0	0	0
Arson	0	0	0
Arrests for Liquor Law Violations	0	1	4
Arrests for Drug Law Violations	0	2	3
Arrests for Illegal Weapons Possessions	0	0	0
Disciplinary Referrals for Liquor Law Violations	106	191	137
Disciplinary Referrals for Drug Law Violations	3	7	2
Disciplinary Referrals for Illegal Weapons Possessions	0	1	0
Hate Crimes	0	0	0
Larceny – Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Vandalism of Property	0	0	0

The following are explanations to clarify some of the statistics recorded above:

- When an arrest and a disciplinary referral are made, the College is to count only the arrest. However, the College does take disciplinary action on arrests even though the action is not reflected in the statistics.
- The increase in the number of disciplinary referrals for liquor law violations in 2008 is most likely attributable to a concerted effort on the part of Campus Police and Student Life staff to be more diligent in the enforcement of our campus alcohol policies, than to an aberrational increase in the number of students possessing alcohol on campus.
- The College purchased the Equestrian Center in August of 2007. The Center is located approximately 7 miles from campus in Augusta County, Virginia. The address of the Center is 102 Burketown Road, Weyers Cave, VA 244486. The Center is used for classroom instruction and riding lessons, as well as other College activities. The Center is patrolled on a regular basis by College Police.
- Regarding the offenses reported in the above tables and with respect to other crimes involving bodily injury to persons, the College has no information indicating that the offenses or crimes involved victims intentionally selected because of their race, gender, religion, sexual orientation, ethnicity, or disability, real or perceived.