

For the Record



Department of Public Safety

Spring Hill College

2011



Spring Hill College

Forming leaders engaged in learning, faith, justice and service for life.

**The Department of Public Safety
Spring Hill College
2011 Annual Security and Fire Safety Report**

Introduction

Spring Hill College is committed to providing a safe living and learning community for its students, faculty, staff and visitors. Our goal is to create a customer friendly environment that focuses on crime prevention and problem solving through awareness and education. By working together, we can create a safer and more secure campus of the Spring Hill College community. The Spring Hill College Department of Public Safety is staffed with trained professional public safety officers 24 hours a day, 7 days a week. We make every effort to provide the best possible service, safety, and protection of persons and property at Spring Hill College. The mission of Spring Hill College's Department of Public Safety is to promote the intellectual, social, spiritual, physical and recreational aspects of students' lives while providing a safe and secure environment. Spring Hill College's crime prevention and security programs nurture the personal growth of students with the goal of assisting students to develop into responsible citizens consistent with the teachings and traditions of Spring Hill College as a Jesuit, Catholic institution. The Department of Public Safety hopes to cultivate mutual trust and encourage members of the community to share in the responsibility of reducing the opportunity for criminal activity.

Policy for Preparing the Annual Disclosure of Crime Statistics

Spring Hill College coordinates the collection and reporting of crime statistics as specified in the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). Each year, the College notifies all enrolled students and employees via email that they can view the report at: www.shc.edu/safety. Copies of this report may be obtained from the Spring Hill College Department of Public Safety (SHC DPS) or the Office of Student Affairs. Prospective employees may obtain a copy of this report from the Human Resources Office. Prospective students may obtain a copy of this report from the Office of Admissions.

The report is prepared in cooperation with the SHC DPS, local law enforcement agencies and the Office of Student Affairs. Each entity provides current information about its safety and security educational efforts and programs. The SHC/DPS follows up on all reports of criminal activity in areas under its jurisdiction. The Counseling and Testing Center and Student Health and Wellness Center representatives inform students of the procedure to report a crime to the SHC DPS on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to capture crime statistics disclosed confidentially during a session with a mental health or medical provider, while maintaining the anonymity of the client. Reports of criminal activity are collected and included in the crime report as required by the Clery Act.

Campus Description

Spring Hill College is a four year Jesuit Catholic college located at 4000 Dauphin Street, in Mobile, Alabama. Spring Hill College is located in one of Mobile's safest neighborhoods, bordered by Dauphin Street to the south, and Old Shell Road to the north. Portier Lane and the Avenue of the Oaks are two public streets that are on Spring Hill College's campus. The main campus rests on a 381-acre site consisting of ten residence halls capable of housing 1088 residents, a student center that houses a dining room, bookstore and the Student Affairs Office, an Administration Building, a gym and fitness center, a theater, a library, two chapels, classrooms, athletic fields, an 18-hole golf course, and several other buildings.

Access

There are three points of vehicular access to the campus: the Dauphin Street entrance, the entrance at Old Shell and College Lane, and through the gate house entrance at Old Shell and Portier Lane. The campus is open to the public daily from 5:00 am until 10:15 pm. After 10:15 pm, the only access is through the Old Shell Road / Portier Lane entrance, which may be entered with the permission of the SHC Public Safety Officer on duty. Access to the residence halls is restricted to residents, their approved guests, and specified members of the college community. Residents gain entry by either keys or card access readers. Residents are cautioned against propping doors open and permitting strangers to enter the buildings. SHC public safety officers patrol the residence halls on a regular basis. Housing staff enforce security measures in the halls and work with residents to achieve a community respectful of individual and group rights and responsibilities.

Maintenance of campus facilities

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. While patrolling the campus, SHC public safety officers make note of any malfunctioning lights and other unsafe physical conditions. These are then reported to SHC Plant Operations for correction.

Department of Public Safety

The Spring Hill College Department of Public Safety is responsible for providing security and public safety services for the main campus in Mobile, Alabama. The Public Safety office is on the lower level of the Gregory F. Lucey S.J. Administration Bldg. Public Safety also maintains a substation and communications office in the gatehouse located at the entrance to Old Shell Road and Portier Lane. Spring Hill College Department of Public Safety is directed by a Director of Public Safety that reports to the Vice President of Business and Finance. The department is staffed by eight full-time uniformed non-sworn public safety officers that patrol the campus in various ways and respond to calls for service.

These officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Spring Hill College and the authority to issue parking tickets. Public safety officers do not possess arrest powers, therefore criminal incidents are referred to the Mobile Police Department. There are also five full-time communication officers that answer the phones, monitor cameras and alarms, and dispatch calls for service to the patrol officers. DPS Officers are well trained professionals with vast experience and the dedication to serve the needs and support the mission of the College community.

Although there are no formal memorandums of understanding, the Spring Hill College DPS maintains a close working relationship with all area law enforcement agencies, including the Mobile Police and Fire Departments, the Mobile County Sheriff Department, the Federal Bureau of Investigation, and the Alabama Alcoholic Beverage Control Board Enforcement Office. Spring Hill College also stays in close contact with the Mobile office of the National Weather Service.

Report a Crime

Members of the College community are encouraged to report any campus emergency, criminal offense, or suspected criminal activity immediately to the DPS or local law enforcement.

For Emergencies: 911 to reach Mobile Police or Fire Department; 251-380-4444 from a cell or off campus phone or 4444 from a campus phone to reach DPS.

For Non Emergencies: 251-380-4444 from a cell or off campus phone or 4444 from a campus phone to reach DPS.

Upon receipt of a call the DPS communications officer can supply information and/or dispatch all necessary assistance.

Confidential Reporting of Crimes

DPS encourages anyone who is the victim of or witness to any crime to promptly report the incident to the DPS or Mobile Police Department. These reports will remain confidential and in some cases may even be made anonymously.

The DPS and the Student Affairs Office will accept confidential and anonymous reports of crime for inclusion in the annual statistical report.

Timely Warning Policy

In the event that a situation arises, either on or off campus, that constitutes an ongoing or continuing threat to the campus community, a campus wide “timely warning” will be issued. The warnings will be issued through the college e-mail system, and a list of the events will be listed on the DPS website under “timely warning.”

Crime and Fire Log

The Spring Hill College DPS will maintain a Crime and Fire Log. This log will be kept and maintained in the DPS office and on the DPS website.

Spring Hill College does not have a formal process to monitor and record criminal activity in which students may have engaged in at off-campus locations of student organizations officially recognized by the institution.

Emergency Notification

In the event that the health or safety of the Spring Hill College community is imminently threatened by an emergency or dangerous situation, the community will be immediately notified.

Spring Hill College maintains an annual contract with RAVE Mobile Safety, Inc. to provide a mass, high-speed emergency communication system for all members of the campus community. This communications system is a high speed multi-modal notification system that is capable of sending thousands of messages to students, faculty, and staff very quickly through text messages, email, voice, RSS, social networks and other mechanisms. The college also has an audible tone alert siren on campus that can be activated in the event that the RAVE system is used during an emergency. The siren alerts members of the campus community to check their messages as broadcast by the RAVE system. The RAVE system, and/or the emergency siren, can be activated by either the Spring Hill College Director of Public Safety or the Director of Communications and Marketing. The RAVE system and the emergency siren are tested at least once per semester. Members of the campus community are educated concerning the RAVE system and the emergency siren during Preview/Orientation sessions, on the internet/intranet, and by email. Testing of the emergency siren is coordinated with the Mobile County Emergency Management Agency.

In the event of an emergency, members of the campus community will receive detailed information through the activation of this mass notification system. The College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. In the event of an emergency, members of the campus community are instructed to notify Public Safety (251-380-4444) and/or the City of Mobile Police Department (911). The responding Public Safety officers and/or the Mobile Police Department officers will assess the circumstances of the emergency, and take the necessary professional action to control the situation and protect life and property.

Emergency Management and Response

Spring Hill College maintains an emergency management plan to assist in the preparation, response and mitigation of loss during an emergency situation that affects the College community.

The Emergency Management Plan is intended to establish policies, procedures and organizational structure for response to emergencies that are of a magnitude to cause a significant disruption of the functioning of all or portions of the College. This plan defines the roles and responsibilities of departments, units and personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of College and community resources. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

The Emergency Management Plan addresses several specific types of emergencies on an individual basis, providing guidelines for the stabilization and recovery from the incident. These include emergency instructions in a concise format for the individuals designated to manage College resources.

Security Awareness and Crime Prevention Programs

Spring Hill College makes security awareness and crime prevention a priority. This is accomplished in several ways, but primarily through education. Several times a year Spring Hill College host guest speakers to educate the campus community on various issues including sexual assault, dating violence, alcohol and drug abuse, suicide prevention, etc. Spring Hill College also holds crime awareness campaigns throughout the year, such as a lock your door campaign.

The Student Outreach Network (SON) is a team of administrators and staff who identify, evaluate, and assist students on campus who are “at risk”. The team includes Counseling and Health Services, Student Academic Services, Residential Life, Campus Ministry, and other Student Affairs staff. This group meets every other week and convenes immediately if there is a critical incident on campus.

SON was established approximately 10 years ago to help students who were and are impacted by adverse situations while at Spring Hill College. Through the recent years, there have been several developments that make this outreach group a routine part of safety protocol on campuses across the country.

Spring Hill College offers counseling services to its students as well as referrals to off-campus resources and victim services programs.

Alcohol and Drug-Free Policy

As an institution of higher learning, Spring Hill College is committed to the formation of men and women who are intellectually, spiritually, socially and morally mature.

One of the College's objectives is to educate students regarding the responsible use of alcohol and the ill effects of substance misuse/abuse on human health and behavior. Therefore, it is appropriate that the College establish policies that reflect institutional values and that aid in the promotion of a healthy community.

In order to ensure a work and learning environment that promotes the College's mission and proper behaviors, the College prohibits unlawful possession, use, sale, manufacture, or distribution of alcohol, illicit drugs, or drug paraphernalia by faculty, staff, or students on SHC property or as any part of any SHC activity. Illicit drug use, including the abuse of legal drugs such as alcohol or the use of alcohol by underage persons, will result in disciplinary action. Federal, state and local sanctions also apply to such conduct.

Distribution of Drug-Free Policy

In compliance with the Drug-Free Schools and Communities Act of 1989, the College distributes this statement annually to all faculty, staff and students and reviews its alcohol and drugs prevention programs and policies' effectiveness biennially.

Health Risks

The use or abuse of alcohol and other drugs increase the risk for a number of health-related and other medical, behavioral and social problems. These include:

- Acute health problems related to intoxication or overdose (blackouts, convulsions, coma, death);
- Physical and psychological dependence;
- Malnutrition;
- Long-term health problems, including cirrhosis of the liver, organic brain damage, high blood pressure, heart disease, ulcers, and cancer of the liver, mouth, throat and stomach;
- Contracting diseases such as AIDS through the sharing of hypodermic needles; pregnancy problems including miscarriages, still births, and learning disabilities; fetal alcohol syndrome;
- Psychological or psychiatric problems;
- Diminished behavior (hangovers, hallucinations, disorientation, slurred speech);
- Unusual or inappropriate risk-taking that may result in physical or emotional injury or death;
- Violent behavior toward others, such as assaults and rape;
- Accidents caused by operating machinery while impaired;
- Impaired driving resulting in alcohol and drug-related arrests, traffic accidents, injuries and fatalities;
- Negative effects on academic or work performance; conflicts with coworkers, classmates, family, friends, and others;
- Conduct problems resulting in disciplinary action, including loss of employment;

- Legal problems including imprisonment, monetary fines, suspension of driver's license etc. Additional information is available on request.

Educational Efforts

The College reserves the right to confront students whose choices have led them to use alcohol and other drugs. In keeping with its educational mission, to inform and encourage students and others to make healthy choices with regard to drugs and alcohol, the Wellness Center coordinates programs to encourage responsible and informed choices.

Counseling and Treatment

To assist students in regaining control of their lives and making healthy, non-abusive choices, the College trains residence hall staff to be supportive of healthy choices and helpful to students trying to regain control from substance use through referrals to the Wellness Center. The Wellness Center can then provide evaluation and counseling services as well as support and referrals for treatment programs when necessary. Students may seek help for themselves by contacting the Vice President of Student Affairs/Dean of Students, residence life staff or any College staff or faculty member. If a member of the College community has a personal problem with an addiction, he/she will be given the opportunity to seek treatment. If one is committed to dealing with the disease, it is possible that the student or employee will not be dismissed from the College. The Wellness Center is available for confidential counseling and/or referrals.

Alcohol Policy

Those students of legal drinking age may drink in the privacy of their own rooms, in the interior common spaces of the Fairway student apartments, in Skip's Place pod common lounge, in legally licensed facilities, or during special events for which College permission has been sought and obtained. Alcohol is normally not allowed at any intercollegiate athletic events. Any residential student in whose room/apartment alcohol is being consumed is responsible for, and will be held accountable for, the behavior of his or her guests, including but not limited to, ensuring that minors do not consume alcohol, that open containers of alcohol are not carried out of the room / apartment and that neither the residential student nor his or her guests becomes intoxicated or acts in a disorderly manner. The following conduct is prohibited:

- Possessing or consuming alcohol if under the legal age.
- Operating a motor vehicle while under the influence of alcohol.
- Misrepresenting one's age for the purposes of purchasing or consuming alcohol.
- Possessing, furnishing, or consuming alcohol in College buildings, other than personal residential space and Fairway apartment interior common space, or on College grounds, except during special sanctioned events.

- Possessing a common source of alcohol (e.g., kegs, beer balls, or equivalent quantities of “pooled” alcohol).
- Purchasing for or furnishing alcohol to a minor.
- Public intoxication or being dangerously intoxicated to the point of putting oneself or others in danger.

Alcohol at Events

Any individual or organization sponsoring a formal or informal social event is required to comply fully with the policies and procedures outlined in the Alcohol Policy for Campus Events. It is the sole responsibility of the sponsoring individual or organization to inform itself of these policies and to seek clarification when necessary. Failure to do so will result in actions being levied against both the organization and the individual officers and/or members of that organization.

Drug Policy

Stated simply, the College expects all members of the community to comply with the local, state and federal laws pertaining to drugs. The sale, purchase, manufacture, distribution and use of controlled substances and of drug paraphernalia are prohibited. The College accepts the state statutory definitions of drugs and drug paraphernalia as well as the definition of illicit drugs found in the Safe and Drug-Free Schools and Communities Act.

Sanctions Concerning Alcohol and Drug Policies

The College confronts students when inappropriate choices are made. Violations of the alcohol and drug policies are subject to sanctions, the severity of which shall increase as the seriousness of the violation increases. Individuals, student groups, or organizations that violate any of these regulations will be held accountable for the consequences of their poor choices and may lose the privilege of institutional recognition and/or sponsoring future events.

When confronted by a violation of the Alcohol and Drug-Free Policy, the College is obliged to respond. Responses will most commonly involve disciplinary sanctions. Sanctions may include but are not limited to the following:

- Completion of an appropriate education or rehabilitation program (e.g., E-Chug, Under the Influence education program, counseling);
- Loss of on-campus vehicle privileges;
- Fines;
- Probation;
- Suspension from the College, athletic teams and/or organizations;
- Dismissal from a residence hall;
- Dismissal from the College.

Legal Sanctions Related to Drugs and Alcohol

Conduct that violates local, state and federal laws may also lead to a referral to the appropriate authorities for prosecution, which may result in fines, imprisonment, etc.

Federal Laws

Under federal law, the manufacture, possession, sale, or distribution of illegal drugs (e.g., cocaine, methamphetamine, heroin, PCP, LSD, fentanyl) is a felony with penalties including incarceration up to life imprisonment and imposition of substantial fines. Specially enhanced prison terms and fines apply to the possession of crack cocaine. Violations may also lead to forfeiture of personal and real property and denial of federal benefits, such as grants, contracts and student loans. Distribution or possession with intent to distribute a controlled substance on College property requires a doubling of both the sentence and parole time.

State and Local Laws

The legal age for purchasing, consuming or possessing alcoholic beverages is 21. No person under the age of 21 may falsely represent his or her identification. Persons providing, in any way, alcoholic beverages or controlled substances to those under the age of 21 or to any obviously intoxicated person, including at a private residence are violating the law. It is illegal to sell alcohol without a valid liquor license or permit.

No person may drink alcoholic beverages or appear intoxicated in any public place or private social gathering outside of his/her proper residence. Drivers over 21 are prohibited from operating a motor vehicle if they have a blood alcohol content (BAC), normally of 0.08% or higher, while the legal limit for drivers under the age of 21 is 0.02%. The law also prohibits one who is incapable of safely driving due to alcohol, a controlled substance or any other substance. Penalties for a first drunken-driving offense include a mandated alcohol/drug program, fines of up to \$2,100, incarceration up to one year, and a 90-day driver's license suspension.

Second offenses within a 5-year period are punishable by a mandated alcohol / drug program, fines up to \$5,100, a mandatory jail sentence of 5 days or a minimum of 30 days of community service, and a one-year driver's license suspension. Conviction of misdemeanor drug possession is punishable by attending a court-referred alcohol/drug program, fines of up to \$2,000, three to twelve month jail sentence, and driver's license suspension for six months.

Conviction of drug trafficking of marijuana is punishable by attending a court referred alcohol/drug program, fines up to \$500,000, up to life in prison, and a six month driver's license suspension. An additional five-year jail sentence with no provision for probation is involved if the site of sale is within a three-

mile radius of the campus boundaries of any public or private educational institution. The laws cited above are valid at the time of publication of this document and are subject to change without notice. More extensive information regarding state and federal laws can be found at www.legislature.state.al.us/codeofalabama/1975/32-5a-191.htm

SEXUAL ASSAULT POLICY (cases involving students)

Spring Hill College is committed to promoting an environment that protects its Jesuit heritage, supports its educational mission, and preserves the safety and dignity of its members. All members of the College share responsibility for fostering this environment by adhering to standards of conduct. Sexual assault is a serious violation of these standards. Sexual assault is also a form of sexual harassment as prohibited by Title IX and the College's Non-Discrimination and Anti-Harassment Policy as found in this handbook. The College will, as with any form of sexual harassment, take appropriate steps to prevent recurrence of any harassment or violence, and to correct its discriminatory effects on the complainant and others.

Jurisdiction

A member of the College community (staff, faculty or student) accused of sexual assault may be subject to discipline within the College community, while also facing criminal charges or civil litigation in the court system. Even if criminal justice authorities or the victim choose not to prosecute, the College may pursue disciplinary action. This disciplinary action could result in temporary or permanent dismissal or suspension of a student, or the discharge of an employee from the College.

This policy on sexual assault applies to incidents of alleged sexual assault involving students. The disciplinary procedures followed in addressing such complaints, where a student is the alleged assailant, are as set forth in the Code of Conduct.

If the alleged assailant is not a student or member of the Spring Hill College community, individuals are advised to also file a report with the Mobile Police Department. Spring Hill College will investigate all reports of sexual misconduct and take whatever action is necessary to safeguard the community.

All questions regarding this policy can be directed to the Title IX Coordinator. Any incident of sexual assault or harassment by a College employee should be promptly reported to the Title IX Coordinator for the College, who is the Director of Human Resources, located at Office 20, Lower Level of Gregory F. Lucey Administration Center, and available at phone number (251) 380-3063.

Definition of Sexual Assault

For purposes of this policy, sexual assault is defined as sexual contact without consent and includes intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person's genitals, breasts, thighs or buttocks; rape (sexual intercourse without consent whether by an acquaintance or a stranger);

attempted rape; sodomy (oral sex or anal intercourse) without consent; or sexual penetration with an object without consent. Act(s) committed either by force, intimidation, or through the use of the victim's mental incapacity or physical helplessness, including intoxication, are not performed with consent.

Consent

In all instances of sexual activity, consent is required.

- Consent is conveyed only by:
 - a. Explicit verbal agreement to participate in sexually explicit activities; OR,
 - b. Verbal or non-verbal communications that are unmistakable in their meaning or mutually established and understood to signify agreement to participate in specified sexually explicit activity.
- A person is considered unable to give consent if he/she is: asleep, physically helpless, unconscious and/or losing and regaining consciousness, or incapacitated, for example, by alcohol and/or other drugs (signs of being incapacitated include, but are not limited to, difficulty walking, inability to speak in a coherent manner, vomiting or the presence of vomit, etc.).
- In the context of this policy, incapacitation is the state in which a person's perception or judgment is so impaired that he/she lacks the cognitive capacity to make or act on reasoned decisions.
- Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion.

It is incumbent upon the individual seeking to engage in the sexual activity to obtain consent prior to engaging in the sexual activity.

Please note:

- A verbal "no," even if it may sound indecisive or insincere, constitutes lack of consent.
- When consent is requested verbally, absence of any explicit verbal response constitutes lack of consent.
- It is expected that, after consent has been established, a person who changes his/her mind during the sexual activity will communicate, verbally, his/her decision to no longer proceed.

If, at anytime during the sexual interaction, any confusion or ambiguity should arise on the issue of consent, it is incumbent upon each individual involved to stop and clarify verbally the other's willingness to continue. Use of alcohol and/or other drugs shall not diminish one's responsibility to obtain consent. Being in an ongoing relationship does not preclude the possibility of sexual misconduct occurring within that relationship.

- Consent for certain sexual activity is not consent for all types of sexual activity.

Confidentiality of Information

Spring Hill College will seek to protect student confidentiality to the extent possible and allowed by law. With the exception of certain persons in, and acting in the capacity of, legally protected roles at Spring Hill College, including counselors in the Wellness Center, medical clinicians, and clergy members, the College cannot guarantee confidentiality. Spring Hill College reserves the right to investigate and pursue resolution

of an incident when it is deemed necessary to protect the interests of members of the campus community. In addition, College administrators must issue timely warning for incidents reported to them that continue to pose a substantial threat of bodily harm or danger to members of the College community.

As required by law, all disclosures to any College employee of an on-campus sexual assault are tabulated for statistical purposes by the Public Safety Department, without personal identifying information. In compliance with federal law, these statistics and other mandated crime statistics are reported annually. The institution will also notify the College's Title IX officer that a sexual assault complaint has been filed.

Options Following a Sexual Assault

Students who have been sexually assaulted are encouraged to seek all available assistance, to report the assault promptly, and to pursue College discipline proceedings and criminal prosecution of the offender.

• **Obtain Medical and Counseling Attention:** In the event of an assault, a victim should follow the following actions:

- Go to a safe place.
- Seek professional guidance at either the **Mobile Rape Crisis Center Hotline (251-473-7273)** or from outside of Mobile (**800-718-7273**) or the **Spring Hill College Wellness Center (251-380-2270)**.
- Preserve any evidence, even if you are not sure that you want to pursue the matter legally. Do not wash face or hands, bathe, brush your teeth, drink, eat, douche, or change clothes, if you can avoid it. If you must change your clothes, place each garment in a separate paper bag (not plastic). **IT IS BEST FOR PHYSICAL EVIDENCE TO BE COLLECTED IMMEDIATELY**, but no more than 72 hours following the assault.
- Get medical attention. A specialized Sexual Assault Nurse Examiner is available at USA Children's and Women's Hospital emergency room. Upon arrival, ask for Dr. SART – this will give you immediate access to specially trained professionals. If you wish, a friend or victim advocate may accompany you through this process.
- If you suspect that you were drugged, ask to be tested. It is important to let the police and medical staffs know so that you can be tested for the drugs presence in your body. Rohypnol is detectable in blood 4 to 8 hours after ingestion and in the urine up to 48 hours after ingestion. Try not to urinate prior to providing urine samples. Also, if possible, find the cup you drank from and submit it to the police for laboratory tests.

• **Discuss the incident with on-campus and/or off-campus authorities**

- A student may wish to discuss an incident of sexual assault with **Department of Public Safety (380-4444)** and/or the local Police Department, while considering the option to file a formal police report. If requested, College staff will assist you in calling either SHC Public Safety or the Mobile Police Department. Students living on campus are encouraged to immediately call the Residence Hall staff for assistance.
- You may also discuss the incident with a College staff member while considering the option of filing formal disciplinary charges. The offices of Campus Ministry, Student Affairs, Housing and Residence Life and the Wellness Center (Counseling and

Health Services) can offer support and information. See above “Confidentiality of Information” section for parameters on disclosure required by individuals in those offices.

- You are encouraged to call the Office of Student Affairs to learn about your rights as a victim of sexual assault. This office can be reached at **(251) 380-3023**. After normal business hours, you are encouraged to contact a member of the Residence Life staff (if a resident) or the Public Safety Department (available to any student).
- You can discuss the situation with the Spring Hill College Title IX Coordinator who monitors the College’s non-discrimination and harassment policies. As sexual violence is a form of sexual harassment prohibited by Title IX, the Coordinator can assist and verify that an appropriate response is being made to your complaint.

Remedial Measures

The College will take steps to protect the complainant as necessary, including taking interim steps before the final outcome of the investigation. These steps can include but are not limited to measures to eliminate contact between the complainant and the respondent, including a change in academic or living situations as appropriate.

File a Sexual Assault Report

- File a Police Report with the Mobile Police Department. A staff member can help you contact the Police if needed. You are encouraged, but are not required, to file a report with the police.
- File a Spring Hill College Incident Report to initiate on campus disciplinary investigation and possible disciplinary action. If you decide to file charges with Spring Hill College, you must file a complaint in writing with the Director of Student Conduct, or another designee within the student conduct process, or with the Department of Public Safety. Contact the Office of Student Affairs, the Residence Life Office or the Department of Public Safety to initiate this process.

Procedural Items within the College Student Conduct System

There is a fundamental difference between student conduct and criminal law. While some terminology and procedures may resemble those used in the courts, the behavior of all student conduct cases within the College community must be consistent with the educational mission of Spring Hill College, rather than simply emulating legal proceedings. The standard utilized to determine if a violation has occurred is a “preponderance of the evidence,” that being one based on a finding that it is more likely than not that a violation of the Code occurred, rather than alternative standards of “clear and convincing” or “beyond a reasonable doubt.”

In cases involving alleged sexual assault, both the complainant and the respondent are:

- Entitled to the same opportunities to have an adviser present during a campus disciplinary proceeding.
- Shall be informed of the outcome of the proceeding.
- Will have an equal opportunity to present relevant witnesses and other evidence.

- Will be afforded similar and timely access to any information to be used during the disciplinary hearing.

Possible Outcomes

Possible outcomes include the range of disciplinary sanctions and outcomes listed within the Code of Conduct in the Student Handbook. Mediation is not an appropriate outcome for cases involving sexual assault and will not be an option for such cases.

Time Frame

As with any disciplinary case under the Code of Conduct, the College will provide for prompt and equitable resolution of the complaints, utilizing the timeframes as listed in the Code of Conduct procedures in the Student Handbook.

Appeal Process

An appeal process, as explained in the Code of Conduct, is available to both parties.

Prevention and Education

In addition to regular workshops for faculty and staff, the College sponsors a variety of educational programs that seek to raise awareness of sexual assault issues and maximize the possibility of prevention. The Wellness Center counselors provide information and referrals to anyone seeking such services, and the Wellness Center, in collaboration with the Office for Student Affairs, sponsor events which focus on sexual assault, such as speakers, and awareness campaigns.

Missing Resident Student Notification Policy

The purpose of this policy is to provide the procedures for reporting, investigating, and making emergency notifications regarding any currently enrolled resident student of Spring Hill College who is believed to be missing. This policy is a good faith effort to comply with the Higher Education Opportunity Act (HEOA).

A student shall be deemed missing when

- he or she is absent from the College or has been reported missing by another individual without any known reason, and,
- when his/her absence is inconsistent with his/her established patterns of behavior, and,
- the deviation cannot be explained.

Before presuming that a student is missing, reasonable measures should be taken to determine whether or not anyone familiar with the student has seen or heard from the person recently or is aware of where they may be.

- Any member of the Spring Hill College campus community, including students, faculty, and staff, who is concerned that a student is missing should contact Student Affairs (251-

380-3023), Residence Life (251-380-3028), or the Department of Public Safety (251-380-4444), as soon as it is determined that the student is missing as defined above.

In emergency situations, the Office of the Dean of Students, or the Department of Public Safety, will contact the Mobile Police Department immediately (911 or 251-208-7211). The Mobile Police Department must be notified if a student is missing for more than 24 hours.

- The Office of the Dean of Students is required by law to inform the individual identified by the missing student as their emergency contact within 24 hours of making the determination that the student is missing.
- If the missing student is under the age of 18, the Office of the Dean of Students is required by law to notify the student's custodial parent or guardian (as contained in the records of Spring Hill College) within 24 hours of the determination that the student is missing.
- The Dean of Students shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student.

Emergency Contact Information

Resident Students – A resident student is any student residing in a College residence hall under a housing contract. All resident students are required to designate two (2) emergency contact persons as part of their “Residence Hall Personal Record”. These forms are collected by Resident Advisors from each resident student at the beginning of the semester. Only authorized campus officials as part of their responsibilities, and law enforcement officers in furtherance of a missing person investigation, may have access to this information.

Student Notification of This Policy

The Vice President for Student Affairs/Dean of Students shall have the responsibility to make the provisions of this policy and the procedures set forth available to resident students. This is accomplished by the following methods:

- Posted on the Spring Hill College Residence Life website
- Posted on the Spring Hill College Department of Public Safety website
- Discussed by Resident Advisors with each resident student at the beginning of each semester in residence hall meetings
- Included in the annual DPS Campus Security report
- Included in the annually published Spring Hill College Student Handbook

Fire Safety

To help provide for the safety of residents, periodic fire alarm tests are scheduled, as needed each semester. **STUDENTS ARE REQUIRED TO VACATE THE BUILDING WHENEVER THE ALARM SOUNDS!!** Failure to evacuate in a timely manner during a fire alarm will be viewed as a serious disciplinary matter.

The fire safety equipment, the fire alarm system, smoke detectors and appropriate procedures are provided for the protection of life and property of residents. Tampering in any way with this equipment or failure to comply with the fire safety procedures is considered a very serious infraction of regulations and Alabama state law, and may lead to serious disciplinary sanction.

The following is a list of prohibited fire safety related items not allowed in the Residence Halls. It is not an all-inclusive list. Any item that is in violation of any policy or that is illegal is also considered a prohibited item.

- ◆ air conditioners not installed by Spring Hill College Plant Operations
- ◆ any item that has an exposed heating coil, such as hot pots, toaster ovens, toasters, etc.
- ◆ barricades
- ◆ candles
- ◆ weapons or replicas
- ◆ fireworks
- ◆ grills/hibachis (e.g. George Foreman grills) or any other incendiary device
- ◆ halogen lamps
- ◆ incense
- ◆ smoke bombs
- ◆ sunlamps

Smoking is not permitted in any building on campus. Smoking is permitted in designated smoking areas only. It is also not permitted within 20 feet of residence hall entrances. Cigarettes should be disposed of in the appropriate cigarette posts. These posts are assigned to designated areas and should not be moved.

Spring Hill College Italy Center

Spring Hill College has a study center in Bologna, Italy, where ten undergraduate courses are taught per semester. The facility in Bologna is a resident hall with a capacity to house 135 students. The building also houses the administrative offices. This facility was built in 1999 and expanded in 2009 and complies fully with all Italian safety requirements which are strictly enforced by the Italian authorities. This facility is shared with the CEUR Foundation / Alma Mater staff.

Security and Access Control

Access to the property is controlled by a key card access control system. It is also equipped with surveillance camera and a desk watchman is on duty 24 hours a day, 7 days a week to monitor those cameras and access in and out of the building. Law enforcement services are provided by the Bologna Police Department.

Incident Reporting and Emergency Response

Local agencies are responsible for providing emergency services. In general, incidents should be reported immediately to the Center Director or designee. If the incident is an emergency and immediate assistance is needed from emergency services personnel then the appropriate local assistance may be contacted directly if there is not time to notify the Center Director. The Campus Director or designee should be notified as soon as practicable. When appropriate the Campus Director will report back to the main campus in Mobile, Alabama.

Alcohol Policy

Alcohol consumption on the campus of the SHC Italy Center is limited to beer or wine to be consumed in moderation. No hard liquor is allowed on campus for Spring Hill College students. The Spring Hill College Italy Center Director and the Alma Mater staff reserve the right to inspect rooms when suspicion of hard liquor is involved.

The Spring Hill College Italy Center, like the main campus, encourages responsible use of alcohol. Students not use to alcohol consumption may overindulge and experience severe, even life-threatening reactions. Students are reminded that while they are of legal drinking age in Italy and throughout most of Europe, Europeans typically consume alcohol in moderation, usually as part of a meal. If students choose to partake of alcoholic beverages, they should conduct themselves with similar decorum.

Drinking alcoholic beverages in residence hall rooms is restricted to private consumption to include no more than the resident and two guests in the room. Thus, the room of two Italy Center students, each hosting two guests, allows for a maximum of six people total for a gathering (two residents plus four guests total) for parties or group gatherings at which alcohol is served.

Alcoholic beverages may not be consumed in public or common areas such as hallways, stairwells, administrative offices, library, study halls, main lobby, garden areas or classrooms, nor are open containers are not allowed in any of the above areas. Designated areas on campus have been established for the purposes of parties and special events where alcoholic beverages will be served. Permission must be granted from the Italy Center director before a party or gathering involving alcohol may take place. Specific regulations must be followed. Admission is restricted to the Spring Hill College Italy Center community and those guests approved by the director.

The sale of alcoholic beverages by anyone anywhere on the Italy Center campus is strictly prohibited. Consequently, the serving of alcohol at an approved social function is permitted on a host basis only. This means that the host purchases the alcohol and serves these beverages to guests at no cost. Alcohol cannot be served in exchange for direct payment. Admission to social events is restricted to the Italy Center community and those guests must be approved by the Director. Non-alcoholic beverages and food must be available at all events where alcoholic beverages are served and should be featured as prominently as alcoholic beverages. There must be established time limits for the serving of alcohol at any event. Hours of service will be shorter than the duration of the event.

Any Italy Center student who engages in any form of alcohol consumption will hold harmless the Italy Center and Spring Hill College and its Board of Trustees from any and all claims and causes of action for damage to or loss of property, personal illness or injury, or death arising out of activity conducted while alcohol was present.

Illegal Drug Policy

Laws pertaining to the use or possession of drugs within Italy have recently changed. At this time, Italy has a zero tolerance law for illegal drugs. All Italy Center students are subject to the laws of Italy.

Possession, use, transfer or sale of drugs, controlled substances, narcotics or any hallucinogen without a medical prescription or appropriate authority is prohibited. Students may not possess any form of drug paraphernalia on or off campus.

Italian law prohibits the possession, sale, or use of marijuana, narcotics, and hallucinogens, except under medical supervision. It must be clearly understood that in Italy the mere possession of marijuana constitutes a felony. All Mediterranean countries invoke severe penalties for drug abuse. Students should inform themselves about and understand the severity of Italian laws regulating drugs and govern their actions accordingly.

The American Embassy and Consulates can do very little for Americans arrested on drug charges. Consular officers can visit the detainees three or four days after their arrest to inform them of their rights and provide them with a list of lawyers from which they can select their own defense counsel. They can contact the prisoner's family or friends and ask their assistance. They can deal with Italian authorities to ensure that the American receives the same treatment as would be received by an Italian arrested and charged with the same offense. Consular officers cannot act as lawyers or give legal advice.

United States government funds cannot be used to pay legal fees or other expenses of arrested Americans. Students who are not American citizens will be directed to the embassy of the country where they hold citizenship.

It cannot be over emphasized that the Administration, in compliance with Italian law, may require the immediate dismissal of any Italy Center student possessing illegal drugs and/or paraphernalia. A student removed on a drug violation may be required to pay for his/her travel cost on the next flight out of Bologna to the United States.

Firearm and Weapon Policy

The possession, display or use of dangerous objects including, but not limited to, firearms (including BB or pellet guns), weapons, fireworks, smoke bombs, explosives, ammunition, hunting knives, swords and sabers or anything that could be perceived or misrepresented as a weapon is prohibited on Italy Center property.

Any object projected out of a window that could cause harm to a person or damage to property is considered to be dangerous, whether there was anyone or anything in immediate danger. This includes, but is not limited to, water balloons, food, cans and bottles.

Italy Center Program Community Standards

Students who participate in Spring Hill College's Italy Center program are held accountable to the Community Standards document provided to them via that program. These standards are the primary policies and procedures under which they will be governed and held accountable while enrolled and in attendance at the Italy Program. The Director of the SHC Italy Center will be the primary disciplinary officer during a student's attendance in that program. The Dean of Students of the main campus in Mobile, Alabama will be consulted as needed and may be involved directly during the appellate process.

While the Italy Programs Community Standards document will be the primary document governing students enrolled in that program, Spring Hill College students should realize that their behavior in Italy can also have a bearing on their status at their home campus. The Italy Program functions under the umbrella of the Spring Hill College Mission Statement and the Student Code of Conduct as found in the SHC Handbook. As is true with any off campus behavior, the Vice President for Student Affairs/Dean of Students has the prerogative to sanction a student who engages in off-campus conduct that 22 code of conduct violates College policies. Documentation of behavior in the Italy program may become part of a student's disciplinary record at the SHC home campus.

Spring Hill College

Offense	Year	On Campus Property	Residential Facilities (Subset – On Campus)	Non-Campus Property	Public Property
Murder/Non-Negligent Homicide	2011	0	0	0	0
	2010	0	0	0	0
	2009	0	0	0	0
Negligent Manslaughter	2011	0	0	0	0
	2010	0	0	0	0
	2009	0	0	0	0
Sex Offenses, Forcible	2011	2	2	0	0
	2010	2	1	0	0
	2009	1	1	0	0
Sex Offenses, Non-Forcible	2011	0	0	0	0
	2010	0	0	0	0
	2009	0	0	0	0
Robbery	2011	0	0	0	0
	2010	0	0	0	0
	2009	0	0	0	0
Aggravated Assault	2011	1	0	0	0
	2010	0	0	0	0
	2009	0	0	0	0
Burglary of Structure	2011	12	11	0	0
	2010	10	0	0	0
	2009	0	0	0	0
Motor Vehicle Theft	2011	9	0	0	0
	2010	3	0	0	0
	2009	0	0	0	0
Arson	2011	0	0	0	0
	2010	0	0	0	0
	2009	0	0	0	0
Hate Crimes*	2011	0	0	0	0
	2010	3	0	0	0
	2009	0	0	0	0
Illegal Weapons Possession Arrests	2011	0	0	0	0
	2010	0	0	0	0
	2009	0	0	0	0
Illegal Weapons Violations Referred for Disciplinary Action	2011	1	0	0	0
	2010	0	0	0	0
	2009	0	0	0	0
Drug Law Arrests	2011	0	0	0	0
	2010	1	0	0	0
	2009	0	0	0	0
Drug Law Violations Referred For Disciplinary Action	2011	22	22	0	0
	2010	20	12	0	0
	2009	12	5	0	0
Liquor Law Arrests	2011	0	0	0	0
	2010	0	0	0	0
	2009	0	0	0	0
Liquor Law Violations Referred For Disciplinary Action	2011	57	57	0	0
	2010	70	67	0	0
	2009	70	41	0	0
Fires in SHC Residential Facilities	2011	0	0	0	0
	2010	0	1	0	0
	2009	1	N/A	N/A	N/A