



Department of Public Safety

Spring Hill College

2015 Annual Security Report



Spring Hill College

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

**The Department of Public Safety
Spring Hill College
2015 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 for the Spring Hill College community. The Spring Hill College Department of Public Safety is staffed with trained professional police and 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:

<http://departments2.shc.edu/publicsafety/security-reports>

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 eleven residence halls capable of housing 1180 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 law enforcement and public safety services for the main campus in Mobile, Alabama. The Public Safety Office is located 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 seven full-time uniformed sworn police officers and four non-sworn public safety officers that patrol the campus in various ways and respond to calls for service. Pursuant to section 16-22-1 of the Alabama Code, SHC Police Officers are “charged with all the duties and invested with all the powers of police officers.” This means they have same authority, duties and immunities as all other police officers in the State of Alabama. The public safety 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. There are also four full-time communication officers that answer the phones, monitor cameras and alarms, and dispatch calls for service to the patrol officers. All Department of Public Safety employees 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: 251-380-4444 from a cell or off campus phone or 4444 from a campus phone to reach DPS; 911 to reach Mobile Police or Fire Department.

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. 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

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 and abuse on human health and behavior. In addition, because the College values social and moral maturity, the policies reflect city and state laws, as well as guidelines that reinforce both the College community and the College's relationship with the regional community. Therefore, it is appropriate that the College establish policies that reflect institutional values and that aid in the promotion of a healthy, lawful, and neighborly Spring Hill community.

In order to assure a work and learning environment that promotes the College's mission and proper function, the College prohibits unlawful possession, use, sale, manufacture, or distribution of alcohol, alcohol paraphernalia, 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

Spring Hill College reserves the right to confront students whose choices have led them to use alcohol and other drugs. In keeping with its educational mission, the College informs and encourages students and others to make healthy choices with regard to drugs and alcohol through the Wellness Center, Residence Life, and Campus Involvement, which 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 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/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

Consumption and possession of alcoholic beverages must be discrete, inconspicuous, and in conformity with state and local laws. Students of legal drinking age may responsibly drink in their personal residential space, inside apartments of the Fairway Apartments, inside Skip's Place pod common rooms, in legally licensed facilities, or during special events for which College permission has been sought and obtained. Any consumption in outdoor and public spaces must be in opaque containers that are not identifiable as holding alcoholic beverages. The consumption of any alcoholic beverage in outdoor and public spaces on campus from transparent containers, manufacturer's containers, or any other cup, bottle, or flask that is identifiable as containing alcohol is a violation of Campus policy (except during sanctioned events approved by the College), and will result in confiscation and disposal of the alcohol. Violations of the alcohol policy will be documented by College staff and will be processed through the College Student Conduct System.

Situations involving inappropriate or illegal possession, consumption, or serving of alcohol may lead to the confiscation and/or disposal of the alcoholic beverages present.

Those in possession of such items may be asked to appropriately dispose of the alcohol themselves in the presence of a staff member (e.g., pouring out the alcohol).

It is the expectations of Spring Hill College that students demonstrate healthy, lawful, and neighborly behaviors, therefore the following actions are prohibited and considered violations of this policy:

- Possessing or consuming alcohol if under the legal age. Spring Hill College abides by Alabama State Law, which dictates that persons must be 21 years of age or older to legally consume alcohol.
- Operating a motor vehicle while under the influence of alcohol.
- Possessing, furnishing, or consuming alcohol in College interior buildings (other than personal residential space, inside an apartment in the Fairway Apartments, or Skip's Place common rooms), except during special sanctioned events.
- Misrepresenting one's age for the purposes of purchasing or consuming alcohol.
- Possessing a common source of alcohol (e.g., kegs, or equivalent quantities of "pooled" alcohol).
- Purchasing for, or furnishing alcohol to, a minor.
- Public intoxication, disruptive behavior, and/or being dangerously intoxicated to the point of putting oneself or others in danger.
- Whether of legal age or not, anyone who consumes alcohol must drink responsibly. Any behavior that indicates the misuse or over-consumption of alcohol is in violation of this policy. Engaging in activities that encourage irresponsible drinking is also a violation (e.g., competitive drinking, chugging drinks, beer pong, drinking games, etc).

In addition, residential students in whose room and/or apartment alcohol is being consumed are responsible for, and will be held accountable for, the behavior of their guests, including, but not limited to, ensuring that persons younger than 21 years of age do not consume alcohol, that open containers of alcohol are not carried out of the room and/or apartment, and that neither the residential students, nor their guests, become intoxicated or behave in a disorderly manner. Campus policies extend to the residence halls. In addition to these, the following conduct is prohibited:

- Due to the age designation of Toolen Hall, Viragh Hall, and Walsh Hall West as Freshmen Halls, these buildings will be considered alcohol-free environments. Alcohol is not permitted in any non-staff areas of the building .
- Alcohol paraphernalia, empty containers, and alcohol "trophies" are prohibited in all living spaces.
- Students legally consuming alcohol in their Residence Hall room must do so with the door shut and must not create a disturbance for other residents.
- Students legally consuming alcohol in Skip's Place pod common rooms must do so under the following criteria:
 - Alcohol is not to be stored in the Skip's Place common room.
 - Individuals who are over 21 years old may be in possession of one alcoholic beverage at a time in the common room.
- Students legally consuming alcohol in the Fairway Apartments:
 - Alcohol is not to be stored on the balcony.

- The balcony is considered to be an outdoor space and must uphold the policy for outdoor and public spaces. Any identifiable consumption of alcohol on a balcony is a violation of this policy.

Alcohol at College 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 where necessary. Failure to do so will result in actions being levied both on the organization and on 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.

College 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;
- Parental notification;
- 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, methamphetamines, 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. Extensive information on legal sanctions is available at <http://www.law.cornell.edu/uscode/>

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/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 are violating the law, including at a private residence. 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: <http://www.legislature.state.al.us/codeofalabama/1975/32-5a-191.htm>.

SPRING HILL COLLEGE EMPLOYEE DRUG AND ALCOHOL POLICIES—2016

It is the policy of Spring Hill College that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance and/ or illicit drug in the College's workplace/ on its property or as part of any College activities on or off-campus is prohibited. All employee-members of the faculty, administration, staff, and students are subject to this policy. The source for other student alcohol and drug policies/ references is noted below for your information. Any violation of this policy will subject the employee to disciplinary action, including but not limited to, leave of absence up to and including termination and/ or referral for prosecution. The specifics of this policy are as follows:

1. Spring Hill College does not differentiate between drug users and drug pushers or sellers. Anyone subject to this policy who possesses, uses, gives, or in any way distributes or transfers a controlled substance/ illicit drug to another person or sells or manufactures a controlled substance/ illicit drug while on the job and/ or on College premises or at any College activities on- or off-campus will be subject to discipline up to and including termination and/ or referral for prosecution.
2. The term "controlled substance" generally means any drug scheduled in 21 U.S.C. § 812, generally supplemented by federal regulations in 21 CFR 1308.11 - 1308.15. Typically, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, Heroin and other narcotics; depressants; Marijuana and other Cannabis products; Cocaine, Meth, and other stimulants; "Crack"; and PCP and other hallucinogens. They also include legal drugs that are not prescribed by a licensed physician. "Illicit drug use" generally means the use of illegal drugs and the abuse of other drugs and alcohol, including anabolic steroids. Summaries of health risks and legal sanctions are noted below.
3. Each employee (including any student-employee, such as a work-study participant) is required by law to inform his or her divisional Cabinet Officer in writing within five (5) days after he or she is convicted for violation of any criminal drug statute where such violation occurred on Spring Hill College's premises. A conviction means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.
4. Spring Hill College must notify the U.S. government agency with which the contract was made and/ or from which grant funds were received within ten (10) calendar days after receiving notice from such convicted person or otherwise receiving actual notice of such a conviction. Any academic, administrative, or staff supervisor having knowledge or receiving notification of a conviction as described above shall immediately provide written notice to the division's Cabinet Officer. The division's Cabinet Officer will notify the Director of Human Resources and Risk Management so that proper notice can be sent to the appropriate U.S. government agency and/ or officials, as required by the Drug-Free Workplace Act.

5. If an employee is convicted of violating any criminal drug statute while on the workplace, he or she will be subject to discipline, within the required time limitations, up to and including termination. Alternatively, or in addition to, the College may require such person to successfully finish a drug abuse assistance/ rehabilitation program sponsored by an approved private or governmental institution.
6. An employee who while working is involved in an accident or incident that requires outside medical attention may be screened to determine whether s/he tests positive for drugs and/ or alcohol. Further information concerning this topic may be found in, *e.g.*, the Workers' Compensation sections of, *e.g.*, the *Employee Policies and Procedures Manual*.
7. Any employee who violates this policy, even though the violation does not result in a conviction as set forth in paragraph 3, above, could be required to successfully finish a drug abuse/ rehabilitation program sponsored by an approved private or governmental institution, and also subject to disciplinary action including, but not limited to, leave of absence up to and including termination and/ or referral for prosecution. Any person whose employment is terminated pursuant to this paragraph who feels that he or she has been unjustly terminated due to discrimination or harassment, may address such termination in accordance with any applicable provision set forth in the Spring Hill College Non-Discrimination and Anti- Harassment Policy, as updated from time to time, located, *e.g.*, in BadgerWeb, on the G Drive/ Human Resources, and at Burke Library.
8. The College reserves the right to require pre-employment drug testing. For cause testing is in addition to any applicable pre- employment drug testing. The College reserves the right to require employee drug testing "for cause" or based on "reasonable suspicion," not just in those positions whose job descriptions include any drug testing references. If a supervisor suspects that an individual is at work and under the influence of drugs, the supervisor should notify the Director of Human Resources and the appropriate Cabinet level administrator to seek authorization to drug test the employee. Authorization will be approved if sufficient objective symptoms (normally a minimum of two objective symptoms) exist to indicate to a reasonable person the employee may be under the influence of drugs. An employee who tests positive for drugs is subject to corrective action up to and including termination of employment and/ or referral for prosecution.
9. Alcohol is also a drug and its abuse or unlawful possession, use, or distribution constitutes a major problem at the workplace and on campuses. The College will enforce the following policy:
 - a. The unlawful possession, use, or distribution of alcohol by employees in the College's workplace/ on its property or as any part of any College activities on or off-campus is prohibited. Violators of paragraph 9.a. will be subject to disciplinary action including, but not limited to, leave of absence up to and including termination and/ or referral for prosecution. Summaries of health risks and legal sanctions are detailed herein.
 - b. Any employee who, except when attending an official College event, uses alcohol at work or any employee who is incapable of performing his or her job responsibilities due to what reasonably appears to be alcohol use/ abuse, could be subject to disciplinary action including, but not limited to, leave of absence up to and including termination and/ or referral for prosecution and/

- or could be required to successfully finish an alcohol abuse program sponsored by an approved private or governmental institution.
10. Any employee must abide by this policy as a condition of further employment by Spring Hill College, which is or may be a recipient of federal funds, grant funds, contracts, and/ or other types of federal financial assistance.
 11. **SHC employees and their family members have access 24/7 to Employee Assistance Program (EAP) services, currently via Integrated Behavioral Health through Guardian (WorkLifeMatters): 1-800-386-7055 www.ibhworklife.com** (Their brochure, which contains its site's login and password info, is found on BadgerWeb via Employee Info>Benefits Sign Up>Other). Did you know you can get help by dialing 2-1-1? To contact "211 Connects AL," dial **211 locally or visit (<http://www.211connectsalabama.org/>)** and start with About Us for information and helpful referrals. Great information about alcohol/ drug/ substance abuse services locally is available on this site: <http://www.addicted.org/mobile-addiction-services.html> including but not limited to: Alcoholics Anonymous, Bradford Health Services, Bridge Inc. Recovery Center for Teens, Drug Education Council, Franklin Primary Health Center, Mobile Metro Treatment Center, Narcotics Anonymous of Gulf Coast, and VA Gulf Coast. Various local and 24- hour toll free lines/ help may be accessed as "Alcohol/ism Rehabilitation," "Drug Addiction Rehabilitation," etc., in various search engines. (Campus counselors: Wellness Center, Toolen Hall.)
 12. *This policy will be reviewed on at least a biennial basis to (a) determine its effectiveness and implement changes if needed; (b) ensure that disciplinary sanctions are consistently enforced; (c) disclose the number of drug and alcohol- related violations and fatalities that occur on the Spring Hill campuses or as part of the Colleges' activities; and (d) report the number and type of sanctions imposed as a result of drug and alcohol-related violations and fatalities that occur on the Spring Hill campuses or as part of the Colleges' activities.*
 13. Nothing herein is intended to change the employment at will status of any employee without a written employment contract (i.e., without a written faculty contract). Employment may be terminated at any time by either party for any or no reason.

Sexual Misconduct Policy (Including Cases Of Sexual Assault, Dating Violence, Domestic Violence, And Stalking)

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 misconduct -- which here means sexual assault, dating violence, domestic violence, and stalking -- is a serious violation of these standards. Sexual misconduct is also a form of sexual harassment as prohibited by Title IX of the Education Amendments of 1972 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 the recurrence of any sexual misconduct, and to correct its discriminatory effects on the complainant and others.

The requirements of this policy are blind to the sexual orientation or preference of individuals engaging in sexual activity or sexually exploitative behavior.

Any retaliatory action or behavior taken toward an alleged victim as a consequence of his or her decision to report a violation, pursue conduct action, or criminal prosecution, is prohibited. Retaliation by any party may result in immediate, official corrective action.

Jurisdiction

A member of the College community accused of sexual misconduct 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 will investigate and, when appropriate, 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 misconduct applies to incidents of alleged sexual misconduct by any member of the College Community. Any incident of sexual misconduct against a student should be promptly reported to the **Title IX Coordinator for the College, who is the Director of Human Resources, located in the Finance and Accounting Office, Room 128, Fine Arts Center/Eichold Gallery Building, and available at phone number (251) 380-3063.** The procedures governing resolution of complaints against a College student related to alleged incidents of sexual misconduct that are referenced in this policy can be found in more detail in the Policies and Procedures section of the Student Handbook under the heading “Non-Discrimination and Anti-Harassment Policies.”

The Office of Student Affairs is responsible for the implementation of the student conduct and disciplinary system at the College. The Vice President for Student Affairs/Dean of Students is empowered by the President to administer the College’s disciplinary system. He/she may designate other department(s) and/or campus official(s) in monitoring and regulating the Code of Conduct as he/she deems appropriate. At times, the Vice President for Student Affairs/Dean of Students may immediately intervene and administer the disciplinary process directly through his/her office or his/her designee(s). This may include, per the discretion of the Vice President, a choice of various disciplinary processes or procedures deemed best suited to meet the educational needs of the student(s) involved and the interests of the college community. In cases of an alleged violation of this policy, procedures will be conducted by officials who receive annual training on issues related to sexual misconduct and on how to conduct a hearing process that protects victim safety and promotes accountability.

Any incident of sexual misconduct by a College employee should be promptly reported to the **Title IX Coordinator for the College, who is the Director of Human Resources, located in the Finance and Accounting Office, Room 128; Fine Arts Center/Eichold Gallery Building, and available at phone number (251) 380-3063.** The procedures

governing resolution of complaints against a College employee related to alleged incidents of sexual misconduct can be found in the Policies and Procedures section of the Student Handbook under the heading “Non-Discrimination and Anti-Harassment Policies.”

Individuals who have been subjected to sexual misconduct are encouraged to also file a report with the Mobile Police Department, although they are free to report or not report the incident to law enforcement.

All questions regarding this policy can be directed to the Title IX Coordinator.

Definitions

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; sexual penetration with an object without consent; and fondling, incest, or statutory rape as defined by the laws of the State of Alabama. Act(s) committed either by force, intimidation, or through the use of the victim’s mental incapacity or physical helplessness, including due to intoxication, are not performed with consent.

Domestic Violence – Any asserted violent misdemeanor or felony offenses committed (i) by the victim’s current or former spouse or intimate partner; (ii) by a person with whom the victim shares a child in common; (iii) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (iv) by a person similarly situated to spouse of the victim under the domestic or family violence laws of the state of Alabama; or (v) by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the state of Alabama.

Dating Violence – Any asserted act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the victim’s statement and with considerations of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For purposes of this definition, dating violence includes sexual or physical abuse or the threat of such abuse, but does not include acts covered under the definition of Domestic Violence.

Retaliation – Includes, but is not limited to, threats, intimidation, reprisals, coercion or other attempted acts seeking retribution against anyone who has reported an activity prohibited by this policy.

Stalking – A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress.

Consent – In all instances of sexual activity, consent is required. It is incumbent upon the individual seeking to engage in the sexual activity to obtain consent prior to engaging in the sexual activity.

- Consent is conveyed only by:
 - Explicit verbal agreement to participate in sexually explicit activities; OR,
 - 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 (1) 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), and/or (2) he/she is deemed legally incapable of giving consent (such as, in Alabama, a person with a mental defect, a minor less than 16 years of age, or a student under 19 years of age engaging in a sex act, deviant sexual intercourse, or sexual contact with a Spring Hill College employee, regardless of whether the student is male or female). For purposes of this policy, incapacitation is a state in which a person's perception or judgment is so impaired that he/she lacks the cognitive capacity to make or act on conscious decisions.
- Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion.
- 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. Consent can be withdrawn at any time. If, 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.

- Past consent does not imply future consent.
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.

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 legally protected roles at Spring Hill College, including counselors in the Wellness Center, and clergy members, however, 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 and other campus security authorities must issue timely warnings for incidents reported to them that continue to pose a substantial threat of bodily harm or danger to members of the College community.

Reporting and Confidentially

The College encourages victims of sexual misconduct to talk to somebody about what happened so that victims can get the support they need, and so the College can respond appropriately.

Different employees on campus have different abilities to maintain a victim's confidentiality.

- Some employees are required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication."
- Some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX coordinator. A report to these employees (called "responsible employees") constitutes a report to the College – and generally obligates the College to investigate the incident and take appropriate steps to address the situation.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them so that they can make informed choices about where to turn should they become a victim of sexual misconduct. The College encourages victims to talk to someone identified in one or more of these groups.

The Options

- ***Privileged and Confidential Communications with Professional and Pastoral Counselors***

Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information

about an incident to the Title IX Coordinator without a victim's permission. Following is the contact information for these individuals:

Dr. Chelsea Greer, Director of Counseling Services	<u>cgreer@shc.edu</u>	380-2270
Dodie Ward, Wellness Center Counselor	<u>dward@shc.edu</u>	380-2270
Fr. Mark Mossa S.J., Campus Ministry	<u>mmossa@shc.edu</u>	380-3492

- *Off-campus Counselors and Advocates*

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the College unless the victim requests the disclosure and signs a consent or waiver form. Following is contact information for these off-campus resources: **Mobile Rape Crisis Center at 251-473-7273.**

- *Communications with “Responsible Employees”*

A “responsible employee” is a College employee who has the authority to redress sexual misconduct, who has the duty to report incidents of sexual misconduct or other student misconduct, or who a student could reasonably believe has this authority or duty.

The following categories of employees are the College's responsible employees: **Faculty, Staff, including Residence Life professional staff, Resident Advisors, Student Affairs Professional staff, Athletic coaches, and Campus Ministry staff (excluding Fr. Mossa as noted above).**

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the victim's request for confidentiality.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for the College to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to do so.

Requesting Confidentiality from the College: How the College Will Weigh the Request and Respond

Although rare, there are times when the College may not be able to honor a victim's request for confidentiality in order to provide a safe, non-discriminatory environment for

all students. If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the victim. If the College honors the request for confidentiality, a victim must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. The College has designated the following individuals to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual misconduct:

Patricia Davis, Title IX Coordinator for the College

pdavis@shc.edu 380-3063

Rosalie Carpenter Vice President for Student Affairs

rcarpenter@shc.edu 380-3023

Todd Warren, Director of Public Safety

twarren@shc.edu 380-3095

Laury Rowland, SART Coordinator

lrowland@shc.edu 380-4082

Options Following a Sexual Assault

Students who have been subject to sexual misconduct, especially acts of sexual assault, are encouraged to seek all available assistance, to report the incident promptly, and to pursue College discipline proceedings and criminal prosecution of the offender.

- ***Obtain Medical and Counseling Attention***

In the event of 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 drug's 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. They may be obligated, however, to report the time, date, nature and location of the incident.

 - In an effort to provide survivor centered services, Spring Hill College has a Sexual Assault Response Team (SART). This team has been created to provide immediate support and resources to students who have experienced sexual misconduct. SART First Responders may help the student with the filing of appropriate reports and connecting with resources to meet their needs, such as medical, counseling, any other services needed to assist victims of sexual misconduct. SART members are responsible for reporting the incident, however if you would like to remain anonymous, you can choose not to identify yourself when you call. To contact a SART member, please call the SART phone number **(251) 623-4309** or call Public Safety or the RA on duty and ask to speak with the SART member on call.

- ***Seek Interim Measures***

The College will take steps to protect the complainant as necessary, including taking interim steps before the final outcome of an 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, living or work situations as appropriate. The College will also cooperate with the Mobile Police Department and any other legally authorized entity in enforcing orders of protection, no contact orders, restraining orders or similar lawful orders issued by a criminal, civil, or tribal court.

- ***File a 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

Evidentiary Standard

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.”

Procedural Safeguards

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

- Are entitled to the same opportunities to have an adviser present during a campus disciplinary proceeding or related meeting.
- Shall be informed simultaneously of the outcome of the proceeding, in writing.
- 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.
- Are entitled to a prompt, fair, and impartial investigation and resolution.
- Are entitled to a disciplinary process conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

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 process for cases involving sexual misconduct 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 in the Student Handbook, 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 that focus on sexual misconduct, such as speakers, and awareness campaigns.

The College reserves the right to implement any remedial action necessary for the protection of the campus community.

Amnesty for Individuals Reporting Violations of this Policy

The College strongly encourages students to report incidents that may violate this policy. Therefore, students who report alleged incidents of sexual misconduct, participate as witnesses in sexual misconduct investigations, or seek medical assistance for themselves or another will not be subject to disciplinary sanctions for their consumption or possession of alcohol or other substances in connection with the reported incident.

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 (251-380-3025), 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.

2015 Annual Security Report

Offense	Year	On	Residential	Non-Campus	Public
		Campus Property	Facilities (Subset – On Campus)		
Murder/Non-Negligent Homicide	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Negligent Manslaughter	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Sex Offenses, Forcible	2015	3	3	0	0
	2014	9	9	0	0
	2013	1	1	0	0
Sex Offenses, Non-Forcible	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Robbery	2015	0	0	0	2
	2014	0	0	0	2
	2013	0	0	0	0
Aggravated Assault	2015	0	0	0	0
	2014	0	0	0	0
	2013	1	1	0	0
Burglary of Structure	2015	4	4	0	0
	2014	8	8	0	0
	2013	5	5	0	0
Motor Vehicle Theft	2015	0	0	0	1
	2014	0	0	0	3
	2013	15	15	0	0
Arson	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0

Hate Crimes*	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Domestic Violence	2015	0	0	0	0
	2014	0	0	0	0
Dating Violence	2015	1	1	0	0
	2014	0	0	0	0
Stalking	2015	1	0	0	0
	2014	0	0	0	0
Illegal Weapons Possession Arrests	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Illegal Weapons Violations Referred for Disciplinary Action	2015	0	0	0	0
	2014	0	0	0	0
	2013	1	1	0	0
Drug Law Arrests	2015	1	1	0	1
	2014	0	0	0	7
	2013	0	0	0	0
Drug Law Violations Referred For Disciplinary Action	2015	4	4	0	0
	2014	8	8	0	0
	2013	25	25	0	0
Liquor Law Arrests	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Liquor Law Violations Referred For Disciplinary Action	2015	158	158	0	0
	2014	131	131	0	0
	2013	189	189	0	0
Fires in SHC Residential Facilities	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	N/A	N/A	N/A