

# Annual Security Report



## Statistical Information 2006 • 2007 • 2008

The 2008 Andrews University Office of Public Safety Security Report is brought to you as part of the University's commitment to your safety on campus. While Andrews University strives towards ensuring the safety of Andrews University students, staff and guests, this document should not be viewed as a contractual commitment to such.

Prepared September 2009

Crime Statistics for 2006, 2007 and 2008 calendar years

Issued by: Andrews University Office of Public Safety

4355 International Court

Berrien Springs MI 49104-0940

269-471-3321

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## *Message from the Director*

On behalf of the Office of Public Safety, I would like to take this opportunity to welcome you to our campus. We are dedicated to maintaining a safe and secure environment for a culturally diverse campus. By embracing the core values of truth, respect, excellence, teamwork and integrity, we are committed to providing the highest level of professional public safety services to foster a safe learning and working environment for all. Our office offers a wide range of services to the campus, including individual escorts after sunset and personal safety training classes, as well as hosting different programs to aid in the overall safety of the campus.

Our office is dedicated to improving the safety of everyone here on campus. In 2008 the University began installing a new access control system. I am happy to report that this system is now operational in our three student residence halls and the Information Technology Services building. The University has also implemented an emergency text messaging system designed to give timely warnings during an emergency. I highly encourage you to participate in this emergency alert system, which can be found by following this link: [www.andrews.edu/students/](http://www.andrews.edu/students/) [Your Safety Matters].

In 2010, the Andrews University Office of Public Safety will be disclosing new safety requirements in the following areas: emergency response/evacuation procedures, revised regulations for hate crime reporting, missing student notification, and an annual Fire Safety Report which will involve procedures, statistics, reports, logs and documentation.

While we are devoted to maintaining a safe campus, we cannot accomplish this by ourselves. We need your help. I am asking that every student, staff and faculty member take an active part in helping us keep this campus safe.

Call us if you see suspicious activity: 269-471-3321.

You can make an anonymous report at [www.andrews.edu/safety/anonymous](http://www.andrews.edu/safety/anonymous)

Keep your classrooms, office and residence hall rooms locked. Lock your vehicles, register your bicycles and keep your valuables out of sight.

Our *Andrews University Office of Public Safety 2009–2010 Handbook* and the *2009–2010 Student Planner/Handbook* are intended to equip you with safety information you need while at the University.

By familiarizing yourself with our resources and using the information provided at [www.andrews.edu/safety](http://www.andrews.edu/safety) you will be aiding in our pursuit of a safer campus. Among other services, the Public Safety website allows you to register your vehicle or bicycle. Also remember to sign up to receive emergency text messages.

I have an open door for anyone wishing to stop in for a visit. If you have any concerns, please feel free to call me at 269-471-6195 or e-mail me at [dbhodes@andrews.edu](mailto:dbhodes@andrews.edu).

Sincerely,

*Dale Hodges*

## Components of the Annual Security Report

The Andrews University Office of Public Safety has prepared this Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report has two main parts: disclosure of crime statistics and disclosure of policy statements.

Since January 2008 Andrews University Public Safety Officers have entered all reports, and all crime incidents that are reported, directly into an automated case management software program called DDP Police Science. Once an officer enters the report into the program, an office administrator reviews the report to ensure it is appropriately classified in the correct crime category. Prior to 2007, reports were written in Word and placed in a Word folder. The Andrews University Office of Public Safety regularly examines the data and maintains a daily crime log to ensure that all crimes that have been reported are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting (UCR) Handbook and the FBI National Incident Based Reporting System (NIBRS) Handbook.

The Annual Security Report will be updated each year and is available on the Andrews University website: [www.andrews.edu/safety/clery](http://www.andrews.edu/safety/clery). Copies of the Annual Security Report may also be obtained at the Andrews University Office of Public Safety located at 4355 International Court or by calling 269-471-3321. Copies of the Annual Security Report are made available to Andrews University students, employees, prospective students and prospective employees as required by the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

## Definitions of Crimes Reported in the Crime Statistics Tables

- Murder and non-negligent manslaughter is defined as the willful (non-negligent) killing of one human being by another.
- Negligent manslaughter is defined as the killing of another person through gross negligence.
- Forcible sex offenses-is defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcible or against the person's will where the victim is incapable of giving consent.
- Non-forcible sex offenses are incidents of unlawful, non-forcible sexual intercourse. Only two types of offenses are included in this definition: incest and statutory rape.
- Robbery is the taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- Aggravated assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- Burglary is the unlawful entry of a structure to commit a felony or a theft.
- Motor vehicle theft is the theft or attempted theft of a motor vehicle.
- Arson is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- Hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation or ethnicity/national origin.

Race: A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).

Gender: A preformed negative opinion or attitude toward a group of persons because those persons are male or female. Gender bias is also a Clery Act-specific term, not found in the FBI's Hate Crime Data Collection Guidelines.

Religion: A preformed negative opinion or attitude toward a preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

Sexual orientation: A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own /sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).

Ethnicity/national origin: A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).

Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness

- Weapons possession is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.
- Drug law violation is defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

- Liquor law violations are defined as the violations of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Included in this classification is the furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; distributing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.

## Disclosure of Crime Statistics Tables

2008 Calendar Year						
Crime		On-Campus	On-Campus Residence Halls	Non-Campus	Public Property	
A.	Murder/Non-negligent	0	0	0	0	
B.	Negligent Manslaughter	0	0	0	0	
C.	Sex Offenses—Forcible	1	0	0	1	
D.	Sex Offenses—Non-Forcible	0	0	0	0	
E.	Robbery	0	0	0	0	
	Aggravated Assault	3	1	0	0	
G	Burglary	15	13	0	0	
H.	Motor Vehicle Theft	0	0	0	2	
I.	Arson	0	0	0	0	
<b>Arrests</b>						
J.	Illegal Weapons Possession	0	0	0	0	
K.	Drug Law Violations	0	0	0	5	
L.	Liquor Law Violations	0	1	0	3	
2007 Calendar Year						
Crime		On-Campus	On-Campus Residence Halls	Non-Campus	Public Property	Local & State
A.	Murder/Non-negligent	0	0	0	0	0
B.	Negligent Manslaughter	0	0	0	0	0
C.	Sex Offenses—Forcible	1	0	0	2	0
D.	Sex Offenses—Non-Forcible	0	0	0	0	0
E.	Robbery	0	0	0	0	0
F.	Aggravated Assault	0	1	0	0	0
G	Burglary	0	7	1	0	1
H.	Motor Vehicle Theft	2	0	0	0	0
I.	Arson	1	0	0	0	0
<b>Arrests</b>						
J.	Illegal Weapons Possession	0	0	0	0	0
K.	Drug Law Violations	0	1	0	0	1
L.	Liquor Law Violations	0	1	0	0	0
2006 Calendar Year						
Crime		On-Campus	On-Campus Residence Halls	Non-Campus	Public Property	Local & State
A.	Murder/Non-negligent	0	0	0	0	0
B.	Negligent Manslaughter	0	0	0	0	0
C.	Sex Offenses—Forcible	3	0	0	0	0

D.	<b>Sex Offenses— Non-Forcible</b>	0	0	0	0	0
E.	<b>Robbery</b>	0	0	0	0	0
F.	<b>Aggravated Assault</b>	10	0	0	0	0
G.	<b>Burglary</b>	20	0	0	0	0
H.	<b>Motor Vehicle Theft</b>	0	0	0	0	0
I.	<b>Arson</b>	0	0	0	0	0
<b>Arrests</b>						
J.	<b>Illegal Weapons Possession</b>	0	0	0	0	0
K.	<b>Drug Law Violations</b>	0	0	0	0	0
L.	<b>Liquor Law Violations</b>	0	0	0	0	0

### Disciplinary Actions For Drug, Alcohol and Weapons Violations

Listed below is the summary of disciplinary actions for drug, alcohol and weapons violations committed by students in the last three years. These totals represent incidents adjudicated by the Office of Public Safety and/or the Division of Student Life.

<b>Disciplinary Actions/Student Life</b>	<b>2008</b>	<b>2007</b>	<b>2006</b>		
<b>Illegal Weapons Possession</b>					
On-Campus	0	0	0		
On-Campus Residence Halls	0	0	0		
Non-Campus	0	0	0		
Public Property	0	0	0		
Local & State	n/a	0	0		
<b>Drug Law Violations</b>					
On-Campus	0	0	0		
On-Campus Residence Halls	0	0	0		
Non-Campus	0	0	0		
Public Property	0	0	0		
Local & State	n/a	0	0		
<b>Liquor Law Violations</b>					
On-Campus	1	0	0		
On-Campus Residence Halls	1	0	0		
Non-Campus	0	0	0		
Public Property	0	0	0		
Local & State	n/a	0	0		

### Hate Crime

A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin.

**There were no Hate Crimes to report in 2006, 2007, 2008**

## Policy for Reporting the Annual Disclosure of Crime Statistics

The Andrews University Office of Public Safety will prepare this Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act each year. The full text of this report can be located on our web site at [www.andrews.edu/safety](http://www.andrews.edu/safety). This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites.

These statistics may also include crimes that have occurred in private residences or businesses by non-students on private property.

A procedure is in place to capture crime statistics disclosed confidentially at Andrews University by anonymous reporting.

Each year an e-mail notification will be provided to all enrolled students to provide the website address to access this report. Faculty and staff will receive similar notifications. Copies of the report may be available at the Andrews University Office of Public Safety located at 4355 International Court.

Currently students and employees *may* report crimes to any Andrews University Office of Public Safety Officer. The Andrews University Office of Public Safety encourages anyone who is the victim or witness to any crime to promptly report the incident to the police and/or the Andrews University Office of Public Safety. When a crime is reported, Andrews University Office of Public Safety is obligated to report any potential misdemeanors and felonies to the police.

Andrews University Office of Public Safety, in partnership with the Division of Student Life, developed a confidential crime reporting program for the campus. Tips may be made anonymously to the Office of Public Safety by calling 269-471-3321 regarding crimes committed on campus. The operator will take the tip and provide the caller with a tip identification number. If the information provided directly leads to the confirmed identification of a suspect or an arrest, the caller may be eligible for a cash reward up to \$250.00.

## General Procedures for Reporting a Crime or Emergency

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the police or the Andrews University Office of Public Safety in a timely manner.

To report an emergency on campus, call 911. To report a non-emergency, call the Andrews University Office of Public Safety at extension 3321 or from outside the university phone system to 269-471-3321.

Office of Public Safety dispatchers are available at the above respective telephone number 24-hours-a-day.

This publication also contains information about on-campus and off campus resources.

Crimes should be reported to the Andrews University Office of Public Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

### **Timely Warnings**

In the event that a situation arises, either on- or off-campus, that constitutes an ongoing or continuing threat in the judgment of the director of the Andrews University Office of Public Safety, a campus-wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty, staff and the campus’ student newspaper, the *Student Movement* and/or an emergency siren will be activated in the center of campus. Andrews University students can elect to receive emergency text warnings via their cell phones by registering at our main Andrews University website under “Your Safety Matters” [www.andrews.edu/students](http://www.andrews.edu/students).

Anyone with information warranting a timely warning should report the circumstances to the local police office, by phone at 269-471-2813 or in person at the dispatch center within the Andrews University Office of Public Safety at 4355 International Court.

Anyone with information of an ongoing, continuing or possible threat should report the circumstances to the Office of Public Safety in person at 4355 International Court. If after hours, the person(s) may call 269-471-3321. If the threat is in the local community, the person may call 269-471-2813.

### **Emergency Warnings**

In case of a campus emergency: The University has an emergency siren located in the center of campus. This siren will sound whenever there is a confirmed report of a *life-threatening* situation; which might be weather-related, a chemical spill or any other situation that threatens lives or property, including a hostile shooter.

In case of emergency, the siren will sound continuously for three (3) minutes followed by one (1) minute of silence and will be repeated as needed. When this happens:

- Seek shelter immediately.
- Basements and reinforced concrete buildings are your best protection.
- Go to the lowest part of the building, stay away from outside walls and windows (hallways and small rooms provide good protection).
- For buildings without basements, go to the ground floor. Take cover under heavy furniture in the central part of the building, or in a small room, hallway or bathroom away from windows.

The siren does not sound an all-clear. To obtain all-clear information and any further information regarding the reason of the siren's activation, call the campus information line or listen to local media:

- Call extension 3321 for phones on the campus phone system
- Call 269-471-3321 from phones outside of the campus phone system
- Tune into WAUS (90.7 FM)
- Go to the University's website: [www.andrews.edu](http://www.andrews.edu)

This system will be tested the first Sunday of each month. A warning siren will sound at 12 p.m. (noon). This is only a test! Testing will be a constant signal for three (3) minutes.

A complete emergency flip chart is available for download at the [www.andrews.edu/safety](http://www.andrews.edu/safety).

## **Policies Addressing Security and Access**

Most campus buildings and facilities are generally accessible to members of the campus community, guests and visitors during normal business hours, Monday through Friday, excluding holidays.

Certain facilities may also be open for designated hours on weekends. Exterior and interior doors on campus buildings are locked and secured each evening by Office personnel. Building directors or department heads may submit room and/or building reservations to the Office of Public Safety to allow specialized access beyond normal building hours.

Residence halls exterior doors are locked during the day and restricted to resident card-access only, with the exception of the guest or lobby areas. Visitors must check in at the front desk of the residence hall.

## **Andrews University Office of Public Safety Officer Authority and Jurisdiction**

Andrews University Public Safety Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Andrews University. Andrews University Public Safety Officers have the authority to issue parking citations, which are billed to the financial accounts of students, faculty and staff.

AU Public Safety Officers employ radar and video equipment for traffic and speed limit enforcement on campus. AU Public Safety Officers do not enforce State Law nor are they granted with State Authority. AU Public Safety Officers are not authorized to conduct vehicle or traffic stops. AU Public Safety Officers are only authorized to detect, monitor, observe and record speed violations. Once a violation has been identified and recorded, an AU Public Safety Officer supervisor reviews the recorded evidence and if the violating vehicle is a registered faculty, staff or student, a citation will be forwarded to their Andrews University e-mail.

AU Public Safety Officers are not granted with powers of arrest. Criminal incidents are referred to the local police who have jurisdiction on and off the campus. AU Public Safety Officers maintain a professional working relationship with local law enforcement. All crime victims and witnesses are strongly encouraged to report crimes to AU Office of Public Safety and the appropriate police agency.

### **Criminal Activity Off-Campus**

When an Andrews University student is involved in an off-campus offense, the Office of Public Safety may be asked to assist in cooperation with local, state or federal law enforcement.

Andrews University does operate off-campus housing. However, there are no off-campus student organizational facilities. While police have primary jurisdiction in all areas off campus, Berrien Springs Oronoko Township Police officers can and do respond to student-related incidents occurring in close proximity to campus. The Andrews University Office of Public Safety does have direct radio communications with law enforcement to facilitate a rapid response.

## University Student Intervention Team (USIT)

At Andrews University the health and wellbeing of students and our campus community is of primary importance and therefore the University retains the right to intervene as deemed necessary to help protect health or safety.

Observations of behaviors and activities that appear to jeopardize, threaten or endanger the health or safety of a student or others will be carefully evaluated. Such observations may include a suicidal ideation or gesture, self-injurious actions, aberrant or dysfunctional behavior or other health and mental health conditions that may compromise the health or safety of the student or others.

When these behaviors are observed by any member of the campus they should share it with the vice president for Student Life and/or the University Student Intervention Team (USIT) via [usit@andrews.edu](mailto:usit@andrews.edu) or established communication channels. If there is a direct or imminent threat the observation should be directed to Emergency Services (911) or to the Office of Public Safety (269-471-3321).

The vice president for Student Life and/or the University Student Intervention Team (USIT) will carefully review, investigate and substantiate the observations in the context of the student's comprehensive record, for the purpose of evaluating the current level of risk or dysfunction. The USIT may consult with relevant University personnel to identify intervention strategies and/or to implement the intervention plan. This plan may lead to either a voluntary or involuntary medical leave that includes the following protocol:

- The University will utilize standard care to ensure the student's safety, removing objects that may cause harm from his/her possession and facilitate a plan to provide protective care for the student until an evaluation can take place and/or treatment is initiated.
- University Medical Specialties and/or the Counseling & Testing Center may be consulted. This consultation may include a determination of whether the student should be taken to the nearest emergency room for an immediate evaluation. (In some emergency cases, as deemed necessary, students may be transported by ambulance directly to a local emergency facility following a 911 call.)
- The student may be placed on a voluntary or involuntary medical leave.
- The student may be required to consent to the release of pertinent reports and collateral information from previous health care providers and educational institutions to the professional evaluator in order to provide a comprehensive view in determining the best intervention plan.

- Parents, legal guardians, spouse or family designate (as reflected in the student’s emergency contact records) generally are notified and asked to share relevant information and to provide care during the evaluation process. The University strongly recommends that students remain in the care of the local emergency health care facility until care is transferred to the student’s caregiver. Residence hall students may not be able to reside in the residence hall during this process—unless their designated caregiver is providing their care—because the staff is not able to provide the necessary level of care
- The student may be asked to obtain a psychological assessment from a licensed, doctoral-level psychologist.
- The student will be asked to sign a release of information consent form.
- The student is responsible for all fees related to assessments required to determine their readiness to return to the classroom and campus environment.
- The student may be required to request that a written report of the findings of the psychological assessment (including a Student Readiness Report Form) and recommendations related to the student’s readiness to return to the rigors of campus life and for ongoing care be submitted to the vice president for Student Life and/or USIT.
- The vice president for Student Life and/or the USIT will review all collateral information, professional evaluations and recommendations to determine the student’s readiness to return to the rigors of the classroom and campus environment.
- The medical leave is generally one semester and may be extended as deemed necessary by the vice president for Student Life and/or the USIT, following review of all relevant information. Students or legal guardians may request further extensions of the medical leave with appropriate documentation.
- Students authorized to return to the classroom and campus environment are required to participate in any aftercare treatment program prescribed by their health care provider to maintain their status as a student.
- The continuing status of the student will require the fulfillment of this protocol. Failure to follow a directive of a University official is a violation of the Code of Student Conduct and will jeopardize the status of the student.

The University does not have procedures for counselors to provide voluntary, confidential reporting of crime statistics. Laws in the State of Michigan do require psychologists and counselors to report incidents of child abuse or neglect and threatened violence against oneself or another person.

## Security Awareness and Crime Prevention Programs

The Andrews University Office of Public Safety website provides an array of services such as bike registration, vehicle registration, personal escorts, fire safety inspections, building security assessments, event support services, etc. Visit [www.andrews.edu/services/safety/services](http://www.andrews.edu/services/safety/services).

Assault Prevention Programs are offered on a recurring basis. Andrews University Office of Public Safety annually sponsors a Rape Aggression Defense system (RAD) training conducted by the Berrien County Sheriff's Department. It is a comprehensive course that begins with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of hands-on defense training. Certified RAD instructors will teach the courses provided.

The Andrews University Office of Public Safety encourages a common theme of all awareness and crime prevention programs aimed to facilitate awareness among students and employees of both their own security and the security of others.

*Tip:* To enhance personal safety at night (especially after an evening class):

- Walk or ride with friends or someone

- Stay away from isolated areas

- Try to stay/walk/park near street lights

- Hold your purse tightly, close to your body

- Respect campus curfew (Sunday–Friday, 11 p.m.; Saturday, 12 a.m.)

- Contact the Office of Public Safety for an escort

Persons who do not wish to walk alone on campus can call 471-3321 to request an officer to accompany them. All escorting officers are employed by the Andrews University Office of Public Safety and will be in uniform with identification.

## **Possession, Use and Sale of Illegal Drugs and Alcohol Substance Abuse Policy**

Andrews University is committed to providing a drug-free environment and has a zero-tolerance position. Students, staff and faculty will be expected to remain drug-free while at Andrews University. Drug-free means abstaining from the use of alcohol, tobacco and other mind-altering drugs, and from abuse of prescription drugs.

The University also upholds all laws prohibiting the possession, use, manufacture or distribution of controlled substances. The possession of drug paraphernalia and use of “look-alike” or designer drugs are also prohibited and considered a violation of the drug-free policy.

The drug-free policy includes on- or off-campus use, possession or distribution of tobacco in any form; alcoholic beverages; illegal narcotics; dishonestly acquired or misused prescription drugs; or allowing the use of any of these in one’s room, apartment or office.

Michigan statute denotes operation of a motor vehicle under the influence of alcohol is a criminal offense and is strictly forbidden. Those operating a vehicle with an alcohol level above the legal limit of 0.08 are subject to arrest and could be charged with an OWI (operating while intoxicated). Note: for persons under the age of 21, the legal limit is 0.02.

### **Alcohol and Substance Abuse Prevention**

The University has developed a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. The program is available at the Counseling & Testing Center and is entitled Psychoeducational classes, consisting of six 6 sessions. The Counseling & Testing Center also provides alcohol/drug assessments.

The Institute for the Prevention of Addictions (IPA) located on the campus of Andrews University was founded in 1985. The mission of the Institute is to engage in a wide variety of research focusing on the epidemiology of health risk behavior, prevention strategies to reduce risk behaviors, best practice intervention services and policies to reduce health risk behaviors. Researchers at the IPA have conducted research projects nationally and internationally.

### **Andrews University Substance Abuse Protocol**

Andrews University is committed to providing a drug-free environment for learning and working. Such a commitment led the university to establish a Drug-Free Policy which clearly outlines the university’s position and strives to educate its student body on the advantages of a drug-free lifestyle. The university also helps chemically-dependent students find resources to aid in their recovery.

## **Voluntary Referral**

All students can choose to voluntarily seek assistance in remaining drug- and alcohol-free. Faculty members, the Counseling & Testing Center or Division of Student Life personnel are available for consultations. No disciplinary action will typically be taken if the student initiates (without prior knowledge by university representatives) a voluntary effort to seek assistance and is faithful in following the plan established for personal growth.

## **Mandatory Referral**

If students are found in violation of the policy, the university may activate the following response.

A first substance use offense will result in a suspension from the university. To be eligible to regain and/or continue student status, the student must fulfill the following response.

1. Review and reaffirm a re-entry contract.
2. Sign a release of information consent form with a Student Life Representative.
3. Serve a suspension from classes for a minimum of three class days.
4. During the suspension and prior to returning to classes the student must:
  - Make an appointment with the Counseling & Testing Center within three days to begin the process to obtain a Substance Abuse Assessment and make arrangements to accept responsibility for fees related to the assessment.
  - Request that the Counseling & Testing counselor submit to the referring entity a summary report with recommendations for ongoing care.
  - Submit verification of compliance with all recommended appointments for ongoing counseling sessions and care.
  - Complete with the Counseling & Testing Center an educational course and related assignments which include attendance of six sessions as outlined with the course counselor.
  - Complete an exit interview with the course counselor.
  - Submit documentation of the completion of a minimum of 12 hours of community service.
5. Complete a 10-week citizenship probation that includes the removal of privileges (reference *2009–2010 AU Student Planner/Handbook*, section on probation page 207).

If the violation is related to illegal substances or related to the responsibility of planning and/or hosting events where alcohol and illegal substances are served, the student must fulfill the following protocol:

1. Serve a suspension which may be a minimum of one semester, during which time the student will be separated from the campus and all campus-related activities.
2. Expect that a report will be made to the appropriate legal authorities if the student has violated laws regarding illegal drugs and controlled substances.

3. Prior to returning to classes the student must:
  - Make an appointment with a licensed community Substance Abuse Counselor to obtain an assessment and accept responsibility for fees related to the assessment
  - Sign a release of information consent form with the community Substance Abuse Counselor
  - Request that the Substance Abuse Counselor submit a summary report of the assessment, with recommendations for ongoing care and verification of compliance with all recommendations, to the vice president for Student Life.
  - Submit documentation of the completion of a minimum of 20 hours of community service
  - Upon returning and registering for a future semester the student must:
    - Complete with the Counseling & Testing Center an educational course and related assignments which includes attendance of six sessions as outlined with the course counselor
    - Complete an exit interview with the course counselor
    - Complete a minimum 10-week citizenship probation that includes the removal of privileges (See 2009-2010 Student Planner section regarding probation on page 207)

Students who have used alcohol or illegal substances or who have lingered in close proximity to illegal substances or drug paraphernalia should be prepared to participate in random, on-demand alcohol and drug screening.

A second substance use offense will result in a minimum suspension from the University for the remainder of the current semester and the ensuing semester during which time the student will be separated from the campus and all campus-related activities. A request for reinstatement will first require reapplication to the University.

## Sexual Assault Prevention and Response

It is the policy of Andrews University to provide an academic environment, to be free from all forms of intimidation, hostility, offensive behavior and discrimination, including sexual harassment. The conduct herein described is both contrary to university policy and contrary to Seventh-day Adventist Christian beliefs and practice and may be illegal under both state and federal law.

The United States Equal Employment Opportunity Commission and the State of Michigan have defined sexual harassment as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

An employee who believes that he or she has been subject to discrimination or harassment should report the conduct to his or her immediate supervisor. In the event the supervisor is the offending party, go to his/her immediate supervisor. If necessary, the employee grievance procedure should be utilized.

A student who believes that he or she has been discriminated against or harassed should report the conduct to the chair of the department to which the teacher is assigned and if the chair is the aggrieved party, to the dean of the college/school in which he or she is enrolled. The student may also seek information or schedule a private appointment with one of the University ombudspersons: James North Jr.: [jamesn@andrews.edu](mailto:jamesn@andrews.edu), 269-471-3244 or Ann Gibson: [gibson@andrews.edu](mailto:gibson@andrews.edu), 269-471-3214.

Andrews University strives to maintain an environment for study and work that is free from unlawful discrimination or harassment. The University wants its members to enjoy an academic or work environment which is conducive to achieving the highest levels of learning, productivity, performance and satisfaction. Accordingly, it is the policy of Andrews University to prohibit unlawful discrimination against any student on the basis of race, color, sex, national origin, religion, age, disability or any other legally protected characteristic under state or federal law. Harassment that occurs because of a legally protected characteristic may be unlawful and/or violate the policies of the University. The student, therefore, has a right to enjoy a study, work and living environment that is free from conduct that could create a hostile, intimidating or offensive environment. Students and employees should report inappropriate, erratic and/or harassing behavior that may jeopardize the health or safety of an individual or the community or is a disruption to the mission and/or normal processes of the University in order that the University may address behavioral concerns.

## **Sexual Harassment**

Like other forms of harassment that are based on an individual's legally protected characteristic, sexual harassment is a form of discrimination and it is strictly prohibited. Unlawful sexual harassment takes one of two forms: 1) quid pro quo harassment or 2) hostile environment harassment. Quid pro quo harassment typically involves an exchange of sexual favors for some benefit, and it most often occurs where there is a power differential (e.g., professor and student or boss and employee). Hostile environment harassment can occur when conduct is so severe and/or pervasive that it unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive work or academic environment. Both kinds of harassment are prohibited.

The following are types of behavior which may constitute sexual harassment:

- Unwelcome sexual advances or requests for sexual favors
- Unwelcome touching
- Showing/displaying sexually suggestive or objectifying pictures or words
- Sexually suggestive jokes

Other unwanted verbal, visual or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, academic achievement or advancement
2. Submission to or rejection of such conduct is used, threatened or insinuated as the basis for decisions affecting employment, wages, promotion, assigned duties or academic standing of an individual
3. Such conduct has the purpose or effect of interfering with an individual's ability to carry out his or her responsibilities

## **What to do about Harassment**

If you witness or experience behavior which you think is inappropriate, you should do something about it. The following steps are suggestions you may want to consider. Every circumstance is different, however, and the important thing is that you do take some steps to correct the behavior.

1. Indicate assertively to the alleged harasser that such conduct is offensive, unwelcome and should be stopped immediately (studies show that most harassers will stop if they know their behavior is offending someone).

2. Document a written report of the incident noting date, time, location; identifying alleged harasser and witnesses; and giving a detailed description of the unwanted behavior incident.
3. Submit the report to one of the following: academic advisor or dean (if classroom-related), work supervisor or human resources director (if work-related), residence hall dean or Student Life (if peer-related or you are unsure who to report to).
4. Contact a University ombudsperson.

Andrews University takes seriously any reports it receives of sexual and other forms of unlawful harassment. A process is available for an investigation to be conducted and, where necessary, to take corrective action.

Any student who makes, in good faith, a complaint/report of harassment will suffer no adverse action from the University because of that complaint/report.

## Sexual Offender Registration

Convicted sex offenders who qualify under the Sex Offenders Registration Act, Act 295 of 1994, are listed on the Michigan Public Sex Offender Registry (PSOR) website. The Internet address is [www.mipsor.state.mi.us](http://www.mipsor.state.mi.us).

The Public Sex Offender Registry site includes an offender's registered offense; his/her photo (when available); a physical description; the offender's last reported address; and whether the offender is attending and/or employed at a post secondary school and any aliases. This information can change quickly and can be printed from the web page.

The Public Sex Offender Registry (PSOR) site denotes that the Michigan State Police (MSP) information provided through the PSOR is public information. However, it is the inquirer's responsibility to make sure the records accessed through the registry pertain to the person about whom the inquirer is seeking information. Extreme care should be exercised in using any information obtained from this website. Any information on this site must not be used to unlawfully injure, harass or commit a crime against any individual named in the registry or residing or working at any reported address. Any such action could result in civil or criminal penalties. Additionally, the MSP is not responsible for any errors or omissions produced by secondary dissemination of this information.

The SOR in Michigan is a database containing the names, addresses and listed offense information of all persons in Michigan convicted of certain sexual offenses. The complete SOR is only available for law enforcement purposes through the Law Enforcement Information Network (LEIN). The SOR was established in 1994, by the Michigan Sex Offenders Registration Act (Public Acts 286, 287, 294 and 355 of 1994). The act created the database in response to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act (42 USC 14071 et seq.) of 1994. This federal act required states to establish specific requirements for persons convicted of certain crimes against minors and those convicted of sexually violent offenses.

The Michigan SOR Act established the Michigan State Police (MSP) as the keeper of the registry and the repository for SOR data. As such, the Office of Public Safety works closely with the Legislature to ensure any changes made to the Sex Offender Registration Act complies with federal requirements.

In addition, MSP posts, like other law enforcement agencies, serve as locations where sex offenders can verify and/or change their addresses. MSP personnel also participate in sex offender sweeps and arrest absconders.

The PSOR (Public Sex Offender Registry) is the Internet site that displays the public offender information contained in the SOR database for the public to view. It is similar to the SOR in that like the PSOR, it is a database containing the names, addresses and listed offense information of persons living in Michigan

convicted of certain sexual offenses after October 1, 1995 or under the supervision of the Michigan Department of Corrections for a listed offense on October 1, 1995.

When first established in 1996, the PSOR was only accessible to the public by visiting a local law enforcement agency to view a paper copy of the list. In 1999, as a result of Public Act 85, the PSOR became available online at [www.mipsor.state.mi.us](http://www.mipsor.state.mi.us). The current site allows for searches by approximate age and/or name, zip code, city, county and university in order to enable the view of the identity of registered sex offenders. Under the SOR Act, certain offenders are exempt from being listed on the PSOR (even though they remain on the SOR). These offenders include all juveniles and offenders who have successfully completed the probation process outlined in Public Act 240 of 2004. Any juvenile convicted of criminal sexual conduct, first or second degree, is listed only in the PSOR following his/her 18th birthday.

In addition, those individuals who are deceased and offenders who have moved out of the state/country are removed from the PSOR following the submission of a death certificate or notification of a change of address.

There are other web sites similar to the Michigan Public Sex Offender Registry where a person can access information regarding registered sex offenders in other states. A list of web sites by state can be found at: <http://www.fbi.gov/hq/cid/cac/states.htm> .

In addition, there is also the U.S. Department of Justice established the National Sex Offender Public Registry web site at [www.nsopr.gov](http://www.nsopr.gov). This site will permit a search of the sex offender registries of participating states.

## Emergency Services

In case of any emergency or to report a crime, call 911 or you may elect to call the Andrews University Office of Public Safety. An emergency can be defined as: reporting a crime; or requesting fire, police or medical/ ambulance services.

### Police

Berrien Springs Oronoko Township Police Department: 269-471-2813

Berrien County Sheriff's Department: 269-983-7141

Michigan State Police: 269-683-4411

### Medical

Medic 1: 269-925-2141 or 1-800-557-1212

SW MI Community Ambulance Services: 269-684-2170

University Medical Center: 269-473-2222

Lakeland Regional Hospital: 269-800-2808

### Fire

Village of Berrien Springs Fire Department: 911 or 269-473-3731

Village of Eau Claire Fire Department: 911 or 269-461-3406

### Andrews University Office of Public Safety

Office of Public Safety: 269-471-3321

Office of Public Safety Anonymous Tip Line: 269-471-3338

Office of Public Safety Anonymous Email: [www-andrews-edu/safety/anonymous](http://www-andrews-edu/safety/anonymous)

### Hotlines and Help lines

School Closing: 269-471-7660

Andrews University Transportation Night Emergency: 269-471-6492

Andrews University Plant Services: 269-471-3380

Child Abuse and Neglect: 1-800-422-4453

Domestic Abuse Hotline: 1-800-799-7233

Drug Abuse Hotline: 1-800-662-4357

Poison Control: 1-800-222-1222

Riverwood Center Emergency Professional Services: 269-925-0585 or 1-800-336-0341

Suicide Prevention Hotline: 1-800-273-8255

## Resources Used in the Development of this Report

Excerpts from the following resources were helpful in compiling the Andrews University Office of Public Safety Annual Statistical Report:

The Handbook for Campus Crime Reporting, U.S. Department of Education, Office of Postsecondary Education, 2005

Andrews University Information Directory, 2008–2009

Andrews University Office of Public Safety Handbook, 2008–2009

Andrews University Office of Public Safety Handbook, 2009–2010

Andrews University Student Planner/Handbook, 2008–2009

Andrews University Student Planner/Handbook, 2009–2010

Andrews University Counseling & Testing Center Informed Consent Statement

- Andrews University Website: [www.andrews.edu](http://www.andrews.edu)
- Andrews University Office of Public Safety site: [www.andrews.edu/services/safety](http://www.andrews.edu/services/safety)
- Michigan State Police, Sex Offender Registry site:  
[http://www.michigan.gov/msp/0,1607,7-123-1589\\_1878\\_24961---,00.html](http://www.michigan.gov/msp/0,1607,7-123-1589_1878_24961---,00.html)

In addition, a review was made of various Internet publications.