2019 ANNUAL SECURITY REPORT

THE WASHINGTON ADVENTIST UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY
TAKOMA PARK, MARYLAND

(2018 Calendar Year)

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WASHINGTON ADVENTIST UNIVERISTY

History

Washington Adventist University (WAU) was established in 1904 as a coeducational institution known as the Washington Training College. Its purpose was to train young men and women in the liberal arts. In 1907, when the name was changed to Washington Foreign Mission Seminary, the more limited objective of special training for missionaries replaced the original concept of a liberal arts college. In 1914 the college resumed the status of a liberal arts college and took the name Washington Missionary College. At the first commencement, held May 22, 1915, five students received the Bachelor of Arts degree. Continued growth and development led to further changes.

In 1933 the lower division was organized as Columbia Junior College and received accreditation. It ceased to exist as a separate college in 1942 when Washington Missionary College was given accreditation as a four-year, degree-granting institution by the Middle States Association of Colleges and Secondary Schools. In March of 1961 the college constituency voted to change the name of the college to Columbia Union College. In 2009, Columbia Union College attained university status, and the college constituency voted to change the name of the college to Washington Adventist University.

Campus

WAU occupies 19 acres in Takoma Park, Maryland, near the nation's capital. Its world-class metropolitan setting affords unrivaled opportunity for learning, work, recreation, and service.

Campus Properties

Students Residence Halls:

Halcyon Hall (7600 Flower Avenue) and Morrison Hall (7600 Flower Avenue).

On Campus University Buildings:

Health Science, Transportation, Student Activity Center, Gym, Science Building, General Services, Weis Library, Wilkinson Hall, Richards Hall, Music Building, and Power Plant.

Campus Housing (Apartments) Owned by the University:

7715 Greenwood Avenue (4 apartments), 7717 Greenwood Avenue (6 apartments), 7721 Greenwood Avenue (1 apartment), 7723 Greenwood Avenue (2 apartments), 7725 Greenwood Avenue (3 apartments), 7815 Greenwood Avenue (5 apartments), 717 Maplewood Avenue (2 apartments), 901 Maplewood Avenue (2 apartments), 7633 Carroll Avenue (house), 1104 Kirklynn Avenue (house), 7817 Flower Avenue (3 apartments), 7906 Flower Avenue, 10 apartments).

Public Property Adjacent to Campus (Non-Campus Buildings):
Washington Adventist Hospital (7600 Carroll Avenue) and Sligo Adventist Church (7700 Greenwood Avenue).

Public Streets and Avenues:
Flower Avenue (7600-8000 block), Greenwood Avenue (7715-7815 block), Maplewood Avenue (717-901 block), Carroll Avenue (7633), and Kirklynn Avenue (1104) (not shown in above map).

Affiliation

The University operates under the auspices of the Seventh-day Adventist Church. The Board of Trustees guides the overall mission and direction of the University, overseeing management and setting major policies. The administration, led by President Dr. Weymouth Spence, is responsible for leading the university community and managing day-to-day operations. Faculty, students, and staff participate in oversight through committees charged with protecting the integrity and enhancing the value of a Washington Adventist University education. There are three schools of higher learning with a student body of approximately 1,000 students.

WAU DEPARTMENT OF PUBLIC SAFETY

The Department of Public Safety (DPS), functions as a resource and service for Washington Adventist University (WAU). Its mission is to help WAU perform its functions in a safe, secure, healthy, and environmentally responsible manner by working with our safety partners. The DPS provides leadership and outstanding service that enhances the research and Christian education process by integrating excellent safety, security, and sustainable practices into WAU's campus culture.

The DPS provide campus security services including emergency response, investigations, escorts, building security, and fire and safety inspections, and is composed of regular security officers as well as auxiliary student officers. Our staff holds certification in emergency management and fire and life safety inspection. Additionally, we have a CCTV Specialist and a Crime Victim and Witnesses Advocate and an Evidence Specialist. Our officers do not have police powers.

PUBLIC SAFETY DIVISION

WAU security officers have the authority to ask for a person's identification and to determine whether individuals have lawful business at WAU. DPS security officers may escort students when requested, and have the authority to issue parking tickets, which are billed to financial account of students, faculty, and staff. Public Safety officers do not possess arrest power. Criminal incidents are referred to the local police, who have jurisdiction on the campus. It is the policy of WAU to work in conjunction with local law enforcement to provide a safe campus environment for the WAU community. The Department of Public Safety maintains a highly professional working relationship with the Takoma Park Police Department and the Montgomery County Police Department. Security officers assist law enforcement in evidence gathering investigation into incidents. WAU does not yet have a Memorandum of Understanding (MOU) for the investigation of criminal offense with the Takoma Park Police Department, but has had initial formal meetings with law enforcement about the proposed terms of the MOU and is working towards an agreement. All crime victims and witnesses are strongly encouraged to immediately report crimes to the campus public safety department and the appropriate police agency. Prompt reporting will assure timely warning notices and timely disclosure of crime statistics.

Auxiliary Student Security Officer Program:

The Auxiliary Student Security Officers are WAU students who perform a variety of tasks in support of the DPS, including the following:

- Parking lot patrol and parking enforcement
- Special events security and contract security at locations throughout WAU's campus
- Student or Staff Escort
- Fire Crowd Management
- CCTV Specialist
- Lost and Found Management

- Emergency Preparedness
- Property Evidence Specialist
- Office Management
- Building Safety and Security Monitor

Closed Circuit and Television (CCTV) Program:

The Department of Public Safety has a Security Operation Center (SOC) to enhance proactive security patrols on campus and the CCTV security and security communication systems (Pelco System and Andover Continuum software program), door monitoring status, access control, motion monitoring, fire alarm monitoring, glass breakage monitoring, security central intercom system, wireless communication, and the staff to monitor these systems. The CCTV Specialist actively monitors live and recorded digital video from more than 100 CCTV cameras strategically placed on the campus. All cameras that are monitored and recorded 24/7 are in common areas. While the majority of cameras are in exterior locations, a number are installed in interior spaces. Our CCTV Specialist provides proactive and reactive service designed both to prevent and respond to crime crimes that occurred in our campus jurisdiction, they have the capability to communicate with our security patrol to respond to any situation that requires the attention of a public safety officer. They are also responsible for the maintenance and inspection of all the electronic systems in the department. Our CCTV Specialist reviews and retrieves digital video upon request of a public safety officer investigating an incident or a crime. Based on a combination of proactive and reactive services, the CCTV Specialist responsibilities will also include monitoring all fire alarms in campus buildings.

ACCESS TO CAMPUS FACILITIES

Washington Adventist University is a private (non-profit) institution. The majority of the campus buildings and grounds are accessible to the public in general during normal business hours. Certain departments, however, restrict access to their facilities as residential halls are secured 24/7. Academic and administrative buildings are generally open 7:00 a.m. to 9:00 p.m. Monday through Thursday and Friday from 7:00 a.m. to 12:00 p.m. They are closed weekends and holidays except when special events have been scheduled. Only pre-authorized WAU administration and students have an access-card ID to gain access to buildings when they are closed. The University also reserves the right to restrict access to certain buildings or parts of campus, as the need may arise.

Prohibited Practice

The Department of Public Safety does not accept envelopes, packages, boxes, Federal Express or UPS mail, personal belongings, keys, etc. from any faculty, staff, student, or guest for someone else to pick up. It will be each person's responsibility to make other arrangements with the Post Office, FMS, the recipient, etc. for those items to be dropped off or picked up. To pick up or drop off packages on campus, contact the bookstore manager, Lloyd Yutuc, at (301) 891-4096.

University Safety and Security Disclosure (Clery Act)

Preparation of the Annual Security Report and Disclosure of Crime Statistics

The WAU-DPS prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by the Department of Public Safety, information provided by other University offices such as the Student Disciplinary Committee, Residential and Student Life, and other Campus Security Authorities and information provided by local law enforcement agencies surrounding the main campus. Each of these offices provides updated policy information and crime data.

This report provides statistics for the previous three years (calendar years 2016, 2017, and 2018) concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned, leased or controlled by the University. To view which off-campus buildings or properties are covered by the Clery Act, please view pages 3 and 4 of this report. This report also includes University policies and procedures about campus security, including policies regarding sexual and gender-based violence, alcohol and drugs, and maintaining a safe campus.

The University distributes a notice of the availability of this Annual Security Report by October 1 of each year to every member of the University community. The report will be available on the DPS website (www.wau.edu/security). Anyone, including current prospective students and employees, may obtain a paper copy of this report by contacting the Department of Public Safety at (301) 891-4019.

Purpose

This policy is promulgated to aid University administrators in their efforts to comply with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act), as well as additional campus safety disclosure requirements established by the Higher Education Opportunity Act (HEOA). This policy is based on the Clery Act and its implementing regulations, HEOA and its implementing regulations, as well as guidance provided by the U.S. Department of Education.

Introduction

The Clery Act and HEOA impose three different types of campus safety and security disclosure requirements on institutions of higher learning that participate in federal student financial aid programs. Universities are required to formulate and disclose policies dealing with a range of law enforcement, safety and security matters. They are also required to maintain and provide access to logs and statistics of crimes reported on campus, or disclosed by local law enforcement agencies, and to maintain logs and statistics concerning fires in on-campus residences. Finally, the Clery Act requires institutions to disseminate statistics pertaining to crimes and fires.

Policy

Washington Adventist University (WAU) complies with the campus safety and security disclosure requirements of the Clery Act and HEOA by (1) establishing and disclosing all required campus safety and security policies, (2) maintaining all required campus crime, fire logs and statistics; and

(3) disseminating all required campus safety information, through the Annual Campus Security Report and Fire Safety Report, as well as the Annual web-based data collection conducted by the Department of Education, Office of Postsecondary Education. Procedures to be followed to assure compliance with the Clery Act and relevant campus safety and security provisions of HEOA are outlined in more detail below.

Campus Safety and Security Policies

The policies listed below are promulgated by Washington Adventist University Department of Public Safety in compliance with the Clery Act and HEOA and are included in the annual security and fire safety report:

- Campus Facilities Security, Access and Maintenance
- Reporting Crimes and Other Emergencies
- Campus Safety Notification and Emergency Response Procedures
- Annual Disclosure of Campus Crime Statistics
- Campus Law Enforcement/Security
- Campus Safety Awareness and Crime Prevention Programs
- Campus Sexual Assault Response and Prevention Program
- Drug-Free Campus and Workplace Policy
- Alcoholic Beverages Policy
- Missing Student Notification Policy
- Fire Safety Program

Campus Crime Log

It is the responsibility of the Director/Chief of the Public Safety Department (DPS) to maintain a daily Crime Log, complying with the requirements of the Clery Act, and to make the log open to public inspection as required by the Clery Act.

Campus Fire Log

It is the responsibility of the Director/Chief of Public Safety to maintain a daily Fire Log, complying with the requirements of the HEOA, and to make the log open to public inspection as required by the Clery Act.

Annual Campus Security and Fire Safety Report

Washington Adventist University, through the Office of Compliance, Operations, Institutional Research & Effectiveness, shall distribute on or before October 1 of each year an Annual Security Report and Fire Safety Report to all enrolled students and employees, and shall make such reports available to prospective students and employees upon request. Preparation, distribution, and notices of the availability of the Annual Security Report and Fire Safety Report shall comply with the following:

- Crime Statistics, indicating for each of the three most recently ended calendar years, by geographic location and crime, and the number of:
    - reported Clery Act crimes,
    - reported hate crimes, and
    - arrests and referrals for disciplinary action; and

- Fire Statistics, indicating the following information for each reported fire in an on-campus student housing facility for the three most recently ended calendar years, and the date and time, location, cause, number of injured persons needing medical treatment, number of deaths, and value of damaged property.

Distribution of the Annual Security Report and Fire Safety Report

The University shall distribute the Annual Security Report (ASR) and Fire Safety Report (FSR) to enrolled students and employees, either by campus mail or by posting on the internet or intranet web page. In the event electronic posting is utilized, all enrolled students and employees shall receive individual notices of its availability by campus mail or email describing the report and will be provided with the address of the internet or intranet website where it is posted. Notices will be posted throughout campus on the bulletin boards and in the various departments on campus.

Notices of Availability to Prospective Students and Employees

WAU shall provide prospective students and employees with a notice describing the Annual Security Report and Fire Safety Report and including instructions for either accessing the report on the internet or for obtaining a printed copy free of charge, in materials normally provided to such persons, such as the University Bulletin.

Completion of Department of Education Postsecondary Education Institutions Survey

Washington Adventist University, through the Office of Compliance, Operations, Institutional Research & Effectiveness, participates in the Department of Education, Office of Postsecondary Education annual web-based collection of campus crime and fire statistics.

Preparation of Annual Disclosure of Crime Statistics

The following outlines the University's policy concerning the preparation of the annual disclosure of crime statistics:

- The WAU-DPS is the official reporting authority at Washington Adventist University. Pursuant to the University Policy on Reporting of Crimes and Other Emergencies, all such reports should be made to the DPS. Additionally, all Campus Security Authorities shall report to the DPS any allegations of crimes reportable under the Clery Act of which they become aware and that they believe to be made in good faith.
- The Director/Chief of the DPS shall request annually from the police departments of the City of Takoma Park, and from the Montgomery County Police (Public Police Agencies) statistics of all reportable crimes that occurred during the most recently ended calendar year on Public Property.
- The Director/Chief of the DPS shall compile annual crime statistics from the following sources, taking care to reconcile all records to eliminate double reporting where possible:
    - DPS logs, reports of Campus Security Authorities, responses from local police agencies, and the databases of the Office of the Dean for Student Development and Residential Life.

Preparation of Annual Disclosure of Fire Statistics

The Director/Chief of Public Safety shall be responsible for the preparation of the fire statistics in compliance with the WAU Fire Safety Policies.

Campus Safety Awareness and Crime Prevention Programs

Washington Adventist University places a high priority on maintaining a safe and secure campus for all students, faculty, staff, and visitors. DPS and/or other members of the University community conduct preventative security awareness programs addressing various topics such as campus security procedures, personal safety, alcohol and drug abuse awareness, prevention of sexual assault, domestic violence, dating violence, and stalking. Washington Adventist University strives to have programming at least once a month. In all programming students and employees are encouraged to be responsible for their own security and the security of others. The Crime Prevention Unit of the DPS, staffed by officers with specialized training, provides security awareness and crime prevention programs that stress both good personal safety habits and the importance of community safety.

A common theme in crime prevention programs is to encourage students, faculty, and staff to be aware of their responsibility for their own security and the security of others.

A statement on how to obtain a paper copy of the ASR or FSR, if desired, is posted on the Department of Public Safety's website. Copies of the report may also be obtained, in person or by phone, from the Washington Adventist University Department of Public Safety (DPS), General Services Building #6 Office G-4 7600 Flower Ave, Takoma Park, MD 20912, Tel. (301) 891-4019.

PARKING MANAGEMENT DIVISION

WAU IDs and parking permits are obtained at the Office of Public Safety. The DPS also operates a lost and found service; distributes free pamphlets about campus parking, security, fire and safety; and provides security escort services on campus.

Student IDs

To get your student ID, you must bring your clearance papers. Clearance papers have a green stamp as well as the initials of the financial aid person who gave them to you. If you do not have these with you, you will not be able to get your Student ID. *THERE ARE NO EXCEPTIONS.* If you are a returning student, please have your Student ID from the previous year with you. You must get a new ID *every* school year.

Faculty and Staff

The current identification card has name, faculty, or staff, and no expiration date printed on it. All faculty and staff must retain their current identification cards from year to year.

Vehicles and Parking at WAU

Students, faculty, and staff must register their vehicles with the Department of Public Safety in order to park on the WAU campus. Fill out the required form and proceed to the Department of Public Safety, GS-4 to pick up your permit. There is a $50.00 annual fee for students. You must obey all traffic laws and parking signs. Vehicles must be in operable condition with current state registration and insurance.

A permit does not guarantee a parking space. Vehicles found in violation of any of the above requirements are subject to ticketing, booting and or towing and impoundment or any combination of the previous, at the owner's expense. A brochure about WAU parking and traffic regulations is available from the Department of Public Safety. The Department of Public Safety hours are 9:00 AM to 5:00 PM; however, campus security is available 7 days a week 24 hours a day, to respond to emergencies and other inquiries at (301) 891-4019.

College Vehicle Registration

WAU wishes to provide parking for all university personnel (faculty, staff, and students) within physical limitations. Parking is provided on a first-come basis for faculty-staff and student parking areas.

Possession of a registration permit sticker does not guarantee a space and there may be times when spaces are not available in sufficient quantities to provide parking for all permit holders. Permit parking enforcement is in effect 24/7. Using campus parking facilities obligates one to observe all parking regulations.

General Regulations

1. Regulations are to be followed at all times including breaks and weekends.
2. WAU assumes no responsibility for damage or loss of private property, including the use of boots.
3. Pedestrians have the right of way at all times.
4. All parking signs must be followed.
5. Operation of any vehicle simply to create excessive noise or smoke is prohibited.
6. All motor vehicle collisions that occur on WAU property must be reported to campus security.
7. Cars must never be covered with a car cover.

Abandonment

1. In the case of mechanical failure, security must be notified. Failure to do so shall result in a ticket, boot, and/or the removal of the vehicle at the owner's expense.
2. Any vehicle that is not registered with the university and has not been moved within 48 hours shall be considered abandoned and is subject to removal at owner's expense.

Visitor Parking

Visitor parking is reserved for visitors only. Faculty, Staff, and Students are not permitted to park in the visitors parking. If you are not a visitor and you are illegally parked there, you may be ticketed and/or booted.

Visitor Parking is only for visitors who are visiting WAU, all others will be ticketed and/or booted.

Handicap Parking

To park in the Handicap Parking spaces, you must display an up-to-date Handicap Parking Permit. If you do not display it, you will be ticketed $150.00 and/or booted.

Fire Lane

No vehicle shall park in a Fire Lane. Failure to follow this rule will result in a ticket from WAU for $150.00 and/or a ticket from Takoma Park Police for $250.00.

Reserved Parking Areas

Cones or other security devices that designate reserved parking areas shall NOT be moved except by security personnel. Doing so will result in a ticket, and parking in a reserved area will also result in a ticket and/or boot.

Parking Permits

1. All vehicles belonging to staff, faculty, students, or contract workers must be registered.
2. Visitors may park in visitor designated areas only.
3. The lack of registration of the vehicle or the failure to display a parking permit of a vehicle belonging to staff, faculty, or students shall not exempt them from being ticketed for parking in visitor only areas.
4. New permits are issued each year. The permit expires at the beginning of the following school year regardless of the date the permit was issued. All vehicles must be registered each year.
5. Temporary Parking Permits are issued on a case-by-case basis for emergency situations. All parking regulations apply to Temporary Permits.
6. One permit is issued per vehicle. Additional vehicles must be registered with a separate cost per additional vehicle.
8. Permits are to be displayed in the upper corner of the back windshield on the driver's side, except in cases of tinted windows or convertibles. In this case the permit is to be displayed in the corner on the driver's side of the front windshield.
9. A permit may not be used for multiple vehicles.
10. If a vehicle is damaged or is no longer in use by the owner, the new vehicle must be registered and receive a sticker.
11. All vehicles, even though they have current tags and current permit, cannot be parked in the same parking stall for more than seven (7) consecutive days. The vehicle must be moved to another parking spot. Failure to do so may result in receiving a ticket.
12. If your vehicle will be on campus for more than seven (7) days without movement, because you will be away on Christmas Break, Spring Break, Summer Break, or other breaks longer than seven (7) days, you must notify the Public Safety Department and provide your name and vehicle information. Failure to do so may result in a ticket or your vehicle getting booted.

How to Register a Vehicle

1. Go to my.wau.edu, then log in. Click on "MyRegistration," then "Vehicle Registration." All information must be filled out.
2. Come to the Security Office located in the General Services Building, bringing the following:
    A. Current Driver's License
    B. Current Vehicle Registration
    C. Current Insurance (paper or electronic)
    D. Current Employee/Student ID
    E. Current Financial Clearance paperwork (students only)

Bicycles/Mopeds/other vehicles

1. All bicycles, mopeds, or other vehicles are to be parked in designated areas.
2. WAU is not liable for any damages or theft.
3. WAU is not required to provide secure facilities for such vehicles.
4. All such vehicles are bound by all campus parking regulations.

Parking Violations

1. Campus security has the authority to issue citations for violations at any time. The booting or towing of vehicles for repeated violations or at any other time is at the discretion of the security department.
2. Failure to pay a citation after 10 days will result in a doubling of the citation.
3. All fines can be paid to the Security Department or to Accounting. If paid at Accounting, you must bring the receipt to the Security Office.
4. Takoma Park Police has the authority to issue citations on campus for violations.

Appeals

1. Only students have the right to appeal tickets. All other citations must be paid.
2. Being late to class, not finding a parking space, or not registering a vehicle are not grounds for a successful appeal.
3. For students to appeal tickets they must go to my.wau.edu and log in. Click "myResources" and then "Parking Ticket Appeals." All information must be filled out for the ticket to be appealed. Please note that you only have a certain amount of space in which to write the appeal.
4. Filling out an appeal does not guarantee that the citation will be made void or reduced. It also does not exempt the driver from continuing the behavior that resulted in the citation.
5. WAU does not handle any appeals for citations issued by municipal, county, or state law enforcement.

Parking Enforcement

The DPS mission is to serve the WAU community and to ensure that parking rules and regulations are obeyed for the safety and convenience of all commuters. When parking or permit infringements are ascertained, appropriate enforcement action is taken.

The issuance of parking citations is a universally accepted method of enforcing authorized parking. At WAU, the display of the appropriate campus permit designates the authorization for a vehicle to be parked on campus property. If a vehicle does not display a valid permit, the registered owner will be cited and required to pay a fine to discourage future violations.

Citations are also issued for parking in areas not designated for parking and for other violations such as the illegal use of disabled parking spaces, blocking access, etc. If you impede pedestrian or vehicle traffic, WAU parking enforcement regulations require that the vehicle be towed. Vehicles may also be towed or immobilized (also known as booted) for repeatedly violating university parking regulations or for unpaid citations. Vehicles will be released when the citation and a boot release fee are paid in full. Booted vehicles will be towed after 48 hours.

Violations:

Fire Lane……$150
Handicap Parking……$150
Parked on or over Yellow Lines…….....$150
Abandoned Vehicle – over 72 hours…$150
Obstructing Walkways or Crosswalk…. $50
Parked in Loading Zone……. $50
Failure to Register Vehicle……. $50
Dean Parking Only……. $50
Parked on Sidewalk/Grass……$50
Visitor Parking Only……. $35
Parked Outside Painted Stall……. $35
Double Parked……. $35
Bus/Van Parking Only……. $35
Overtime Parking (Visitor Parking) ……. $15
Failure to Display Permit Properly……. $15
Improper Parking……. $15

Physical Keys Control Program

I. PURPOSE

The purpose of this Policy is to assist in providing security for persons and Washington Adventist University property through the control of issued keys.

II. POLICY

In an effort to improve physical security for University facilities, a Key Control Policy has been established for issuing and managing University keys. These practices have been established to heighten awareness, especially for areas that need limited access due to concerns for security, confidentiality, or high-value items. Acceptance of keys from Washington Adventist University obligates persons to follow this Policy.

III. SCOPE

This Policy will cover the procedures for the requesting, returning, and reporting of lost or stolen keys belonging to the University to include building, padlocks, cabinets and vehicles as well as the responsibilities of all key holders. For the purpose of this Policy the term “key” will include electronic access cards (such as electronic key fobs and identification badges). This Policy does not apply to the issuance of keys to students for residence hall access.

IV. LEVEL OF AUTHORIZATION

The following is a table of keys issued by the University, the individual(s) to whom each type of key is issued and the individual authorized to approve the issuing of the key. Individuals will be authorized access through the issuance of keys for only those areas where they have a need to perform their assigned duties on a regular and recurring basis, and the following;

- All keys will be issued at and returned to the Facility Services Office Keys can only be picked up and signed by the individual requesting the key. Facility Services will accept all returned keys. Keys can be returned by anyone for anyone.
- A separate key request for each key is required. Incomplete key requests will be returned to the authorizing department.
- All key loans require card signed by Department Head.
- Department Heads can authorize key loans for their area only.
- Building side door keys are to be authorized by the CFO and recommended by Department Heads for workers in their Department.
- No individual may temporarily loan their Master or Sub Master key(s) for any length of time. Keys must be in their possession at all times.
- All master key loans require authorization by CFO signature and Administration Committee action.
- All Grandmaster Keys and Building Master Keys will require loan authorization by signature of all building Department Heads and by the Administration Committee.
- Facility Services provides next Friday service upon the receipt of a correctly completed key request.
- The CFO is designated to authorize keys and locks changes for each WAU facility and/or department."
- It is the department's responsibility to notify Facility Services of any name changes, key transfers (which will require key loan card with signature) and/or deaths.
- Keys must be returned to the Facility Services Office in order to clear an individual's record. Keys are not to be handed to another individual without proper transfer documentation.
- Key holder attempting to make a copy of key automatically forfeits their use of the key.
- No keys will be granted to WAU-students but there are exceptions.
- Only the DFS is authorized to make changes to any WAU door hardware.

V. EMPLOYEE RESPONSIBILITIES

- Key holders shall take measures to protect and safeguard any University keys issued to them or in their name.
- Key holders shall not loan their University key(s).
- Key holders shall not use their key(s) to grant access to non-authorized individuals.
- Key holders entering locked buildings or spaces are responsible for re-securing all doors and shall not prop open or otherwise disable any doors.
- Key holders shall not store keys in unsecured areas.

VI. LOST, STOLEN AND BROKEN KEYS

- The holder of a University key assumes responsibility for the safekeeping of the key and its use.
- It is understood that the key will not be loaned, issued to, or made available by any other means to unauthorized persons.

VIII. LOST KEYS

- Lost keys are to be reported to the University's Department of Public Safety and to the DFS lock shop immediately.
- Replacement of a lost key will require a new KR Form and authorization.
- The Key Control Authority may impose a fee for replacement keys. If a lost key is later found, it must be returned to the University lock shop.

IX. STOLEN KEYS

- If a key is stolen, a report must be made to the University's Department of Public Safety immediately.

X. BROKEN KEYS

- If a key is broken or otherwise damaged, the pieces must be returned to the University's lock shop (Facility Services).
- If a key is broken off in a lock, it must be reported to the University's lock shop.
- A replacement key will be issued after verification of the key damage. A KR Form ***will not*** be required for replacement of broken or damaged keys.

XI. UNAUTHORIZED DUPLICATION

Duplication of any University key by an outsider key manufacturer, vendor or contractor is strictly prohibited.

- Keys issued by the University lock shop are the property of the University and should not be duplicated by any other persons other than lock shop personnel.
- Unauthorized keys will be confiscated and returned to the University lock shop (facility services).

XII. TRANSFER OF KEYS

Key transfers directly from one person to another are strictly prohibited.

- Employees shall not loan or transfer keys to anyone. The person to whom the key has been issued shall be held responsible for the use of that key until it has been properly returned to the University's lock shop.
- Employees who change offices within a building/department or transfer to a different building/department must return all keys to the University's lock shop. A receipt will be issued to the employee for the keys returned. Key holders are not relieved of responsibility until they receive this receipt.

XIII. RETURN OF KEYS

- All employees, upon retirement, resignation, or termination of employment shall be required to process through the check-out procedure upon their separation from the university. This process insures that all keys are returned to the University's lock shop and electronic access is deleted from the card access system. A receipt will be issued for the keys returned.
- Failure to return keys may result in having the former employee, or department, responsible for expenses incurred for the re-keying of locks to reestablish security.

XIV. CONTRACTOR AND VENDOR KEYS

- Access to campus buildings by contractors and vendors is regulated through the Department of Public Safety in conjunction with Facility Services, Information Technology Services, and the Department of Student Life.
- Contractors who require keys or access cards to do work on campus will make arrangements through the Project Manager or Maintenance Supervisor who hired them. The request shall be evaluated as to the need for access and methods available to provide access without issuing a key.
- A key shall be issued only when no other reasonable means of access is available. A master key will not be issued to a contractor unless by exceptional circumstances and authorized by the Key Control Authority and only where a release form has been signed by the contractor to deduct funds from its contract to cover the cost of rekeying the building or area if the key is lost, stolen, or not returned.
- The Project Manager in charge of the work shall be responsible for securing this signed document and shall provide copies to the Department of Security and Facility Services.

ANNEX A-1

ACCESS CONTROL SYSTEM

Objective

The objective of the Washington Adventist University (WAU) Access Control System Policy is to provide a comprehensive, dependable and cost-effective access control system solution for the entire campus. The system will consist of an integrated pairing of the traditional mechanical locking (keyed) system with a computer based electronic access control system that will allow for use of card access control and will set a standard for access control on campus.

Implementation
WAU's Facility Services, in coordination with Public Safety Department, will implement and install electronic access control for all campus buildings as authorized by the University Administration.
The Access Card (campus ID card) will become the means of accessing buildings on campus for students, faculty and staff. This card is issued by the Public Safety Department after authorization by the Chief of Public Safety. Each person should have only one access card.

All exterior doors of each building will be equipped with electronic access control, a camera, and a door alarm. One main door per building (usually the handicapped accessible door) will be identified as the primary entrance and will be equipped with a card reader for entry. Other doors may be equipped with card readers as necessary.

Criteria
All Access Control at Washington Adventist University, including those being installed in new construction, major renovation, or specifically added to an existing structure, shall conform to the following criteria:

Hardware
Mechanical locking, keyed, and keyed systems shall conform to the University standard, currently the BEST System. Door hardware, latches and other systems shall be compatible with these keyways.

Computer based Card Access Systems shall conform to the University standard selected for campus-wide control, currently the WAU Access Control System. Access features will include standardized control panels and devices that will connect to the central computer via the University's network system backbone from each building on campus. These devices include compatible door hardware, intrusion detection, and other monitoring equipment and sensors. When applicable, additional levels of access control can be applied through use of compatible biometric devices, keypad pin devices, or other equipment as necessary.

Software
The software system utilized for the Access Control System will be the standard system for the University, currently the WAU Access Control System. This will be operated on a server housed in the confidential server room. Software support will be coordinated by the DPS and DFS staff in conjunction with Auxiliary Services, if applicable.

Administration
Overall administration of the Access Control System will be the responsibility of the Facility Services Office. All requests for building access should be routed to the Facility Services Office for processing via the following procedure:

Fill out the Access Control Request Form found at the Public Safety Department. You may also request the form from the Security Department. This form will be used for changing time zones on building doors as well as authorizing access to individual students, faculty, and staff.

Access Control changes will only be made during normal working hours. Access requests will be granted within one business day of receipt of the signed Access Control Request Form or email confirmation. Once access is granted, an email will be sent to the requestor, to all Department Heads with operations in that particular building and to the Department of Public Safety. Any questions concerning the granting of access to individuals or change of time zones should be directed to the original requestor.

An Access Control Client will be assigned to those buildings that house students or require access level changes during the semester based on student residency. A Client is defined as a person that has been granted restricted access levels within the Access Control System so as to control the time zones and access of persons to a certain building or buildings. Each Client will be trained on the use of the Access Control System by the DPS Office and will work within the guidelines as approved by the Vice President of Financial Services.

Maintenance

Facility Services has an established work-order system; therefore, during normal business hours, all requests for repair and maintenance, as well as notifications of outages and malfunctions, etc. for all Access Control-related systems and devices, including CCTV, will be directed to Facility Services.

An Access Control work order will be generated and a determination of the problem will be made and routed to the appropriate personnel for remedy of the problem.

After normal business hours, all requests for repair should be directed to Facility Services Shift Worker, who will contact the appropriate personnel.

After-Hours Building Access

After 11 p.m., Monday-Thursday, all academic buildings will be locked. To have after-hours access to any academic area (including computer rooms, labs, and faculty offices), the following procedures must be followed:

1. Authorization must be given (in writing) by a qualified person (i.e., a faculty member) stating the person(s), location, date, and time period allowed in area.
2. Person(s) authorized to use any area after hours must be accompanied by another person.
3. Person(s) authorized to use any area after hours are not allowed to be anywhere other than specified location.

4. The Department of Public Safety is to be notified by person(s) when they are finished using any area after hours.

Policy and Procedures Concerning Security, Access and Maintenance of Campus Facilities

All classrooms shall be secured by the faculty at the end of the day prior to leaving.
Buildings occupied by staff shall be locked up at the end of the shift. University public safety will commence checking the security of each building at approximately 11:00 p.m. Each

building left unsecured will be locked up and the time will be noted in the daily log for the Department of Public Safety.

After hours, a faculty or staff I.D. is required. Anyone working late or on weekends should notify the Public Safety Department. Students working in the buildings after hours are required to have a faculty/staff member present at all times and are required to have in their possession a current student I.D. If students are scheduled to be in a building after hours, on weekends or holidays, an administrator should obtain clearance in writing from the university public safety Director/Chief in advance. Holiday access scheduling is treated the same as weekend access.

The campus facilities are maintained by Campus Maintenance and Operations and patrolled by officers of the Public Safety Department. The maintenance services and Public Safety officers regularly test the emergency phones and submit work orders for repair, recommend the trimming of shrubbery for safety reasons, and conduct lighting surveys. Officers report the need for replacement of lights and any other physical hazards they notice. Periodic prevention surveys are conducted when a crime trend occurs or upon the physical changes of office space and equipment when requested by an administrator. Most campus buildings are equipped with key card access, door alarms, and motion sensors that alert university Public Safety when an unauthorized access is made.

Lighting improvements are constantly being evaluated. Improvements have included the placement of high intensity vapor lights in buildings, parking lot areas, areas with heavy landscaping and trees, and along pathways frequently traveled by students. Courtesy telephones are located throughout the campus.

Fire Safety Division

The Fire Safety Division (part of the Department of Public Safety) is responsible for: managing the University's compliance with the County and State Fire Prevention Codes and other applicable fire safety laws and standards; providing fire safety education and training; investigating all fires that occur on WAU property; and performing fire and life safety inspections. Life safety is the primary objective of the fire safety program.

WAU-DPS is not a government code enforcement power under local and state jurisdictions but has a Certified Fire Inspector and Certified Fire Investigator who applies and enforces the Montgomery County Fire Safety Code and Maryland State Fire Prevention Code.

Montgomery County Fire & Rescue Department
Fire Code Compliance
100 Edison Park Drive
Gaithersburg, Maryland 20874
Tel. **(240) 777-2457**

Montgomery County Fire and Rescue Department
Takoma Park Volunteer Fire Department
7201 Carroll Avenue
Takoma Park, Maryland 20912
Emergency calls # **911**
Non-emergency # **(240) 773-4702**

Programs include: fire drills; fire safety education for students, faculty, and staff; fire inspections of campus buildings and public assembly events; emergency procedure planning and training; fire data analysis; code consultation; general fire safety issue consultation; coordination and issuance of required permits; and fire/arson investigations. Life Safety Systems (fire alarms, sprinklers, fire extinguishers, and generators) are serviced by the Department of Facility Services (DFS), which manages the operations and maintenance of the Life Safety Systems.

To report problems, call the DFS Front Desk at **(301) 891-4161** or **(301) 801-7201**. Note: A copy of the Fire Report Logs and 2016, 2017, and 2018 Annual Fire Reports are obtainable 24/7 at the DPS office in the General Services building #6 GS-4, 7600 Flower Ave, Takoma Park, Maryland.

The Washington Adventist University Fire Safety Policy can be reviewed here: https://www.wau.edu/wp-content/uploads/2016/09/WAU-Fire-Safety-Policy-3-1.pdf.

The WAU Fire Safety Logs can be viewed at www.wau.edu/security.

Occupational Health and Safety Division

The WAU DPS-Occupational Safety & Health (OSH) Division promotes and supports a safe and healthy work environment on the WAU campus by providing leadership, program development, and training and compliance assistance for faculty, staff, and employees.

Our services include outreach and consultation services for hazard identification, assessment and control; training; development of safe work practices; PPE (Personal Protective Equipment) recommendations; project planning review, and accident and injury prevention.

Our staff includes professionals with expertise in the areas of Laboratory Safety, Occupational Safety, Indoor Air Quality, and Regulatory Requirements. Please review and check the following Policies: Facility Asbestos Management Plan, the Facility Lead Management Plan, and the Air Quality Complaint Program.

Emergency Response and Management Division

WAU has adopted the National Incident Management System (NIMS) for all its emergency and non-emergency events. The adoption of NIMS will improve WAU's response to emergencies and hazards including significant emergencies or dangerous situations involving an immediate threat to the health or safety of any member of the WAU community on campus.

WAU policies and procedures provide for the WAU DPS to notify the campus community. It is the policy of the DPS to alert the campus community to certain crimes (fires, sexual assaults, thefts, robberies, burglaries, and other police activity) and safety/security issues, as well as severe weather notifications, occurring either on campus or in its immediate vicinity. Generally, this area will include the streets adjacent and/or adjoining campus property. However, nothing in this policy is intended to prevent notifications about incidents occurring outside of this area when they are likely to have a significant impact on members of the University community. Notification will be made without delay for immediate threats to the health or safety when such an emergency is confirmed. WAU uses Nixle, an emergency notification system that utilizes automatic technology to call phones, send text messages and/or emails to individuals who have registered for the service through the University's my.wau.edu portal or through a proxy procedure.

DPS conducts an after-action report that critiques and evaluates the table-top exercises, drills, functional and full-scale exercises. A checklist may also be filled out depending on the exercise. Notice of these drills may be provided via the mass notification system, Nixle. The Director of the Public Safety Department determines the confirmation of an emergency, as well as the content and when to initiate the notification, which will be sent without delay.

Emergency Management Education Programs

Name of Program	Date	Location	Subject(s) Covered
New Student Orientation - Campus Safety and Security	**8-20-18**	**Sligo Church**	**SP, ITN, ND, WAUIIC, WAUERP**

Education Topics	Respective Codes
Shelter In Place	**SP**
Importance of the Telephone Numbers	**ITN**
Natural Disaster	**ND**
WAU-Importance of Identification Card	**WAUIIC**
WAU Emergency Response Plan	**WAUERP**

Each April, the DPS visits every department of the University and provides training on the WAU Emergency Response Plan.

Medical Assistance
If a student, faculty, staff, or visitor is in need of Medical Assistance and Transportation, call 911 and/or the Department of Public Safety (301) 891-4019. An officer will respond as soon as possible to assist.

To view the Emergency Response Plan, visit https://www.wau.edu/wp-content/uploads/2016/07/WAU-Emergency-Response-Plan.pdf.

Alert and Notification Policy

PURPOSE

The purpose of this policy and procedure is to establish and describe formal written guidelines pertaining to the **Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act of 1998,** "Timely Warning" and Emergency Notification requirements as it relates to Washington Adventist University.

POLICY

It is the policy of WAU's DPS, Campus Office of Information Technology, and the Communications Department to alert the campus community to certain crimes and safety/security issues occurring on campus, or in the immediate vicinity of the campus. Generally, this area will include the streets adjacent and/or adjoining campus property. However, nothing in this policy is intended to prevent notifications about incidents occurring outside of this area when they are likely to have a significant impact on members of the University community.

A. Alerts are required for all incidents that constitute Clery Act Crimes and are considered to represent a serious or continuing threat to the campus community. These crimes include Murder and Non-Negligent Manslaughter, an Active Shooting, Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, and Hate Crimes.
B. Alerts may also be issued for the following:
    1. Crimes other than "Clery Act" crimes that pose a serious or continuing threat to the campus community (e.g. kidnapping)
    2. Non-criminal emergencies that pose a significant or continuing threat to the campus community or a segment of the campus community (e.g. weather related emergencies, maintenance issues, environmental health and safety issues, etc.).
C. Emergency Notifications are required for all significant emergency or dangerous situations that pose an immediate threat to the health or safety of some or all of the members of our campus community (outbreak of meningitis, norovirus or other serious illness; approaching tornado, hurricane or other extreme weather conditions; earthquake; gas leak; terrorist incident; armed intruder; bomb threat; civil unrest or rioting; explosion; and nearby chemical or hazardous waste spill).
D. Emergency Notifications may be labeled Alert, Advisory, or Community.
E. Faculty or staff who learns of information which may warrant the issuance of a "Crime Alert," "Safety Alert," or Emergency Notification should notify WAU-DPS as soon as possible.

TYPES OF ALERTS

A. Alert – Alert messages should be reserved for critically important information when loss of life and/or property is potentially imminent. Alert messages are time-sensitive and require residents to take immediate action.
B. Advisory – Advisory messages are intended to communicate important, need-to-know information. Advisories should be considered less time-critical than Alerts and require a heightened sense of awareness from residents.
C. Community – Community messages should be used to convey everyday local news, happenings, and developments. Community messages should not contain any time-critical information.
D. Information Bulletin – An informational notice regarding incidents that may not pose an immediate or continuing threat but are serious enough in nature that it is deemed appropriate that the campus community or a segment of the campus community should be informed.

AUTHORITY and RESPONSIBLILTY

Alerts and Notifications are issued at the discretion of the following personnel and entities:

A. The President
B. The VP of Finance
C. The Provost
D. The Director of Public Safety
E. The VP of Information and Technology Systems
F. The VP of Student Life
G. The Associate VP of Human Resources
H. The Director of Facility Services
I. The Corporate Communication Office

Consultation is expected among the authorizing authorities available at the time of the incident.

Exception – The WAU Security Lieutenants or Sergeants may issue alerts and emergency notifications without authorization from the individuals listed above in emergency situations for in-progress, life-threatening situations if they are not otherwise detained at the incident.

WAU-DPS personnel who learn of information or recognize an event which may warrant the issuance of an alert or emergency notification must notify the Director or Assistant Director as soon as possible. Should the Director or Assistant Director be unavailable, one of the authorizing individuals from Section IV. A of the Policies and Procedures document must be notified.

Those authorized to issue alerts will determine the type of alert to issue and the dissemination method. Dissemination methods may include, but are not limited to, the following:

- Campus-wide email and text
- Campus (ITS) Alert*
- Homepage (www.wau.edu)
- Emergency Alert Notification (Nixle)

- Campus telephone line
- On/off-campus media releases

Campus (ITS) Alert* is an emergency notification system that utilizes automatic technology to call phones (Nixle) and send text messages and/or emails to individuals who have registered for the service through the University's my.wau.edu portal or through a proxy procedure.

Students, faculty, and staff wanting to receive alert messages via text need to text the number 88877 with the message "WAUALERT."

PROCEDURES

A. Authorizing individuals will determine whether sufficient and accurate information exists to warrant the issuance of an alert.
B. When issuing an alert or emergency notification, authorized individuals will include the following, as appropriate:
    a. Type: Alert, Advisory, Community, Information Bulletin
    b. Authorizing authority
    c. Date of issuance
    d. Date, time, and location of the offense or situation
    e. Description of the crime or situation
    f. Description of the suspects
    g. Suspect's direction and mode of travel when fleeing incident
    h. Safety instructions/advice
C. The person who initiates an alert, emergency notification or bulletin will upload the alert/bulletin in the Clery Alert folder in the system, download and complete the Timely Notification Action Report, and forward it to the Director of Public Safety via email with a copy of the alert/notification that went out. The Director of Public Safety is responsible for authorizing the final Timely Notification Action Report with the authorization of the President or VP of Finance, which will then be saved in the Clery Act folder in the system and in hard copy with a copy of the alert/notification attached to it.
D. If it is determined that the Campus Emergency Command Center should be activated, a WAU Public Safety Officer, or designee, will notify the Emergency Management Coordinator (Safety Officer/Director) or designee. The Emergency Management Coordinator will contact the Campus Emergency Command Center members and the Emergency Response Team members.

The DPS will first determine whether such an emergency exists. The Department's Director or the highest ranking university official on duty is tasked with determining, on a case-by-case basis, whether a situation exists that requires an emergency notification. This determination is based on the size, scope, facts, and seriousness of the incident as well as whether there is a threat to someone's life, health, or safety in the circumstances.

All segments of the campus community are alerted with an appropriate warning. Notification is sent without delay, unless such a message will—in the judgment of the WAU Public Communication Officer—compromise the effort to deal with the emergency or assist a victim.

Follow-up information will be issued thereafter. The WAU Emergency Response Plan (ERP) / Emergency Operation Plan (EOP) identify the campus emergency planning, organization and response policies and procedures.

The ERP/EOP is available under WAU-Emergency Response Plan. WAU-DPS officers and the University Administrators use the ERP/EOP to address emergencies and critical incidents that affect WAU's Campus.

Our alert system, **"Nixle"**, will conduct a system test every 60 days.

The Mass Notification Messages from Security Log 2016 is compiled data from the University's Nixle account and includes information about the messages that were sent out by the Department of Public Safety in accordance with campus emergency procedures covering campus properties, including residence halls, university-owned buildings, campus housing, public properties adjacent to the campus, and streets and avenues close to campus (see pages 3 and 4 for further description). This log is updated every time a notification is sent to the WAU community. All Mass Notification messages are sent to current employees, current students, and community members who have subscribed with Nixle, via e-mail and/or text message. For additional information concerning mass notifications, you can view the WAU Alert and Notification Policy, also found on the security website (https://www.wau.edu/wp-content/uploads/2018/04/WAU-Alert-and-Notification-Policy.pdf).

MASS NOTIFICATION MESSAGES FROM SECURITY LOG 2018

DATE	TIME	TYPE	MESSAGE
1-2-18	0845	Community	There will be Hot Work conducted in Richards Hall. Another message will be sent when the work has been completed.
1-2-18	1251	Community	The Hot Work in Richards Hall has been completed.
1-3-18	0806	Community	There will be Hot Work conducted in Wilkinson Hall. Another message will be sent when the work is completed.
1-3-18	0948	Community	There will be Hot Work conducted in Morrison Hall. Another message will be sent when the work is completed.
1-3-18	1455	Community	When working in any of the buildings on campus, please be sure that all windows are closed. This is to prevent damage to the pipes inside of the buildings. If a window will not close or is damaged, please contact the Facilities Department (301-891-4161). Thank you.
1-3-18	1543	Community	The Hot Work in Wilkinson Hall has been completed.
1-8-18	0816	Community	There will be Hot Work conducted in Wilkinson Hall. Another message will be sent when the work is completed.
1-8-18	1257	Community	The Hot Work in Wilkinson Hall has been completed.
1-11-18	0813	Community	There will be Hot Work conducted in Wilkinson Hall. Another message will be sent when the work is completed.

1-11-18	1439	Community	The Hot Work in Wilkinson Hall has been completed.
1-12-18	0804	Community	There will be Hot Work conducted in Wilkinson Hall. The work is expected to be finished by approximately 2pm this afternoon.
1-12-18	1139	Community	The Hot Work in Wilkinson Hall has been completed.
1-16-18	1548	Community	There will be Hot Work conducted in Morrison Hall. Another message will be sent when the work is completed.
1-16-18	1700	Community	The Hot Work in Morrison Hall has been completed.
1-17-18	0818	Community	There will be Hot Work conducted in Wilkinson Hall today. Another message will be sent when the work has been completed.
1-17-18	1350	Community	The Hot Work in Wilkinson Hall has been completed.
1-18-18	0821	Community	There will be Hot Work conducted in Wilkinson Hall until approximately 1pm this afternoon. Another message will be sent when the work has been completed.
1-18-18	1326	Community	The Hot Work in Wilkinson Hall has been completed.
1-19-18	0759	Community	There will be Hot Work conducted in Wilkinson Hall until approximately 2pm this afternoon. Another message will be sent when the work has been completed.
1-19-18	1246	Community	The Hot Work in Wilkinson Hall has been completed
1-24-18	1520	Community	There will be a fire drill conducted in Halcyon Hall shortly. This is just a drill.
1-24-18	1602	Community	There will be a fire drill conducted in Morrison Hall shortly. This is just a drill.
1-30-18	1350	Community	There will be Hot Work conducted in Morrison Hall. Another message will be sent when the work is completed.
1-30-18	1750	Community	The Hot Work in Morrison Hall has been completed.
2-8-18	1619	Community	There will be Hot Work conducted in the Power Plant starting at 6pm until approximately 12am tonight.
2-14-18	1138	Community	There will be Hot Work conducted in Wilkinson Hall. Another message will be sent when the work has been completed.
2-14-18	1529	Community	The Hot Work in Wilkinson Hall has been completed.
2-16-18	2258	Alert	Please see the attached BOLO to this message. If you see this individual, either on campus or near the campus, please notify the Department of Public Safety immediately (301-891-4019). Thank you.
2-21-18	1012	Community	There will be a Fire Drill conducted in Wilkinson Hall shortly. Please evacuate the building when the alarm sounds. This is just a drill. Thank you.
2-26-18	1241	Community	There will be Hot Work conducted in the Power Plant until approximately 2:30pm today.
2-26-18	1444	Community	The Hot Work in the Power Plant has been completed.
2-26-18	1558	Community	A fire drill will be conducted in the Peter's Music Center shortly. This is just a drill. If you are in the building when the alarm goes off, please evacuate the building. Again, this is just a drill.
5-14-18	1411	Community	Hot Work is being conducted in Morrison Hall. Another message will be sent when the work has been completed.

5-14-18	1632	Community	The Hot Work in Morrison Hall has been completed.
8-5-18	2052	Community	Parking permits and WAU ID's will be available beginning on Monday, August 6, 2018 during business hours. For returning students, please be sure to bring your financial clearance papers and the previous year's student ID. For those who have registered a vehicle in previous years, please be sure to bring the car registration, proof of insurance, and your driver's license (and, for students only, financial clearance papers). Please ensure that both the car registration and proof of insurance have not expired, as this will not be accepted. If you are registering a vehicle for the first time, please register this vehicle online by logging into your myWAU account, click on "MyRegistration", and then "Vehicle Registration". Fill out the information, and click "SAVE". Then proceed to the Security Office with your car registration, proof of insurance, and your driver's license. If the car is not in your name (you have a different last name than the owner of the car), you must bring a letter from the owner stating, they give you permission to drive their car. This letter must have the owner's contact information as well as their signature.

			If you have any further questions, please contact the Department of Public Safety at (301)891-4019.
8-13-18	0902	Community	There will be Hot Work conducted in the Power Plant until approximately 1:30pm today. Another message will be sent when the work has been completed.
8-13-18	1156	Community	The Hot Work in the Power Plant has been completed.
10-8-18	1127	Advisory	Please be on the lookout for the individual pictured in the attachment. If you see this individual on campus, please contact the Department of Public Safety (301-891-4019) immediately.
12-3-18	1356	Advisory	There will be a fire drill conducted in Halcyon Hall shortly. When the alarm sounds, please evacuate the building. Again, this is just a drill.
12-3-18	1435	Advisory	There will be a fire drill conducted in Morrison Hall shortly. When the alarm sounds, please evacuate the building. Again, this is just a drill.

Outside Agencies Emergency Alert Notification Systems:

DPS encourages WAU students, faculty, and staff to subscribe to the local alert systems listed below.

Montgomery County Alert System:
http://montgomerycountymd.gov/OEMHS/AlertMontgomery/index.html

Takoma Park Alert System: https://takomaparkmd.gov/services/takoma-park-alert/

Prince George's County Alert System:
http://www.princegeorgescountymd.gov/794/Alert-Prince-Georges

DC Police Alert System: http://mpdc.dc.gov/service/dc-police-alert

RESIDENCE LIFE

Mission and Vision for Residence Life

Residential life at Washington Adventist University provides a safe, clean, living and learning environment for our students. We provide an environment that affirms the dignity of and welcomes people of all cultures, as we seek to develop and nurture a community experience that binds us together. Our goal to prepare our students in the development of a Christ-like character is woven into our mission and vision expression.

Residence Hall A to Z

Bicycles

Residents may store their bicycles in an area in the residence hall authorized by the dean or in private rooms. There is a secured space for bicycles in the basement of each residence hall. See a residence hall dean for entry. For safety and security reasons, bicycles should never be left unlocked or in a hallway, or ridden inside the buildings. Any bicycle found in an inappropriate place will be confiscated by a residence hall dean, and there may be a $50 fine to reclaim it. Riding bicycles, skateboards, rollerblades, scooters, and all other types of sports equipment is prohibited in the residence halls.

Bulletin Boards and Residence Hall Newsletters

Part of being a successful student is being properly informed. Please check the bulletin boards and residence hall newsletters for information about residence hall and campus activities, campus and residence hall policy updates, and announcements.

All information placed on bulletin boards in the residence halls or distributed in resident mailboxes must be approved by the dean, prior to display or distribution.

Chaperones
For purposes of residence life, we define chaperone as a person, especially an older or married man or woman, who accompanies young unmarried people on mixed gender overnight/weekend leaves such as camping trips, etc. (See Curfew and Leave Policy/Saturday Night/Weekend Leaves/Holiday Leaves). For more information and a list of approved chaperones, see a residence hall dean. You may request a name to be added to the list of approved chaperones.

Citizenship Probation
Citizenship probation means that upon further violation of Washington Adventist University's policies and expectations, your status as a student will be immediately reevaluated by the Vice President for Student Life and/or the Conduct and Guidance Committee. During the second week probationary period, weekend and overnight leaves may be restricted to the home of your parents. Any exceptions may be granted by a residence hall dean. Further violations will be grounds for immediate suspension, dismissal, or expulsion from Washington Adventist University.

Clubs
The official residence hall clubs are as follows:
Halcyon Hall Residents:
Theta Alpha Beta (TAB) is WAU's women's club and stands for "Daughters of the Eternal King." Its members are Halcyon Hall residents and female commuter students. Officers are elected in the spring of each year to plan programs, trips, and other social events for the following school year.

Morrison Hall Residents:
The WAU Men's club members are Morrison Hall residents and male commuter students. Officers are elected in the spring of each year to plan programs, trips, and other social events for the following school year.

Computer Rooms
The computer rooms located in the residence halls are for residents' use only. If the computer rooms are full, priority is given to residents who need computers for study. Residents must provide their own portable media (USB, CDs, DVDs etc.), and printer paper. Never store documents on the hard drives. Please be reminded that food, televisions, and radios are not permitted in the computer rooms. Residents who leave a computer for more than 15 minutes may lose their place at the computer. The rooms are open 24 hours a day, but are closed from an hour before sundown Friday to sundown Saturday.

Curfew and Leave Policy
Residence hall living means there are hundreds of individuals sharing the same "home." It is our responsibility to provide you with a safe environment, and it is your responsibility to honor your

commitment to follow the expectations and policies outlined in this handbook, and to exercise good judgment. Students living in the residence halls are to abide by the following curfew times. Curfews are based on **cumulative** GPA (For exceptions see *Exempt Status*):
All freshmen, regardless of number of completed credit hours and GPA:
Sun.-Fri. 11:00 p.m., Sat. 12:00 a.m.

All other students with fewer than 24 completed credit hours and or a **GPA of less than 2.5**:
Sun.-Fri. 11:00 p.m., Sat. 12:00 a.m.
GPA 2.5 - 3.19:
Sun.-Fri. 12:00 a.m., Sat. 1:00 a.m.
GPA 3.20 - 3.74:
Sun.-Fri. 12:30 a.m., Sat. 1:30 a.m.
GPA 3.75 - 4.00:
Sun.-Sat. 2:00 a.m.

Washington Adventist University residence hall students have the privilege of a 15-minute grace period beyond curfew. Please make curfew your goal! The grace period is to allow for any delay, not a late entry. Entry into a residence hall after 2:00 a.m. is considered an overnight absence (See Saturday/Weekend Leaves/Holiday Leaves and Curfew Infractions).
Residents must fill out a *Leave Request Form* and have it approved for late, extended, overnight, or weekend leave, prior to departure. Late leaves will be granted for no more than one hour past normal curfew and never later than 2:00 a.m. **Please note late leaves are to be used under special circumstances only. They are not an extended curfew time.** Forms must be turned in and signed by the dean before the resident leaves. The resident's copy of the *Leave Request Form* is then placed in his/her mail or message box. Changes in plans after approval should be communicated to the dean on duty before leave is taken. Please note that leaves are not automatically granted. **Do not leave campus prior to a leave approval.** All leaves must comply with University standards. Leaves will not be approved after midnight. Violation of this policy will result in disciplinary action. If you are on an approved leave, and for some reason, need to return to the residence hall prior to the end of the leave, please inform the dean on duty immediately, upon your return. If you desire to leave the residence hall again, another *Leave Request Form* must be filled out and approved. Leave requests for house sitting must be accompanied by a written invitation from the home owner and a letter of consent from the parent/guardian of any student under 18 years of age.

A leave is invalid if a resident does any of the following:
- Leaves before getting approval.
- Remains in the residence hall.
- Does not fill out the leave slip completely (i.e., contact information – name, address, phone number, relation to resident, etc.).

Curfew Infractions
Infraction 1: The resident will meet with a dean concerning the curfew infraction and a warning will be given. The resident's 15-minute grace period will be suspended for seven (7) days.

Infraction 2: The resident will meet with the dean concerning the curfew infraction. The resident will receive a 9:00 p.m. curfew for the next five consecutive days, and must obtain a signature from the dean (or designee) on duty at 9:00 p.m. A form summarizing the meeting/infraction will be sent to the resident and copies of all correspondence regarding the infraction will become a part of this student's residence hall permanent file.

Infraction 3: The resident will meet with the dean concerning the curfew infraction. The student will be charged $50 for entering the residence hall between their curfew and 2a.m., and will be charged $100 for entering after 2 a.m. A resident can incur a maximum of five (5) charges for curfew infractions throughout the academic year.

Infraction 4: The resident will meet with the Vice President for Student Life and accordingly will be subject to disciplinary action, which may include, but is not limited to citizenship probation, community service, or referral to the Conduct and Guidance Committee.

The resident is required to meet with the dean regarding their curfew infraction within 24 hours of receiving a curfew infraction. Failure to do so may result in further disciplinary action including but is not limited to a minimum fine of $25.

Petition for Exemption
Curfew Exemption Petitions for standing exemptions because of class or employment conflicts are available at the front desk in the residence hall. A photocopy of the resident's official class registration form, or a letter from his/her employer verifying work hours, must be submitted with the petition. All verification must be submitted with the petition. **Residents must use a *Leave Request Form* each time they need to stay out past curfew until the exemption petition is approved**. If there is a class/work schedule conflict, petitions must be resubmitted within 10 days of the beginning of each semester.

Saturday Night/Weekend Leaves/Holiday Leaves
Overnight leaves are not given on Sunday through Friday nights, except to go home. Exceptions are made only by the residence hall dean on duty.

Weekend leave requests must be turned in by Thursday at 9:00 p.m**.** Weekend leave requests turned in after that time must be brought directly to the residence hall dean on duty for signed approval. Saturday night/weekend leaves to other students' homes will be approved at the discretion of the dean on duty**.** Overnight/weekend leave requests to homes of single members of the opposite sex will be denied. Approved chaperones (see Chaperone) are required for mixed gender overnight groups (retreats, camping, etc.). If you have questions, consult with the

residence hall dean on duty. Students who stay away overnight from the residence hall without proper authorization are in violation of the rules. Please note that "overnight" is defined as being out after 2:00 a.m. without permission from the residence hall dean. Whenever a resident is in doubt about proper authorization, he/she should contact the residence hall dean at the earliest possible time and make proper arrangements. Students who violate this rule will be immediately referred to the Vice President for Student Life and will be subject to citizenship probation and/or a meeting with the Conduct and Guidance Committee.

Parental Permission Options

Three options are available on *Parental Permission Cards* for freshmen concerning Saturday night/weekend leaves:

1. Parent grants Saturday night/weekend leaves only to resident's home.
2. Parent grants Saturday night/weekend leaves to specified homes only.
3. Parents grant unrestricted Saturday night/weekend leaves, in keeping with the community standards and policies outlined in the *Student Life Handbook* and the *Residence Life Handbook.*

Emergencies

In case of emergencies please call the residence hall deans at (301) 891-4174 (Halcyon Hall), (301) 891-4043 (Morrison Hall), Public Safety Department at (301) 891-4019 and/or in an extreme emergency, dial 911. If an evacuation is necessary, **instructions for evacuation are posted behind each residence hall room door. See a residence hall dean for an expanded list of emergency procedures.**

Exempt Status

Exempt status is a privilege, and with privileges there are increased responsibilities.

Students who are age 21 or older will be exempt from curfew regulations. **Students who are age 21 or older will be exempt from curfew regulations upon their 21st birthday. In order for exemption status to be enacted, students are required to provide a copy to the respective dean of a valid, state-issued ID with proof of date of birth.**

Exempt students will be required to sign in and sign out when entering and exiting the residence halls after 11:00 p.m. **If a student exits the residence hall after 11:00 p.m., he/she is required to provide an emergency number at the front desk.** Note, exempt status does not mean that a resident is allowed to stay out overnight without notification and approval of the dean. Residents who are graduating seniors will be given exempt status, upon presentation of the approved graduation contract to a residence hall dean. Exempt status means that students are exempt from worship and curfew regulations. Students who are age 21 and above are encouraged to attend all worships, but there is no requirement.

For safety and security reasons, and in the event of a family emergency (so the deans are able to locate a resident), an *Exempt Status Leave Form* must be filled out whenever a student plans to be away during the hours of 11:00 p.m. to 6:00 a.m.

Exempt status is a privilege. Failure to sign in/out will result in loss of privileges. Please meet with a residence hall dean for additional information.

Fire

County code prohibits open flame in residence halls. This includes candles and incense. The only exception to this is the fireplace in the basement of Halcyon Hall. Instructions for evacuation of the building in the event of fire or other emergencies are posted behind each room door. The following are some general guidelines in case of fire:

- If you are the first person to notice a fire, pull the fire alarm in the hallway and report the fire to the front desk.
- When the alarm sounds, evacuate the building quickly and safely according to the exit plan that has been demonstrated by the residence hall staff.
- Stay close to the floor if there is smoke. Check the door knob for heat before opening. If the door knob is hot, do not open the door.
- If needed, soak a blanket and lay it over and around yourself.
- Don't try to fight the fire.
- Once outside, stand away from the building until told by a member of the residence hall staff that it's safe to return.
- Identify yourself to the authorities if you pulled the alarm.
- Familiarize yourself with the location of all alarms, exits, and fire extinguishers; and learn how to use them before a fire starts. Your residence hall staff will provide you with on-going instructions.

If you are trapped by fire or smoke, do the following:

- Keep doors closed.
- Put a towel or some clothing in the crack at the bottom of the door.
- Open the window from the top so the heat will go out.
- Open the window from the bottom so fresh air will come in.
- Wave a bright colored or lighted object from the window.
- Wait to be rescued. Don't jump unless you have to.

Fire Drills

Fire drills are conducted periodically as a safety precaution. When the fire alarm sounds, residents should leave the building immediately and meet at the designated place (Halcyon Hall residents next to the library, and Morrison Hall residents in front of Richards Hall). Residence hall deans and RAs will review the fire drill procedures in detail. **Please note:** Familiarize yourself with proper fire safety procedures above and on the webpage. Review information posted on the behind your residence hall room door. **Failure to leave the residence hall during a fire drill will subject the resident to disciplinary action.** In addition, the Montgomery County Fire Code Enforcement Official may impose a fine up to $500 for not exiting the building during a fire drill.

First Aid
Services are available on campus at Health Services, Wilkinson Hall, Room 13, ext. 4009. A first aid kit for minor medical needs is available from your RA and at the front desk in each residence hall.

Food Deliveries
If you have ordered food for delivery, please provide the restaurant with an accurate number to contact you. Announcements will not be made for students to pay for and collect their deliveries. Sabbath deliveries are prohibited on the campus of WAU. Local restaurants that frequently deliver food to the campus have been informed of this policy. (See *Sabbath* and *Seventh-day Adventist Church*). Be reminded that consequences exist for non-compliance.

Furnishings for Residence Hall Rooms
Each room is carpeted and furnished with two twin beds, two desks, two chairs, a sink, and two closets. Residents must provide their own linen, towels, and wastebasket.
Possession of a TV, DVD player, and sound equipment is allowed so long as the volume is controlled (See Noise). **Headphones must be worn after 11:00 p.m.**
Use white poster putty to mount posters or pictures. **Mounting with anything that will damage the walls, including tacks, nails, masking tape, and scotch tape is prohibited.**
Check with your RA for additional information and instructions.
The University reserves the right to charge for room damages, unclean rooms, and unauthorized moving of furniture. This includes damage of walls, floors, telephones, and painting of walls and room furniture (See Room Deposit). Residents who want to request a change in room furniture **must** make arrangements with one of the residence hall deans before making any changes.

Halcyon Hall Residents:
The window measurements are: 47” wide, 52” high (rod to sill), 89” high (rod to floor). All rooms are furnished with Venetian blinds, but rods are not provided.

Morrison Hall Residents:
The window measurements are: 78” wide and 64” high. All rooms are furnished with Venetian blinds, but rods are not provided.

General Information
Your Mailing Address:
Your Name
Washington Adventist University
7600 Flower Avenue
Your Residence Hall, Room #_____
Takoma Park, MD 20912-7796

Residence Hall Telephone Numbers:
Halcyon Hall (301) 891-4174
Morrison Hall (301) 891-4043

Some Other Important Numbers
Dial (301) 891 + extension)
Campus Ministries, ext. 4112
Center for Student Success, ext. 4106
Counselor, ext. 4089
Dining Services, ext. 4103
Financial Aid, ext. 4005
Human Resources ext. 4542
Library, ext. 4217
Records/Registrar, ext. 4119
Public Safety, ext. 4019
Student Accounts, ext. 4488
Student Association, ext. 4100
Student Life, ext. 4525
Washington Adventist Hospital, (301) 891-7600

Guests
No visitors of the opposite sex are allowed in students' rooms without permission from the residence hall dean on duty. Violation of this policy will result in disciplinary action. In consideration of the care and safety of all parties involved, babysitting is prohibited in the residence halls. Violation of this policy will result in disciplinary action.

Guests of the Opposite Sex
Guests of the opposite sex are welcome to visit residents in the residence hall lobby on the main floor or in the recreation room. **Please note:** When visiting in the recreation room, guests must sign in at the front desk and leave their ID badge at the front desk. Upon leaving the residence hall, the guests must sign out and retrieve their ID badge. All guests must leave the residence hall at closing time (11:00 p.m.).

Overnight Guests
Residents are to arrange with a residence hall dean for same-sex guests to stay overnight in their rooms. All guests are to register with the residence hall dean on duty and are expected to abide by campus and residence hall regulations. Failure to register a guest at room check will result in a $25 fine. Each visitor may stay a maximum of three nights per semester with no charge (parents and grandparents). After three nights, a guest will be charged $15 per night for a maximum of 10 nights per semester. Failure to register a guest at room check will result in a $15 per-night fine to the resident's account. Former students who want to stay overnight in a resident's room will be subject to the policies and procedures governing residence hall guests.

Parents, grandparents, and siblings of same gender as the resident are welcome to a maximum stay of three nights per semester, without charge, in a resident's room. These guests must register with the residence hall dean on duty at the front desk. Free rooms for graduation weekend are allotted in both residence halls, as space allows, one room per graduating senior.

Guest Rooms
Guest rooms must be reserved in advance. For reservations and room rates please call Halcyon Hall, ext. 4174 and Morrison Hall, ext. 4043.

Hair Care
County health code prohibits barbering and hair care in public places. Public places include lobbies, halls, stairwells, bathrooms, etc.

Halcyon Hall Residents:
The beauty salon is available for your use. On special occasions by permission of the residence hall dean, men may make appointments. The salon is located next to the north laundry room, in the basement.

Morrison Hall Residents:
A barbershop is located in Room 118. Please contact a residence hall dean for more information.

Holiday and Break Policy
Be reminded – The residence halls are closed during Christmas Break. Residence halls will close at noon on Sunday, following final exams, and will reopen the day before classes begin.

PLEASE NOTE: Dining services opens for breakfast on the day classes begin. Please plan your schedules and meals accordingly.

Insurance
Residents are required to purchase insurance on their valuables. The University is not responsible for loss of personal items. Brochures and applications may be picked up at the Office of Student Life/Housing Station at registration. They are also available at the Student Life Office, WH 428, or in the residence halls.

Internet Connection
Each room is equipped with two Internet connections. Contact Information Technology Systems (301) 891-4570 for assistance in connecting your computer. In the event that your computer is not properly equipped, there is a charge for the necessary connectors.

Key Cards/Lock codes
Residents in Halcyon Hall will receive a room keycard upon moving in to the residence hall. The resident agrees not to duplicate any keycards supplied by the University. Residents in Morrison Hall will receive a lock code. **The resident agrees not to share the lock code with anyone and not to tamper with the codes on any room door. If a student gives out the code, s/he will be charged $150 and will thereafter be subject to disciplinary procedures.**
When a student terminates his/her residency, the keycard must be returned to the residence hall dean. If a resident loses a Keycard or code, a replacement fee of $50 will be charged. If a keycard is stolen, a report must be filled out with the Public Safety Dept. Students using electronic entry devices must see a residence hall dean for information about fines for lost devices. **Residents should keep their rooms locked at all times.** Halcyon Hall residents who lock themselves out should contact their RA. There will be a monetary fine imposed for repeated requests to unlock doors. Contact your RA or a residence hall dean for detailed information.

Unlawful Entry
It is unlawful to enter someone else's room without their verbal or written consent. Residents may not obtain access to anyone else's room. Please do not ask! To ensure your privacy and security, no master keys are available at the front desk.

Kitchen/Cooking
County code prohibits cooking in the residence hall rooms except in microwave ovens. Residents may use the residence hall kitchen free of charge. The kitchen is for use only by current residents. Each kitchen is equipped with a stove, refrigerator, sink, and oven. A resident may sign out the key at the front desk. WAU promotes and supports a vegetarian lifestyle; therefore, only vegetarian cuisine may be prepared and/or stored in the residence hall kitchens. If residents store food in the refrigerator, they should mark the food clearly with name and date. The University is not responsible for loss or for contamination of items left in the kitchen. Unmarked or spoiled food may be thrown out by residence hall staff at any time. **To maintain a clean, healthy environment, residents are expected to thoroughly clean the kitchen after each use. Failure to do so will result in loss of privilege to use the kitchen and may also result in a fine.**

Laundry Rooms
Laundry rooms equipped with coin-operated washers and dryers are located in each residence hall. All laundry facilities are for the convenience of the residence only. The laundry rooms are opened 24 hours a day, but are closed from sundown Friday to sundown Saturday.

Ironing Rooms
County code prohibits ironing in private rooms in the residence halls. Violation of the county code may result in a monetary fine. For your convenience, ironing rooms are located on the second and third floors, and the sub-basement of Halcyon Hall. An ironing board is available, to be checked out, at the front desk of Morrison Hall.

Light Bulbs
WAU's Facilities Services replaces light bulbs. Notify the front desk if you need a bulb replaced.

Lobbies
The lobbies on the first floor of the residence halls are accessible to the public. Even though they are places of social interaction, when the buildings are "open," please be sure to dress and conduct yourself in a manner befitting one living in the WAU campus community. (See Community Standards and Policies).

Mail
Mailboxes
Each residence hall has mailboxes (Halcyon Hall, basement lobby; Morrison Hall, main lobby). Mailbox numbers are the same as room numbers. Residents are assigned a combination for the mailbox at the front desk. There is a United States mailbox located behind Wilkinson Hall (loading dock area).

Mail Delivery
Mail is delivered in the afternoons. There is no mail delivery on weekends. Residence hall personnel do not have access to the University mailroom at any time. Packages can be mailed from the mailroom in Wilkinson Hall, first floor.

Packages and Postage
Packages can be mailed from the mailroom, Wilkinson Hall, first floor. Stamps may be purchased at the University Store and Accounting Office.

Moving
Check-In Procedures
The following steps **must** *be followed to properly check-into a residence hall room:*
1. Confirm your room reservation prior to arriving on campus (see Room Reservations).
2. Notify the residence hall dean on duty of your arrival.
3. Complete *Residence Check-In Form.*
4. Secure your room keycard or code (see Keys).
5. Proceed to your assigned room.
6. Arrange with the residence hall dean to store trunks, suitcases, etc. in the storage room.

Check-Out Procedures
The following steps **must** be followed to properly check-out of a residence hall room:
1. Clean the room.
2. Complete a *Residence Check-Out Form.* **Make an appointment with your resident assistant (RA) at least 48 hours prior to your check out time, and the RA will give you a *Residence Check-Out Form.***
3. Return keycard.

4. Have residence hall staff check the condition of your room, **before** you leave the building.

Failure to follow the above procedures will result in a $75 charge for improper check-out, a $75 cleaning and damage repair fee, and/or $50 for not returning the keycard. Costs for any damages in excess of $150, (see Room Deposit), will be charged to the student's account.

Moving from Room to Room
Residents wishing to move from one room to another must first make arrangements with a residence hall dean. Most of the check-out procedures also apply to changing rooms, including filling out a *Residence Check-Out Form*.

In observance of the Sabbath there are no Check-In or Check-Out procedures during Sabbath hours (Sunset Friday to Sunset Saturday). All moving must be completed one hour before sunset on Friday or commence one hour after sunset on Saturday.

Noise
Residence hall students live close to each other; therefore, it is important for students to be considerate of others. **A student's right to be noisy stops when other students are forced to listen.** The residence hall has a 24-hour sound curfew and must remain quiet for study and sleep at all times. Sound emissions (voice or equipment) are considered excessively noisy if audible outside a resident's room with the door closed. **Headphones must be worn after 11:00 p.m.** A radio, stereo, television, or musical instrument, etc. that can be heard in other rooms, or in the hallway, is considered too loud. Residents are responsible for the noise volume of guests in their rooms. When a resident is inconsiderate of the noise policy, the RA will meet with the student and may refer the resident to the residence hall dean. Disciplinary action will be taken which may include the removal of sound equipment from the room and referral to the Vice President for Student Life.

Sound equipment shall not be placed in windows nor directed outside the building or into the halls. Members of the University community are required to control the volume of auto sound equipment. Auto stereos that are audible outside of a vehicle will subject the driver/owner to University discipline and/or suspension of auto registration and parking privileges on University parking lots. Violation of these standards will be appropriately handled by the residence hall staff or Vice President for Student Life (for commuter students).

Parking
Your vehicle may be registered on www.my.wau.edu, but the parking permit is obtained from Department of Public Safety, located in the General Service building, Room 4, ext. 4019.
(See *Vehicle and Parking for additional information*).

On-campus parking is available for residents of each residence hall. Halcyon Hall residents may park in the lot next to the residence hall, in the lot behind Morrison Hall, or with the proper

authorization on Maplewood Avenue. Morrison Hall residents may park in the lot behind the residence hall. A resident's vehicle must be registered with the Security Department. Vehicles with suspended registration or that are illegally parked (i.e., handicap, fire lanes, dean's parking etc.) are subject to booting and subsequent impoundment **at the owner's expense**. In addition, there is a possibility of a citation and fine by the City of Takoma Park.

Personal Devotional Life
The strength to live the Christian life is possible only through an on-going, personal relationship with God. We encourage you to take time to pray, meditate, and study on a daily basis. For additional spiritual nurture, please contact your residence hall deans, Campus Ministry and the Pastoral staff at Sligo Church (301) 270-6777.

Prayer Rooms
There is a prayer room available for special, private, and small-group meditation in each residence hall. Please see your RA or residence hall dean for specific information.

Prohibited Items
In order to maintain a safe environment in the residence halls, several items are strictly prohibited for the sole purpose of helping to maintain a safe environment for all who live and work in the residence halls. Among the prohibited items are firearms or weapons of any kind, lighters, matches, candles, incense, toaster ovens, hot plates, electric skillets, knives, metal knuckles, explosive devices, razors, and any other item that a reasonable individual can consider a weapon. **See the residence dean or an RA for an extended list and more information.**

Clothing peculiar to cult groups and those bearing slogans and/or insignia not in harmony with the standards and philosophy of WAU is prohibited. Also prohibited are any items or decorations promoting, pertaining to, or glorifying lifestyles contrary to the standards of the Seventh-day Adventist Church. This includes, but is not limited to, alcoholic beverages and/ or containers, tobacco products, illegal drugs or drug paraphernalia. See residence hall dean or an RA for more information and an extended list.

Recreation Rooms
There is a recreation room and television room available in the residence halls and on campus. See the residence hall dean or RA for locations in your residence hall:

Halcyon Hall Residents:
Halcyon's recreation room is located off the basement lobby. Residents who want to use the room for parties or other activities should make arrangements in advance with one of the deans. This room can be used for coed parties but these parties must have more than three individuals attending.

Morrison Hall Residents:
A Student Lounge is located on the lower level of the residence hall. It is not available for use 30 minutes before sunset on Friday night to 30 minutes after sundown on Saturday night.

Co-ed Student Recreation Room:
This room is located in the basement of the Health Science Building adjacent to the Athletic offices. There are various games (ping pong, pool, chess, etc.) for the student's use and enjoyment. Social conduct in the room should always be appropriate and in line with the expected behavior of a WAU student.

Student Weight Room:
The Weight Room is located across the hall from the Recreation Room in the Health Sciences Building, adjacent to the Athletic offices. A variety of fitness equipment is available for student use including treadmills, stair machines, and stationary bicycles.

Repairs
If an item provided by the University in a residence hall room breaks or is non-functional, residents can complete a repair form located at the front desk. Facilities Services personnel may need to be in the residence halls to make necessary repairs. Announcements will be made by the dean of their presence. Your cooperation when this occurs is greatly appreciated.

Residency
Living in a campus residence hall is a privilege that is granted by WAU. At WAU, that privilege is reserved for traditional students enrolled in six or more semester hours. If, for whatever reason, a student is asked to withdraw from WAU, the student **must** find another place to live within **24 hours** from when withdrawal/non-acceptance becomes final. If there are extenuating circumstances which preclude a student from leaving within 24 hours, a residence hall dean must be informed of the circumstances and will give appropriate counsel.

Off-Campus Residency
Single students who are less than 22 years of age and are registered for six or more hours (or four or more during summer session) are required to live with their parents or in a campus residence hall. However, approval to live off campus is readily granted if the student has a good citizenship record and falls into one or more of the following categories:
1. is living with his/her parent(s)
2. is living with his/her grandparent(s)
3. is living with his/her biological uncle and/or aunt who is 22 or older
4. is living with a faculty/staff member who is 22 or older
5. is living with a brother/sister who is 22 or older

Students who do not fall into one of the above categories will not be granted off-campus status.

Exceptions are very rare and only for truly extenuating circumstances. If a student wishes to request an exception, *Off-Campus Housing Petition Forms* are available at the Office for Student Life, Wilkinson Hall, Room 428. Petitions will be given careful consideration by the Vice President for Student Life and/or the Student Life Committee.

Please note that permission to live off campus is not granted until the application has been processed and approved. **Approval must be obtained prior to moving or signing a lease.**

Change in Residency

When transitioning from a campus residence to an off-campus residence, students must notify the Office of Student Life and be officially approved to change residency status.

Residence Assistants – RAs

RAs are student staff members who are an integral part of the resident hall team. They are available to answer questions about WAU and/or help you with personal, academic, or other problems which typically confront students. RAs assist the deans in management of the residence halls, and they are responsible for the development of a healthy environment conducive to academic and personal success. RAs provide leadership and support for students that reside on their hall. RAs take room check and conduct floor worships. Your RA lives on the hall with you, and will orient you to residence hall living (i.e., policies concerning worship, fire drills, room check, curfews, etc.). The RAs will assist in the check in and check-out processes.

Residence Hall Probation

A student may be placed on residence hall probation for infractions against residence hall policy. Residence hall probation is for a period of two to six weeks and may affect, but is not limited to, weekend leaves, overnight leaves, or status as a residence hall student. Further incidents of misconduct will result in citizenship probation and an appointment with the Vice President for Student Life. At the discretion of the Vice President for Student Life, the student will be placed on citizenship probation or referred to the Conduct and Guidance Committee.

Residence Hall Security

Locked Doors

In an effort to secure your safety, the main entrances to the residence halls are locked at curfew and entrance to the buildings is monitored by front desk worker through an electronic system. However, visitors are allowed to remain in the residence hall lobby area until 11 p.m. Sunday through Friday and until midnight on Saturday. The main entrances to the residence halls are unlocked daily at 6 a.m. For security reasons, all other doors are kept locked. (The back door to Morrison Hall is open during campus operating hours.) Windows and locked doors are prohibited as entries or exits, except during emergencies.

Personal Losses

Wisdom dictates that room doors be locked whenever a resident leaves the room. **The**

University is not responsible for personal losses that may occur in your room or in public areas. Expensive equipment should be covered by your own insurance. We encourage residents to purchase insurance for their valuables. Brochures and applications may be picked up at the Office for Student Life or in each residence hall.

Right of Entry

WAU reserves the right for residence hall deans, university administrators, RAs, law enforcement and fire department personnel, IT Technician, security, and facilities services personnel to enter and search any resident's room. If a room is entered, to ensure compliance with WAU standards, the appropriate personnel has the right to check through all contents in the room. The right of entry also helps to ensure compliance with fire, health and safety standards, policy infractions, and cleanliness. Please note that by accepting residence hall living, a resident acknowledges and authorizes this right of entry.

Room Check

Room check is at 11:00 p.m., Sunday through Friday, and 12:00 a.m. on Saturday. An RA must see residents personally before checking them in for the evening. It is the resident's responsibility to inform the RA or dean on duty if he/she has not been checked in by 11:00 p.m. **Please note** each resident must be in his/her own room for the 11:00 p.m. room check. If a student is unaccounted for, that student will be considered absent from the residence hall without permission and will be subject to disciplinary action (See *Curfew and Leave Policy*). Parents may be notified. Exempt residents are also subject to room check.

Room Deposit

Each resident must pay a $150 room deposit at the time a room is reserved. The request for refund of a room deposit is initiated with the completion of the *Residence Check-Out Form*. All deposits are refunded by accounting services (WH 104). This deposit is refunded when a student permanently terminates (i.e., graduation, transfer to another school etc.) his/her residency from WAU. However, if room damage is discovered by the residence hall dean or his/her appointee during checkout procedures, the room deposit will not be refunded an additional may be charged, depending on the extent of the damage (See Moving/Checkout Procedures).

Room Inspection

Each student in a residence hall deserves to live in a clean, safe environment. Students are responsible for the care and maintenance of his/her assigned room. Fire regulations call for clear floor space under windows and the doors must be able to open fully. Rooms will be spot-checked for cleanliness, appropriateness, and fire safety hazards. A residence hall dean will request and require compliance, if needed. Excessive violations will result in disciplinary action.

Room Reservations

Please note a reservation is not a guarantee of a room. All students must be financially cleared before moving in to a residence hall. How to reserve a room:

1. Be accepted as a student at Washington Adventist University.
2. Submit a *Room Reservation* form and pay a room deposit to the residence hall dean or send it to the admissions office.
3. The residence hall dean will be happy to assist you in finding a roommate.
4. Room reservation process is now complete.

Please note that at this point the reservation process is complete, but students cannot move into a residence hall unless they have been financially cleared.

Roommate Rights

How much you enjoy life at WAU is really dependent upon how much thoughtful consideration you display toward others. The list below should help you with your responsibility to your roommate. Each roommate has a right to the following:

- The right to read in a quiet environment. Noise and unnecessary distraction interfere with this right.
- The right to sleep undisturbed day or night.
- The right to expect that your roommate will respect what is yours.
- The right to live in a clean room.
- The right to some privacy.
- The right to have visitors, understanding they will respect your and your roommate's rights, and the rights of others who live in the hall.
- The right to have your concerns addressed.
- The right to be free from fear of intimidation, physical, and/or emotional harm.

Sabbath Observance

Seventh-day Adventists believe the seventh day of the week is the day of rest and worship as stated in the Bible. Therefore, we celebrate the Sabbath from sundown Friday to sundown Saturday. (See *Student Life Handbook*, Seventh-day Adventist Church and Sabbath.)

Signing In /Out

All residents leaving or returning to the Residence Halls after the doors are locked must sign in/ out at the front desk. **Be certain you are aware of your individual curfew, before signing out.**

Storage Room

Each residence hall has limited space for storage. Check with a residence hall dean for available space. All items stored must be labeled with name and a permanent address. **The residence hall and University are not responsible for any loss or damage to items left in storage.**

Items left without proper arrangements will be disposed of by the residence hall staff.

There is a $35 fee for summer storage. All items should be reclaimed at the end of the summer or they will be discarded.

Study Rooms
Study rooms are located in each residence hall. The rooms are available upon request to the dean 24 hours a day, except during the hours from sundown Friday to sundown Saturday. No food, televisions, or radios are permitted in the study rooms. (See a residence staff for additional information.)

Summer Residence
Residence hall living is a privilege, and all students who desire to live in the residence hall during the summer must file a petition with the residence hall dean, no later than three weeks before the end of the spring semester. Students are expected to be on exemplary behavior at all times. Residents who are 18 to 20 years of age will have a 2 a.m. curfew. Those residents who are 21 and over will continue to have an exempt status; however, if an exempt resident has an estimated time of return to the residence hall between 2 and 6 a.m., **the overnight sign-out form, available at the front desk, must be completed prior to leaving the residence hall.** There is a zero-tolerance policy during the summer break, and violation of policies will result in immediate disciplinary action. (See Holiday/Break Policy for fees.)

Telephones
All rooms are equipped for telephone services; however, residents need to provide their own telephones. Local phone service is included in the residence hall charge. Residents are welcome to use phone cards to make long distance calls. If a resident needs to make an emergency long distance call, please contact the residence hall staff.

Trash Disposal
In order to maintain sanitary conditions in the residence halls, students are expected to dispose of their trash in the dumpsters located behind the residence halls and in the appropriately designated locations in the residence halls. **Dumping personal trash in inappropriate areas will subject on**
e to immediate disciplinary action. The residence hall dean will determine where and when the community service will be rendered. Each resident is to supply his/her room with a trash receptacle.

Worship Petitions
Petitions for worship exemption due to class or work conflicts are available at the front desk. A photocopy of the official class registration form, or a letter from the resident's employer verifying hours, must be submitted along with the petition for consideration.
Petitions must be resubmitted each semester.

Worship Petitions (Double Conflict)
Double conflict worship petitions are available when a resident experiences two (2) direct conflicts in a week due to class, team, or work appointments that are not already covered by a

Worship Exemption Petition. Petition slips are available at the front desk. Incomplete petitions will not be considered. These petitions are primarily for use by athletes and musicians during game seasons or tours.

Worship Policy

Worship is an integral part of our community at Washington Adventist University. This is a special time when we can set aside studies and work to reflect on our Creator and Savior and how He impacts our personal lives. Morning and evening and worships are provided in the residence halls. Your participation with covenant groups is also part of your residence life worship experience. Please see the Chaplain for Ministry ext. 4112, a residence hall dean, or an RA's for more information about Covenant Groups. There are various worship options available to assist you in completing your worship requirement. Please see a residence hall dean for additional information. There are also more intimate "floor worships" conducted by the RAs. Check with your RA for scheduling. If a group of students are studying certain inspirational and/or religious themes, they may share a brief proposal with the residence hall deans for possible worship credit. Scheduled worship times are posted, if you miss the signs, see residence hall deans for the scheduled times and for your worship requirements. Proper attire is expected at all worships during Sabbath hours (see Sabbath).

Number of worships required each semester, by class:
Freshman 30
Sophomore 24
Junior 21
Senior 15
As with all policies, there are consequences for noncompliance. If you do not fulfill your worship requirements, you can expect to meet with the residence hall dean regarding disciplinary actions. You will be subject to early curfew restrictions for a specified number of days. If a student continues to miss worships, the student will be placed on residence hall probation, which may ultimately result in citizenship probation, and possible suspension.

Worship Room

A worship room is located on the lower level of each residence hall. Residents who want to use the room for a religious service, or for practice for a religious event, should make arrangements in advance with one of the residence hall deans. **Please note** that food, radios, televisions, etc. are not allowed in the worship rooms without permission from a residence hall dean or his/her designee.

Dining Hall and Food Services

Washington Adventist University, a Seventh-day Adventist institution, promotes and supports a vegetarian lifestyle; therefore, only vegetarian cuisine is served in the dining hall and at all school-sponsored functions.

Residence Hall students are allowed entrance into the dining room upon presentation of valid WAU Student ID. Commuter students are also required to present a WAU Student ID, and their meals may be purchased by cash or through the Commuter Student Meal Plan (see Commuter Students).

The Dining Services is located in WH, second floor. In helping to foster a sense of community and socialization, the dining hall hours of operation are as follows:

Dining Hall Schedule
Sunday
Brunch 10:30 a.m. - 2:00 p.m.
Dinner 5:00 p.m. - 6:00 p.m.

Continental Breakfast
Monday - Friday 6:30 a.m. - 7:00 a.m.

Breakfast
Monday - Friday 7:00 a.m. - 9:30 a.m.

Lunch
Monday - Friday Noon - 2:00 pm
Sabbath (Saturday) Noon - 2:30 pm

Dinner
Mon - Thurs 5:00 p.m. - 7:00 p.m.
Friday and Sabbath (Saturday) 5:00 p.m. - 6:00 p.m.

Please note that when the University is closed for snow or holidays, the dining hall will operate on a Sunday schedule.

Dining Services is closed during academic summer sessions and winter break.

Meal Plan: **All residence hall students are required to purchase the meal plan**. The plan entitles the student to eat in the dining hall for every meal. Students with meal cards have unlimited access to the dining hall during hours of operation.
Commuter Student Plan (See Commuter Student Meal Plan).

Special Needs: If one has a special dietary need please notify the dining services manager and your dietary needs will be met (allergies, vegan, special health restrictions etc.).

Take-out Meals: If a student has a school-related conflict with regularly scheduled meal times, a take-out meal can be provided. Contact the Vice President for Student Life for details at (301) 891-4525.

Dining Hall Policies. Students must present their Student ID cards for admittance into the dining hall. Only those students on the meal plan (Residence Halls or Commuter Students Meal Plan) will be allowed to enter the Dining Hall. Students are not permitted to use another student's ID card to gain entrance to the dining hall. All trays must be taken to the dish room conveyer belt. Students leaving trays on tables will be subject to disciplinary action. Food and drink may not be taken out of the dining hall, with the exception of one piece of fruit per meal, and sick trays, with permission from a residence hall dean or the campus nurse. Polite, respectful decorum is expected in the dining hall at all times. Dress should be appropriate, and shoes are required (See Dress Code). To assist in establishing a special atmosphere for Sabbath, students and guests are required to dress in casual business attire or better, during the Sabbath hours (sundown Friday to sundown Saturday). Appropriate attire for the dining hall must, at all times be modest, neat, clean with no rips, tears, etc. T-shirts/sweatshirts, sweatpants, tank tops, and beach footwear are examples of inappropriate attire.

Community Standards and Policies

Washington Adventist University is committed to creating a community that demonstrates belief in the word of God. In our community, we believe the word of God establishes the principles that are to guide personal development and govern behavior. These principles include, but are not limited to, the responsibility of the following:

- Love God (Matthew 23:37; Ephesians 4:17-6:18). This involves a wholehearted commitment to know and obey God's Word as it applies in both thought and action, and thoughtful stewardship or management of our intellect, abilities, sexuality, relationships, financial resources, and time.

- Love your neighbor as you love yourself (Matthew 22:39). This involves an unselfish commitment to understand and help others, as we serve in love (Galatians 5:13, 14).

- Love enough to handle the challenging issues according to the Word of God (Matthew 18:15-17; Colossians 3:13).

Even though every student may not have personal convictions as outlined above, all students are responsible to know and abide by all the community standards, policies, and regulations of Washington Adventist University.

As noted on your student ID card, you must present your ID when requested by faculty or staff. If a student fails to identify himself/herself when requested to do so by a member of the faculty or staff, a member of the security department will be called to immediately escort the student

off campus. Further action may be taken to the Conduct and Guidance Committee which may result in suspension. The rules of any community grow out of a particular tradition. Washington Adventist University is a Seventh-day Adventist institution and, as such, adheres to the tenets and traditions of the Seventh-day Adventist Church. We hold in high esteem the following characteristics: celebrating and honoring the Sabbath from sundown Friday to sundown Saturday; honesty and integrity; thoughtfulness in social relationships and entertainment; respect of the rights, opinions, and property of others; respect for and obedience to the laws of the city, state, and federal government; modest dress; and a willingness to do good in every situation. Therefore, all students are expected to abide by the following standards:

- WAU is a drug-free campus. The University recognizes that the use of tobacco products and alcoholic beverages presents a danger to personal health. Use of these products by members of the WAU community is prohibited. No member of the community may use or possess tobacco, alcohol, or illegal drug products on campus. Students whose off-campus behavior reflects negatively on the University community, or who return to campus under the influence of alcohol or illegal drugs, will be subject to disciplinary action.

- Exercise wholesome thought and speech patterns. The use of profanity and coarse joking, particularly that which is degrading to gender, ethnicity, and/or people groups, is not acceptable.

- Use discretion in dating practices, public and private. Students are encouraged to build balanced, healthy, Christ-centered relationships.

- In an effort to minimize awkward situations, and to protect their personal relationships, students are expected to refrain from inappropriate or lingering public displays of affection or confrontation.

- Students are expected to exercise discretion in their selection of reading materials, Internet activity, and entertainment.

SEARCH AND SEIZURE POLICY

Authorized University employees may search premises occupied by students and their personal possessions with prior authorization from the Vice President of Student Life or his designee. The Vice President, Deans, and/or Security Office will authorize a search only upon a showing of reasonable grounds to believe that the search will reveal evidence of a Code of Conduct violation. Employees who need to enter a room during the performance of their duties will knock and identify themselves. If there is no response, a passkey will be used to enter the room. For purposes of this provision, premises occupied by students include, but are not limited to, University owned or controlled property and residences, student vehicles, personal property, backpacks, workstations, or any other space occupied by a student on a University

sponsored trip or activity. Contraband items, for example, those prohibited by law or University policy, in clear view may be confiscated by the University employee and used as evidence in a disciplinary proceeding. Such items will not be returned to students.

MEDICAL EMERGENCIES/INJURIES/ILLNESSES

Medical Emergency
Call 911.

Serious Incident/Injury (e.g., cardiac or respiratory arrest, loss of consciousness, asthma, etc.)
Call 911 (9-911 from campus phones) and provide them the following:

- Number of injured/ill and condition.
- Your name, location, and phone number.
- Any care being given to the victims.
- Stay on line until EMS hangs up.
- Care for the victim(s) to the level of your training. If you are not trained, stay with the victim(s) until help arrives.
- Contact Campus Police ((301) 891-4019) if they have not already arrived on the scene.
- Remain at the scene until victim(s) have been transported and you have answered all questions from EMS regarding the victim(s).

Alcohol Intoxication/Poisoning
Alcohol poisoning can be fatal. Do not allow someone who has drunk too much to "sleep it off." Stay beside the person and call Campus Police at (301) 891-4019, or 911 (9-911 from campus phones) immediately if the person displays the following signs:

- Cannot be roused
- Is incoherent and is vomiting
- Breathes shallowly
- Has cold, clammy skin
- Looks bluish or pale
- Has taken other drugs with alcohol
- Has a head injury

Work Related Injuries/Illness
Seek medical attention as required. Report the injury/illness to your supervisor, regardless of severity.

If you require immediate medical attention:

- Contact Campus Police (301) 891-4019) for escort to Health Services or Emergency Room. Public Safety will decide if EMS needs to be activated.

- If on-site medical attention is needed, call 911 (9-911 from campus phones) and request emergency services.
- If exposure to blood-borne pathogens is possible, person should be taken to the Emergency Room.

Mental Health/Emotional Distress

We all experience stress as a natural part of life, but mental distress is a serious condition that requires help from professionals.

Signs of Serious Mental Distress may include the following:

- Experiences severe listlessness, lack of energy, or sleepiness
- Shows marked change in personal hygiene, appearance or behavior
- Chooses isolation from others
- Has impaired speech, disjointed thoughts
- Threats harm to self or others
- Creates artwork that depicts graphic images of death or violence
- Possesses weapons on campus or is preoccupied with weapons
- Shows high levels of irritability and/or is easily frustrated
- Abuses alcohol or other drugs
- Experiences dramatic weight loss or gain
- Reacts with bizarre behavior for a given situation
- Experiences prolonged or intense displays of fearfulness, tearfulness, or nervousness
- Shows the onset of uncharacteristically poor performance or extreme procrastination

Suicide Intervention

Typical warning signs of someone contemplating suicide include the following:

- Overly suicidal statements ("I won't be around next week.") or expressions of despair ("I just can't go on.")
- Ambivalence about the future
- Giving away or destroying prized possessions
- Anxiety and/or depression
- Radical change in behavior

If you have concerns about a student or coworker's well-being, contact Campus Security (301) 891-4019). If the threat of suicide or violence seems immediate, call 911 (9-911 from a campus phone) and, if possible, alert Campus Security (301) 891-4019).

WAU THREAT ASSESSMENT TEAM

Working with the Community to Prevent Violence

What is Threat Assessment*?*

"Threat Assessment is a process to identify and respond to students, faculty, and staff who may pose a danger to others on campus, may pose a danger to themselves, or who may simply be struggling and in need of assistance and resources."
G. Deisinger, M. Randazzo, D. O'Neill, J. Savage in *The Handbook for Campus Threat Assessment & Management Teams*

Washington Adventist University has established a **Threat Assessment Team** to address situations where students may be exhibiting disruptive, threatening, or worrisome behaviors that have the potential to impede their own academic progress or that have the potential to impede the ability of others to function successfully or safely.

It is imperative that any member of the WAU community—faculty, staff or students—immediately report any situation that could result in harm to anyone at the University. If such a situation appears to be imminent, including possible immediate risk of violence to self or others, it should be reported immediately to the DPS. Any situation not deemed to be imminent, yet still of concern should be reported to the Office of Student Life.

This Team has been established to do the following:

- Respond to possible circumstances of violence or threatening behavior;
- Respond quickly to behavior indicating a potential risk to self or others;
- Determine whether a realistic threat is present and act accordingly;
- Coordinate and assess information from faculty, administrators, students, and local authorities;
- Notify, within FERPA guidelines, parents, guardians and/or next-of-kin;
- Identify resources for troubled students and make referrals to appropriate campus and off-campus agencies, including helping with the securing of therapeutic actions such as treatment or counseling;
- Periodically assess outcomes of actions taken

For the safety of the campus community any threat, explicit or implied, will be considered a statement of intent. The Threat Assessment Team will investigate any concern and act as necessary to protect the campus community.

Threat-related information must be forwarded to the Office of Student Life or in an imminent situation directly to DPS. The report will be initially evaluated, and if appropriate a group from the Threat Assessment Team will be convened. Any member of the campus community is expected to make themselves available as needed for advice and consultation.

When information is received about a possible threat, it will be investigated and a determination will be made using the best available information regarding the level of threat present. This determination will be made by assessing the initial concern in conjunction with any corroborating evidence, the student's disciplinary record, and any other relevant information as deemed appropriate by the Threat Assessment Team. The determination of the Threat Assessment Team is intended only as an initial intervention and should be considered as only the first part of an ongoing review. While the Team is comprised of skilled and knowledgeable staff who will make every effort to consider all angles of a situation, it should be noted that assessing a possible threat can never be 100% accurate. As needed, the Threat Assessment Team will ask the Vice President of Student Life, or designee, to place a student on an interim suspension pending a disciplinary hearing, require internal or external psychological evaluations, or act in any other manner as allowed by the university's policy in order to ensure the safety of the campus community.

The Threat Assessment Team consists of University personnel with expertise in law enforcement, threat assessment, academic affairs, and student affairs. Whenever possible a collaborative process will be used to assess the perceived threat. A core team of key campus leaders will generally comprise the Team, and a secondary support team will be available as needed to assist with the investigation and assessment of a situation. Other individuals may also be consulted, such as a faculty member who has a concern about a student. Generally, when investigating a possible student threat four members of the core team—one each from Student Life, Academic Affairs, the Counseling Centre, and Campus Safety, to be chaired by the representative from the Office of Student Life—will be assembled to manage the investigation and make a determination regarding the level of threat.

The Team will meet on an emergency basis and as needed to review reports brought forward by faculty, staff, and students concerning disruptive, inappropriate, and/or threatening behavior.

Core Team

- The VP for Student Life
- Deans of Resident Life
- The Director of Department of Public Safety
- The Campus Professional Counselor

General questions about the role or purpose of the Threat Assessment Team should be forwarded to the Office of Student Life.

LOCKDOWN AND EVACUATION PROCEDURES

At times a life-threatening, hostile, or hazardous situation may arise on or near property owned or managed by WAU requiring the implementation of what is known as a **lockdown**. Such a procedure exists to protect human life and property and to make a threatening situation easier for law enforcement agencies to resolve.

Definition

A "**lockdown**" is a temporary “sheltering-in-place” technique utilized to limit human exposure to an apparent life-threatening, hostile or hazardous situation or threat. When a lockdown is declared by Campus Security or administrative officials, occupants of any building within the impacted area are to remain in their respective spaces locking all doors and windows, not allowing entry or exit to a secured area until the “all-clear” confirmation has been given. Individuals may be required to move to a safe location if they are immediately adjacent to the life-threatening or hazardous situation (e.g. shooter, bomb threat, etc.). In all cases, individuals must follow directions of Campus Security and appropriate law enforcement officials.

Examples of life-threatening or hazardous situations include, but are not limited to the following:

- Someone has a gun or weapon on campus, or there is an active shooter, or shots are heard on campus
- A high-risk search or arrest warrant of a potentially dangerous suspect
- A serious crime is actively occurring on campus (e.g.: homicide, hostage situation, aggravated assault, robbery with a deadly weapon, sexual assault, etc.)
- A serious crime is being committed in close proximity to the campus or a campus building (e.g.: homicide, hostage situation, aggravated assault, robbery with a deadly weapon, sexual assault, etc.)
- Hazardous chemical spills
- Inclement weather (e.g.: ice storm, tornado in close proximity to campus, etc.)

Due to the varied situations that may occur on campus or near a WAU facility and the dynamic nature each scenario presents, it is imperative for individuals to stay alert and be aware of the proper precautions and procedures to take when a lockdown is necessary.

The following individuals shall be responsible for carrying out the actions regarding emergency response and evacuation procedures: Assistant Director John Meier and any WAU Public Safety Officers. The Department of Public Safety will notify you via Nixle that a “lockdown” is being instituted.

Washington Adventist University uses the following procedures for confirming the life-threatening or hazardous situations, determining the appropriate segment or segments of the campus community to receive the notice, determining the content of the notification, and initiating the notification system:

(1) The Department of Public Safety first verifies the threat,
(2) Investigates to find out if the threat is founded or unfounded,
(3) and once the threat is clear, the Director of DPS decides when operations go back to normal with the consultation of the Administration.

Washington Adventist University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system,

unless issuing a notification will in the professional judgment of a member of the Campus Security or designated administration official (e.g.: the University President, the VP of Finance Services, the Provost, Deans of Residential Life, etc.), compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Washington Adventist University will use the same procedures for disseminating emergency information to the larger community.

When instructions are given for a "lockdown" by a member of DPS or designated administrative official (e.g.: the University President, the VP of Finance Services, the Provost, Dean of Residential Life, etc.), the following procedures are to be implemented immediately:

1. Active Shooter or Hostage Situation

• If gunshots are heard in or around a building preceding an order to "lockdown" or once the notice to "**lockdown**" has been issued, take the following actions:

I. Remain calm. Follow the instructions of DPS or the designated administrative official.
II. Remain indoors and go to the nearest room, stay away from windows.
III. Do not seek shelter in open areas such as hallways or corridors. Go to the nearest classroom, office, conference or storage room that can be locked.
IV. Once a "lockdown" has been initiated, do not leave buildings unless an all clear has been sounded or you are directed to DPS or the designated administrative official.
V. Lock all doors and windows.
VI. Turn off all lights.
VII. Try to stay away from windows. This may require hiding under a desk or behind furniture.
VIII. Remain silent so as not to attract attention.
IX. Turn off all radios or other devices that emit sound.
X. Silence cell phones.
XI. Use a cell phone only to contact DPS or law enforcement. Do not create unnecessary noise.
XII. If gunshots are heard, lie on the floor, behind a heavy object such as a desk, table, or filing cabinet.
XIII. If appropriate, turn off gas and electric appliances to reduce noise or the threat of a fire.
XIV. If outdoors, seek shelter behind a building, wall or large tree. It is important to hide from a shooter.
XV. If there is a group of individuals grouped together in an enclosed space (such as a classroom or meeting), the instructor or leader should compile names and keep attendance to make sure everyone remains present and accounted for should an evacuation be necessary.
XVI. Do not unlock doors or attempt to leave until instructed to do so by Campus Security or the designated administrative official. The "all-clear" will be announced via an appropriate system, such as the WAU Alert System, public address system, phones, etc.
XVII. Always stay alert to rapidly changing and dynamic situations. Staying calm is crucial. Hysteria can lead to making poor decisions or taking needless risks.

2. Serious Crime Occurring or Committed in Close Proximity to Campus

• Specific instructions/actions to be taken will be based upon the specific crime or incident that is happening or has recently occurred. Instructions will be disseminated by the appropriate means to the campus community.
• The actions listed under **Active Shooter** Incident above may apply, but will ultimately be determined by Campus Security. It is critical for everyone subject to a lockdown to follow instructions of Campus Security or the designated administrative official.

3. Inclement Weather-Related Incident

• Specific instructions/actions to be taken will be based upon the specific weather-related incident that is actively occurring, and will be disseminated by the appropriate means to the campus community.
• In the event of a tornado it may require evacuation of individuals into the campus "tunnel" system, field house locker rooms or spaces without windows. Individuals need to stay alert to changing weather conditions and follow the instruction of WAU- Campus Security or the designated administrative official.

4. Hazardous Materials Spills

• Specific instructions/actions/containment procedures to be taken will be based upon the specific hazardous materials-related incident that is actively occurring and will be disseminated by the appropriate means to the campus community.
• In the event of a chemical spill, toxic fumes may result. Stay alert to wind direction and weather conditions and follow instructions of Campus Security or the designated administrative official.

Non-Compliance with Lockdown Procedures

In the event a student or employee fails to comply with an order from a member of WAU's Department of Public Safety or the designated administrative official during a "lockdown" situation, they may be subject to the following consequence(s) or punishment(s):

1. **Criminal charges** may be filed against anyone disregarding a lawful order of DPS, law enforcement personnel or designated administrative official during a lockdown. Disregard of orders can place others in danger and have a serious impact on the safety of individuals and property. It is important for everyone involved in a lockdown to follow the directions of those in charge of managing the situation.

2. **Civil and Administrative penalties** may be assessed against anyone creating a situation that may lead to a lockdown. Penalties will be decided by Campus Security on a case-by-case basis depending on the gravity of the situation.

3. **Disciplinary measures** may be taken for students or employees who willfully fail to comply with a lawful order of DPS, law enforcement personnel, or a designated administrative official during a lockdown. The penalty may be suspension from school or work. Any disciplinary action

would be coordinated with either the Dean of Residential Life or, in the case of an employee, the respective supervisor.

It is anticipated that everyone involved in a lockdown situation on campus or at a facility managed by Washington Adventist University will comply with all directions and orders issued by DPS or a designated administrative official. The circumstances leading to a "lockdown" are normally quite serious and can lead to loss of life or injury if not followed. It is important for DPS and designated administrative officials to remain in control of such volatile situations in order to protect public safety and property. While Washington Adventist University retains the right to prosecute, assess penalties, or to discipline individuals who willfully endanger their life or the lives of others around them by willful non-compliance.

If one or more buildings must be evacuated and the fire alarm system or siren has not been activated (such as a hazardous materials incident, bomb threat, or hostile intrusion), the following procedures should be used:

- University administration at the scene shall immediately do the following:
  - Call 911 and advise the dispatcher of potential assistance needed, such as law enforcement, traffic control, hazardous material response, etc.
  - Notify DPS about the incident.
  - Determine the buildings to be evacuated
  - Designate safe assembly areas
  - Inform the team leaders to evacuate their buildings

- Team leaders have the following responsibilities:
  - Activate the fire alarm
  - Sweep through the building, including restrooms, to be sure everyone has exited
- University administration at the scene shall do the following:
  - Direct the compilation of a list with the full names of all who were evacuated
  - Have DPS safety officers and/or public law enforcement personnel in place for traffic control if a mass exodus from the campus in private vehicles will occur
  - Release personnel, if safe to do so, or have them advised of subsequent actions at the direction of the Incident Commander
  - Ensure that the list of evacuees is updated regularly and maintained at the Incident Command Center as a reference when inquiries are made.
  - If any evacuees need medical attention and/or must be moved to an indoor shelter, then university administration at the scene shall direct those activities using the resources available to the Incident Command Team

The Department of Public Safety performs unannounced lockdown drills throughout the campus. They are done in the various departments throughout the year. On an annual basis, the Department of Public Safety will test by way of announced or unannounced tests, the

emergency response and evacuation procedures. For at least one test in a calendar year, it will publicize its emergency response and evacuation procedures. Additionally, for each test, it will document a description of the exercise, the date, time, and whether the test was announced or unannounced. Everyone involved in the emergency response and notification procedures will understand his or her role and responsibility. After each drill, the designated inspector for the drill will conduct an evaluation for the department that is participating in the lockdown drill. The evaluation will explain whether certain procedures and actions were satisfactory, and how they can be improved. If the police or local fire departments were involved in the drill, this will be stated in the evaluation form for the drill. Before the drill begins, the Director of Public Safety will determine if a mass notification system message should be sent to the community explaining that a drill will be conducted, as well as informing the community when the drill has ended. This message is sent using Nixle. For more information about campus lockdown procedures, you can view the Campus Lockdown Procedures policy on the Security website (https://www.wau.edu/wp-content/uploads/2017/08/Campus-Lockdown-Procedures.pdf).

If a campus-wide emergency occurs such as a flood, severe storm, a fire, or any act which requires campus evacuation or shelter-in-place, then a state of emergency will be declared by University administration. A declared state of emergency activates the Incident Command Team and the Incident Command Center. For additional information you can contact the DPS at (301) 891-4019.

The WAU Emergency Response (Updated 12/10/15):

https://www.wau.edu/wp-content/uploads/2016/07/WAU-Emergency-Response-Plan.pdf

Montgomery County: Emergency Operations Plan (November 2013):
http://www.montgomerycountymd.gov/council/Resources/Files/REPORTS/EOP-Nov2013.pdf

Montgomery County: Home Guide to Emergency preparedness:
https://www.wau.edu/wp-content/uploads/2016/09/MCM-Home-Guide-to-EP.pdf

State of Maryland Response Operations Plan 2013:
https://mema.maryland.gov/Documents/SROP_V3_03_MAR-15.pdf

Department of Facility Services (DFS)

DFS operates and maintains the university buildings and grounds with a concern for health, safety, security and crime prevention. DFS inspects residential and non-residential campus facilities regularly, investigates reports of potential health, safety and security hazards—such as broken windows—and promptly makes repairs. DFS is responsible for all exterior lighting for campus buildings, sidewalks, parking lots, streets, security lights—and for fire prevention equipment. Students, faculty, staff, and visitors are encouraged to call the DFS or file a DFS

Work Request at (301) 891-4161 to report potential hazards. The DFS operates 24 hours a day, 7 days a week.

MISSING STUDENT(S) ON CAMPUS

The purpose of the Missing Persons Policy is to ensure that any student who is missing and whose safety may be compromised is reported to the appropriate authorities in a timely manner. This policy applies to students who reside in campus housing (Halcyon Hall and Morrison Hall).

A person is considered to be "missing" when the person has not been seen or heard from for 24 hours, or unusual circumstances lead to a reasonable belief that a person may be identified as missing. Such unusual circumstances include a report or suspicion that one or more of the following may describe the missing person: He or she may

- be the victim of foul play;
- have expressed suicidal thoughts;
- be drug dependent;
- be in a life-threatening situation; or
- have been with persons who may endanger the student's welfare.

Students, employees, or other individuals should report any missing persons to the WAU Campus Public Safety Department, the Dean of Men or Women, Residential Assistants (RA), the Assistant Deans, or the local law enforcement agency.

If a missing person report is made to the Dean of Men or Women, the Residential Assistant (RA), or any Assistant Dean, those individuals must immediately report the missing person to DPS or the local law enforcement agency (Takoma Park Police Department 301-270-1100).

WAU Public Safety personnel must immediately investigate and/or report missing persons who live in on-campus housing to the appropriate local authorities.

If a report is made to the Dean of Men or Women or the Residential Assistant (RA), the Dean/RA will immediately report the missing person to the Department of Public Safety or the local law enforcement agency (Takoma Park Police 301-270-1100).

Procedures for Designation of Emergency Contact Information

For Students age 18 and above and emancipated minors

- During enrollment, students may designate an individual or individuals to contact no more than 24 hours after the time he or she is determined to be missing by the WAU Public Safety Department or the local law enforcement agency.
- The designation will remain in effect until changed or revoked by the student.

- Such contact information will remain confidential, accessible only by authorized campus officials, and will only be disclosed to law enforcement personnel in the event of a missing person investigation.
- The institution will also notify the local law enforcement agency within 24 hours of the determination that the student is missing unless the local law enforcement agency was the entity that made the determination that the student is missing.

For students under the age of 18 (and not emancipated)

- During enrollment, students may designate an individual or individuals to contact no more than 24 hours after the time he or she is determined to be missing by the WAU Public Safety Department or the local law enforcement agency.
- The designation will remain in effect until changed or revoked by the student.
- Such contact information will remain confidential, accessible only by authorized campus officials, and will only be disclosed to law enforcement personnel in the event of a missing person investigation.
- The college will notify a custodial parent or guardian, in addition to any additional designated contact person, no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.
- The institution will also notify the local law enforcement agency within 24 hours of the determination that the student is missing unless the local law enforcement agency was the entity that made the determination that the student is missing.

Missing Person living in On-Campus Student Housing Facility

Department of Public Safety personnel must immediately investigate and/or report missing persons who live in on-campus housing to the appropriate local authorities once it is determined that he or she has been missing for 24 hours. Additionally, Department Public Safety personnel will:

- If a student has designated a contact person, notify that contact person within 24 hours that the student is missing;
- If the student is under 18 years of age and is not emancipated, notify the student's custodial parent or guardian and any other designated contact person within 24 hours that the student is missing; and
- Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, the Director of Public Safety will inform the local law enforcement agency that has jurisdiction in the area within 24 hours that the student is missing.

Departments to report missing students:

Department of Public Safety	**Tel. (301) 891-4019**
Office of Student Life	**Tel. (301) 891-4525**
Dean of Housing (Men)	**Tel. (301) 891-4046**
Dean of Housing (Women)	**Tel. (301) 891-4177**
Takoma Park Police Department	**Tel. (301) 270-1100**

The Missing Persons Policy is posted on the Department of Public Safety's website: https://www.wau.edu/security

Copies of the report may also be obtained, in person or by phone, from the Washington Adventist University Department Public Safety (DPS), General Services Building #6 Office G-4 7600 Flower Ave, Takoma Park, MD 20912, Tel. (301) 891-4019.

CRIME REPORTING AND MONITORING

Members of the WAU community and visitors should immediately report all crimes on campus to the DPS or law enforcement agency that has Jurisdiction. All reports are considered confidential. There are several ways to report a crime: Call the Security office, email the Security Office, or speak to a Security Officer by coming to the Department of Public Safety Office. You can also report to a Dean, Office Executive, Counselor, or Faculty Member. For police or fire and any other emergency medical (EMS) assistance contact the Campus Public Safety Department or other appropriate entity:

Entity	Emergencies	Non-Emergencies
Takoma Park Police	**911**	**(301) 270-1100**
Montgomery County Police	**911**	**(301) 565-7744**
WAU – Department of Public Safety	**(301) 891-4019** **(301) 300-0342** **security@wau.edu** **Visit the Security Office**	**(301) 891-4019** **(301) 300-0342** **security@wau.edu** **Visit the Security Office**

The WAU DPS is located in the General Services Building #6 (G-4) at 7600 Flower Ave, Takoma Park. The DPS is open 24 days, seven days a week including weekends, holidays, and semester breaks. For more information about on- and off-campus police and security services, you can visit the WAU DPS website at www.wau.edu/security.

Crime Prevention Program

WAU Crime Prevention and Awareness Programs are designed to inform students and employees about the prevention of crimes and encourage students and employees to take measures to protect themselves and others. The DPS makes independent efforts to reduce the chances for crime to occur through its program known as Crime Prevention through Environmental Design (CPTED). The following programs are presented to all employees and students:

- Theft Prevention
- Building and Office Safety and Security Assessment
- Campus Security Vulnerability Assessment
- Homeland Emergency Preparedness Awareness

Crime Prevention and Awareness presents the following programs to all faculty, staff and students upon request, and at the request of resident assistants, in the residence halls. They address specific needs of the audience and focus on individuals taking personal responsibility for their safety, avoiding unsafe situations, and using Department of Public Safety services. The sessions, unless otherwise noted, are at least one to one-and-a-half hours.

- **Who is Public Safety:** Introduces students to the functions, purpose, and services of Department of Public Safety (DPS). Offers important phone numbers and educates students on the training, credentials, and authority of Public Safety officers, on campus and in surrounding neighbourhoods. Also includes descriptions of Public WAU-DPS role in the campus emergency plan.
- **Safety in the City:** Educates students about living in an urban setting and using crime prevention skills. Typically customized for the specific audience.
- **Be Safe At Home:** Provides students with safety tips and tools for use in their campus residence and around campus. Encourages safe living on campus; tells how to avoid becoming a victim and how to enhance safety during unexpected emergencies.
- **Alcohol and Drug Awareness:** Illustrates the effects of alcohol and the dangerous consequences of underage drinking. Additional programs educate students on the hazards of drug use, the danger to an individual's and well-being, but the legal ramifications, financial hardships, and social difficulties to which drug use or experimentation can lead.

Dating Violence Awareness: Educates individuals, primarily women, about rape and preventive strategies to avoid dangerous dating situations. Educates students on forms of dating violence, such as emotional and sexual abuse.

Crime Prevention and Security Awareness Programs

At any time during the year, the Department of Public Safety and Residence Life Services are able and willing to offer student programs concerning personal safety and crime prevention. These programs include safety in the residence halls, safety at parties (off-campus or on-campus), and safety while on the WAU campus. Also, WAU works with various local agencies and the local police department to present various programs for the benefit of the students, faculty, and staff of the university community.

The WAU Department of Public Safety, at all times, stresses the fact that safety starts with the student, faculty, and staff member during the year and during the various programs.

When time is of the essence, information may be sent via the Washington Adventist University Electronic Notification System, campus e-mail, and/or signs posted around campus.

If anyone would like to schedule a program for their group, they are encouraged to contact the Department of Public Safety at 301-891-4019, or e-mail to security@wau.edu.

Crime Prevention Through Environmental Design

Crime Prevention Through Environmental Design (CPTED) security assessments are available free to the University community by appointment through the Department of Public Safety Crime Prevention Officers.

Crime Prevention Officers have had extensive training and are certified to conduct CPTED security evaluations. There are four design concepts to CPTED which are used when conducting a security evaluation of your property or business. Assessments are available for residences, apartment communities, churches, schools, businesses, and other facilities. Below is a brief overview of the four main CPTED design guidelines that our specialist will utilize in conjunction with other survey elements while conducting a security review:

CPTED Principle #1: Natural Surveillance

Two-way visibility is the overall goal when it comes to CPTED and natural surveillance. A person is less likely to commit a crime if they think someone will see them do it. Appropriate use of lighting, fencing, and landscaping all play an important role in CPTED.

CPTED Principle #2: Natural Access Control

Natural Access Control is more than a high block wall topped with barbed wire. CPTED utilizes the use of walkways, fences, lighting, signs, and landscape to clearly guide people and vehicles to and from the proper entrances. The goal with this CPTED principle is not necessarily to keep intruders out, but to direct the flow of people while decreasing the opportunity for crime.

CPTED Principle #3: Territorial Reinforcement

Creating or extending a "sphere of influence" by utilizing physical designs such as pavement treatments, landscaping, and the use of signs enables users of an area to develop a sense of ownership, and it is also the goal of this CPTED principle. Public areas are clearly distinguished from private ones. Potential trespassers perceive this control and are discouraged.

CPTED Principle #4: Maintenance

CPTED and the "Broken Window Theory" suggests that one "broken window" or nuisance, if allowed to exist, will lead to others and ultimately to the decline of an entire neighbourhood. Neglected and poorly maintained properties are breeding grounds for criminal activity. Officers will work with you to develop a CPTED-based maintenance plan to help you preserve your property value and make it a safer place.

For more information on CPTED, please contact the Department of Public Safety at 301-891-4019, or visit our office located on the WAU campus, Building #6 (General Services), Office GS-4, and ask for the CPTED Specialist.

Our crime prevention program, which emphasizes ways residents and employees can enhance security is also available for members of the community who live off campus. For more information, please contact the Director of the Department of Public Safety (301) 891-4019.

The PSS section of the WAU website also provides information on various security and safety topics through an awareness program. Information is updated weekly and is available to everyone on the WAU DPS website at www.wau.edu/security.

Operation Identification Program

This FREE and EFFECTIVE program is a national crime prevention project designed to protect your valuables from theft which has resulted in a dramatic reduction in property crime. A unique ID number is engraved and registered with the Department of Public Safety. Operation ID makes it difficult to sell stolen property on the street or to any pawn shop. Persons in the unauthorized possession of registered property are subject to arrest. Available by appointment; DPS-Security 301-891-4019.

For more information visit
https://www.wau.edu/wpcontent/uploads/2012/09/Operation_ID.pdf.

Bicycle Registration Program

This FREE and EFFECTIVE program is a national crime prevention project designed to recover and identify your bike in the event of theft. A unique ID number is engraved & registered with the Department of Public Safety. In addition, a high visibility police decal is placed on the bike to discourage theft and to alert the police. Persons in possession of a registered bike can be arrested for possession of stolen property. Available by appointment, please call crime prevention at 301-891-4019.

Stop Theft Tags

The STOP Security Plate is a patented, permanently affixed and bar-coded metal tag that actively deters equipment theft. STOP Security Plates mark equipment with a verifiable registration number, clear warnings, and indelible identification that renders the equipment useless to a thief. It eliminates the reason for most thefts: Resale Value. Stop-Theft Tags are discounted for students, faculty and staff. For more information, please call 301-891-4019.

Refuse to Be a Victim

The single most important step you can make toward ensuring your personal safety is making the decision to *refuse to be a victim*. This means that you must have an overall personal safety strategy in place before you need it. Through a four-hour seminar called Refuse To Be A Victim® you can learn the personal safety tips and techniques you need to avoid dangerous situations and avoid becoming a victim.

The topics presented in the Refuse To Be A Victim® seminar include,

- Mental preparedness
- How to make your home more secure
- Improving your physical security in various environments
- Safety precautions when driving
- Safeguarding yourself and items with traveling
- Technological Security
- What to consider when choosing physical self-defense training
- Personal protection devices

The following optional topic areas can be added upon request in advance. This will add a small amount of time and cost to the seminar fee.

- Workplace Safety
- Safety for Parents and Children (Pre-school through High School)
- Safety for College Students
- Safety for Seniors and Persons with Physical Disabilities

Please contact the Department of Public Safety at 301-891-4019 to set up a meeting.

Crime Prevention and Education Programs

Name of Program	Date	Location	Subject(s) Covered
New Student Orientation - Campus Safety and Security	**1-3-18 8-20-18**	**Sligo Church**	**CPE, SAA, WAUENS, SMA**
New Student Orientation - Title IX – Addressing Sexual Misconduct in Higher Education	**8-21-18**	**Sligo Church**	**SAA, SMA**

Topics **Codes:**

Crime Prevention Education	CPE
Sexual Assault Awareness	SAA
Active Shooter Awareness	ASA
WAU-Emergency Notification System	WAUENS
Refuse to Be A Victim	RTBAV
Campus Operation Identification Program	COIDP
Stalking Awareness	STA
Domestic Violence Awareness	DVA
Dating Violence Awareness	DAVA
Sexual Misconduct Awareness	SMA

Each April, members of the Department of Public Safety visit every department of the University and provide training on crime prevention and Emergency Crisis Response. Programs on sexual assault prevention and awareness are conducted by the Title IX Coordinator throughout each semester.

Firearms and Other Dangerous Weapons

Possession or use on college premises of explosives, fireworks, firearms, or other weapons is strictly prohibited, regardless of whether a federal or state license of possession the same has been issued to the possessor. This includes, but is not limited to, pellet guns; knives; clubs; look-alike weapons, such as toys that look like real guns; and/or any such item or object whose use or display harms, threatens, or causes fear to others.

Annual Security Report

The department provides an annual report detailing all information related to Public Safety as required by the Clery Act. This report is distributed by October 1st of the following year via a posting on the internet and via university e-mail. Requests for a copy can be made by contacting the Security Department. The report will be posted to the following website: http://www.wau.edu/security. Upon request, the Office of Admissions provides information including crime statistics and the availability of the security report to prospective students. The department maintains records including past annual security reports, notes of supporting documentation, copies of crime reports, daily crime logs, referrals for disciplinary action, emergency notifications and warnings, communications from campus security and local police, and documentation from the Office of Education.

Crime Log

The crime log is updated every 24 hours. To see it, visit the DPS page of the WAU website at http://www.wau.edu/security. Anyone wishing to review the 2016, 2017 and 2018 crime logs can visit the Department of Public Safety at the General Services Office G-4 at 7600 Flower Ave, Takoma Park, Maryland 20912

Example:

DATE	IR#	INCIDENT TYPE	LOCATION	TIME	OFFICER	REF	STATUS
1-8-16	16-001	Accident-Vehicle	Morrison Hall parking lot	1251	8	DPS	Closed 1-11-16
1-12-16	16-002	Burglary	Halcyon Hall	1100	1	DPS and TPPD#16002180	Closed 3-25-16

External Monitoring of Crime

The Department of Public Safety monitors crime on a continual basis, utilizing the services provided online by Takoma Park, Montgomery County, Prince George's County, and Washington DC. Students, Faculty, Staff, and Visitors can access this information by following the links that are listed under "Emergency Alert Notification" on the WAU Security website. Additionally, the DPS remains in close contact with the police departments of Takoma Park, Montgomery County, Prince George's County, and Washington D.C. to keep track of crime stats and trends.

WAU CRIME VICTIM AND WITNESS ADVOCATE

An additional service provided by the DPS are the services of a Crime Victim/Witness Advocate (Support Operations Specialist), whose duties are as follows:

- Manage all services and personnel working under the department's Support Operations section to include but not limited to evidence collection and crime victim's and witness advocating
- Provide information on reporting procedures to both on and off-campus agencies
- Provide services 24/7 when necessary
- Maintain confidentiality of the victim and/or witnesses
- Coordinate with the victim to make a safety plan for the victim
- Assist in preparing a peace order (court order)
- Process reactions to the crime and listen to feelings and concerns
- Address specific issues related to personal safety on and off campus
- Coordinate with outside resources concerning a change in living arrangements
- Attend appointments and/or hearing meetings with the victim
- Provide transportation to and from appointments and/or hearing meetings if necessary
- Contact others on behalf of the victim with their permission, including the police and counseling services (Dept. Liaison Services)
- Provide assistance to Command Staff with above listed Support Operations services
- Coordinate with campus mental health/counseling departments to provide assistance, information, and counseling for victims and witness of crime or traumatic events
- Manage any other services or personnel assigned by the Director of the Department of Public Safety to be under the supervision of the Support Operations section
- Assist with any legal assistance, visa and immigration assistance, student financial aid and other services available to victims if necessary

Our Crime Victim and Witness Advocate is Dr. Morris Thompson. He is located in Wilkinson Hall room 329. You can contact him at 301-891-4479 during business hours, or e-mail him at mjthomps@wau.edu.

Victims always have the right to inform the police of dating violence, domestic violence, sexual assault, and/or stalking. They also have the right not to inform the police. They will be assisted in contacting the police if they so choose. This does not conflict with the institution’s obligation to comply with mandatory reporting laws because the regulatory requirement relates only to the victim’s right not to report, not to the possible legal obligation on the institution to report.

REPORTING RAPE/SEXUAL ASSAULT

Rape/Sexual assault is a criminal act and may be prosecuted as such in any court of law. Although an individual cannot be forced to report an incident, unless such incidents are reported to the proper law enforcement authorities, the assailant cannot be apprehended and may repeat the offense. When a student or employee reports to Washington Adventist University that a student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee a written explanation of the student's or employee's rights and options.

Washington Adventist University maintains the confidentiality of victims and other necessary parties by completing any publically available record keeping required without the inclusion of personally identifying information about the victim. Personally identifying information includes individually identifying information for or about an individual including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking, regardless of whether the information is encoded, encrypted, hashed, or otherwise protected, including: a first and last name; a home or other physical address; contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number); a social security number, driver license number, passport number, or student identification number; and any other information, including date of birth, racial or ethnic background, or religious affiliation, that would serve to identify any individual. Washington Adventist University will maintain confidentiality in regards to any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

Washington Adventist University will provide written notification to students and employees about counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both at Washington Adventist University and in the community. Washington Adventist University will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. Washington Adventist University will strive to make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available. Regardless of whether the victim chooses to report the crime to campus police or local law enforcement. The jurisdiction of this policy applies on campus and off campus if the conduct was connected with WAU or the conduct has the effect of creating a hostile environment for a student and/or employee.

Individuals who have experienced rape or sexual misconduct should follow these steps to report the incident:

1) If the incident occurred on campus, notify the Department of Public Safety (DPS) in the General Services Building #6 Office GS-4 or at (301) 891-4019 and the Department of Public Safety will arrange for EMS transportation assistance if necessary. A victim may also report immediately to the Washington Adventist Hospital Emergency Room. A student may also contact a residence hall dean for assistance. After immediate needs have been addressed, notify the VP for Student Life or VP for Financial Affairs so that the responsibility of the University to the victim and to the assailant may be carried out.
2) If the incident occurred off campus, report it to the nearest hospital emergency room.
3) In obtaining medical care, the time factor is critical if proof of rape is to be established. Do not shower, change clothes, or leave the scene of the incident.
4) Notify the proper law enforcement authority immediately.
5) All complaints of sexual harassment, sexual assault, and sexual misconduct are reported to the Office of the Title IX Coordinator, Dr. Ralph Johnson whose office is located in Wilkinson Hall 7600 Flower Ave. Takoma Park, Maryland. Tel. (301) 891-4028. Additionally, the Office of Student Life, the Office of the Title IX Coordinator, and the Disciplinary Committee hold sole authority to institute any disciplinary measures. Disciplinary actions in cases of alleged dating violence, domestic violence, sexual assault, or stalking follow the procedures outlined in the Student Sexual Misconduct Investigation and Adjudication Procedures Appendix No. A01. All questions and concerns regarding procedures for disciplinary action shall be referred to the Office of Student Life, the Office of the Title IX Coordinator, and the Disciplinary Committee. Note: both the accused and the victim have the right to be present in front of these bodies and to be notified of the outcome. Sanctions can include reprimand, warnings, probations, suspensions, “no-contact” orders, orders of protection, restraining orders, and expulsions. Disclosure of the results of any disciplinary proceedings by the institution to the victim or next of kin will be conducted by the Office of Student Life. All questions and concerns about this disclosure should be referred to the Office of Student Life (See Title IX Procedures).

6) All of the University’s educational programs on rape and other sexual offenses, as required under the Clery Act, are conducted by the Office of Student Life. Questions and concerns about these programs, as well as further details, can be obtained from the Office of Student Life.
7) Any changes to living situations and academic schedule as a result of any sexual offenses are to be made through the Office of Student Life.

MARYLAND SEX OFFENDER REGISTRY

The federal Campus Sex Crimes Prevention Act of 2000 (CSPA) provides for the tracking of convicted sex offenders at, or employed by, higher education institutions. This act is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act. Under the law, state and local law enforcement agencies must provide

college and universities in their jurisdiction with a list of registered sex offenders who have indicated that they are enrolled, employed by, or working at the institution.

Information regarding sex offenders in the university area can be obtained by contacting the Montgomery County and Prince George's County police departments. A list of all registered sex offenders in Maryland, including registrants employed or enrolled at Maryland Institutions of Higher Education, is available from the state Department of Public Safety and Correctional Services at http://www.dpscs.state.md.us/sorSearch/.

The Maryland State Sex Offender Registry website offers several methods of searching for registered sex offenders, including a mapping system to find offenders within a specified distance from any address. Offender information, including a photograph and address is posted on the website. You may register your phone number and zip code which will allow you to receive an automated notification call when an offender moves into your zip code by calling the Maryland Sex Offender Alert Line is 866-559-8017.

The National Sex Offender Registry website can be reached at **www.nsopr.gov**

DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSUALT, AND STALKING INFORMATION

Dating or domestic violence, also known as intimate partner violence, is a pattern of ongoing power and control by one dating partner over another. Examples of dating or domestic violence include threatening a partner or their family, coercing them into doing something they don't want to do, constantly belittling them, controlling what they can and cannot do, deciding who they can go out with and when, isolating them from friends and family, controlling their finances and access to resources, or physically hitting, kicking, punching, slapping, or scratching. Dating and domestic violence can also include sexual violence or stalking.

Domestic violence can happen to people of all ages, races, ethnicities, and religions. It occurs in both heterosexual and LGBTQ relationships. While it is important to remember that we all have different cultural practices, beliefs, and experiences that shape our view of what intimate relationships look like, everyone deserves to feel safe and respected.

No one deserves to be abused. Abuse is never the victim's fault. If you have been the victim of dating or domestic violence, you are not alone. Help is available.

Introduction

Washington Adventist University (WAU) is committed to providing a safe learning and working environment. In compliance with federal law, specifically the Jeanne Clery Act and the Campus Sexual Violence Elimination Act (SaVE Act), WAU has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and

stalking. These guidelines apply to all members of the Washington Adventist University community (students, faculty, and staff) as well as contractors and visitors.

Washington Adventist University will not tolerate sexual assault, domestic violence, dating violence, or stalking, as defined in this Policy, in any form. Such acts of violence are prohibited by WAU policy, as well as state and federal laws. Individuals whom the University determines more likely than not engaged in these types of behaviors are subject to penalties up to and including dismissal or separation from Washington Adventist University, regardless of whether they are also facing criminal or civil charges in a court of law.

Washington Adventist University's primary prevention and awareness program for all incoming students and new employees, and ongoing awareness and prevention programs, address the University policy that Washington Adventist University prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, explains the meaning of dating violence, domestic violence, sexual assault, and stalking, and also explains the definition of "consent" under Maryland law as it applies to sexual activity. Additionally, the programming addresses outlining the process followed when a proceeding is initiated, as well as the rights of the accuser and the accused in the proceeding. These programs are conducted during New Student Orientation at the beginning of each semester, and are conducted throughout the school year by various departments.

These programs are led by individual departments, the Title IX Coordinator, and the Department of Resident Life, which offer a variety of materials, workshops, and activities to heighten awareness and promote risk reduction, including safe and positive options for bystander intervention.

The information concerning Washington Adventist University's ongoing prevention and awareness campaigns can be found at www.wau.edu/security.

The Reporting Sexual Violence brochure can be found at https://www.wau.edu/wp-content/uploads/2019/09/Reporting-Sexual-Violence-new.pdf.

The Higher Education Act defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act (VAWA) of 1994 as follows:

1. **Sexual Assault**: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.
2. **Sex Offenses**: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent:

- **Rape** – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** – Sexual intercourse with a person who is under the statutory age of consent.

3. **Domestic Violence**: A felony or misdemeanor crime of violence committed
   - By a current or former spouse or intimate partner of the victim;
   - By a person with whom the victim shares a child in common;
   - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
   - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
   - 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 jurisdiction in which the crime of violence occurred.
4. **Dating Violence**: 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 reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
   - For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
   - Dating violence does not include acts covered under the definition of domestic violence.
   - Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
5. **Stalking**: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to
   - Fear for the person's safety or the safety of others; or
   - Suffer substantial emotional distress.

For the purposes of this definition:

- *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

- *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
- *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

6. **Programs to prevent dating violence, domestic violence, sexual assault, and stalking**: Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:
   - Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and
   - Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

   Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees. These programs are provided by the Title IX Coordinator (Dr. Ralph Johnson), Human Resources, and the Crime Victim Advocate.
7. **Awareness programs**: Community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.
8. **Bystander intervention**: Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking

   Bystander intervention includes the following:
   - Recognizing situations of potential harm
   - Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene
9. **Ongoing prevention and awareness campaigns**: Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution Brochures and other information concerning prevention and awareness can be found at www.wau.edu/security. The Department of Public Safety encourages the WAU community to be responsible for viewing the Security website weekly for any additional information.
10. **Primary prevention programs**: Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful

relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in a healthy and safe direction.

11. **Risk reduction**: Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
12. **Prompt, fair, and impartial proceeding**: A proceeding that is completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause and with written notice to the accuser and the accused of the delay and the reason for the delay;
    These proceedings must be conducted in a manner that does the following:
    - Maintains consistency with the institution's policies and is transparent to the accuser and accused;
    - Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
    - Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
    - Follows protocol of being conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused
    - The accuser and the accused are entitled to the same opportunities to have others present during disciplinary proceedings in cases involving an alleged sex offense.
13. **Advisor**: Any individual who provides the accuser or accused support, guidance, or advice
14. **Proceeding**: All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings.
    The Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.
15. **Result**: Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution
16. **Consent:** Permission for something to happen or agreement to do something.
17. **Prompt:** Done without delay; immediate.
18. **Fair:** In accordance with the rules or standards; legitimate.
19. **Impartial:** Treating all rivals or disputants equally; fair and just.

Reporting an Incident

Washington Adventist University (WAU) encourages any member of the university community who has experienced sexual assault, domestic violence, dating violence, or stalking, or knows of another member of the community who has experienced sexual assault, domestic violence, dating violence, or stalking to report the incident to the University.

If a WAU student, faculty, staff member, visitor, or contractor has experienced sexual assault, domestic violence, dating violence, or stalking, they should immediately report the incident to

the Department of Public Safety (DPS) on campus at (**301) 891-4019**. Individuals who are on campus can also make an in-person report at WAU. The DPS will assist all members of the University community by assessing the incident, advising the survivor on how he or she can seek legal protection, and making the survivor aware of medical, counseling, and other support services. If a reported incident did not occur on campus, the survivor has the option of notifying the local police department with jurisdiction over the crime, assisted by DPS. They also have the option of declining to notify such authorities.

In case of an emergency or ongoing threat, a survivor should get to a safe location and call 911. Calling 911 will put you in touch with local police. Students who have experienced sexual assault, domestic violence, dating violence, or stalking may also report an incident to Student Life at Wilkinson Hall Building #1, 1st floor, 7600 Flower Ave, Takoma Park, MD, Tel. (**301) 891-4525** or to the university Title IX Coordinator, Dr. Ralph Johnson, at **(301) 891-4028**.

Employees who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the Office of Human Resources at Wilkinson Hall, building #1, 4th floor 7600 Flower Ave Takoma Park MD, tel. **(301) 891-4542.** These offices will provide survivors of sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources and also assist any survivor in notifying law enforcement, including the local police, if the survivor elects to do so.

Survivors are not required to report to area law enforcement in order to receive assistance from or pursue any options within WAU. Reporting sexual assault, domestic violence, dating violence, and stalking to the police (including the Department Public Safety) does not commit the survivor to further legal action. However, the earlier an incident is reported, the easier it will be for the police to investigate, if the survivor decides to proceed with criminal charges.

Written Notification of Right and Options

Any student or employee, who reports an incident of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options as provided for under this policy. These rights and options include the right(s) of a survivor to do the following:

- Go to court, and file a domestic abuse complaint requesting an order restraining your attacker from abusing you, and/or an order directing your attacker to leave your household, building, school, college, or workplace;
- Seek a criminal complaint for threats, assault and battery, or other related offenses;
- Seek medical treatment (the police will arrange transportation for you to the nearest hospital or otherwise) assist you in obtaining medical treatment if you wish);
- Request the police remain at the scene until your safety is otherwise ensured;
- Request that a police officer assist you by arranging transportation or by taking you to a safe place, such as a shelter or a family or friend's residence; and
- Obtain a copy of the police incident report at no cost from the police department.

Accommodations

Regardless of whether a student or employee reports an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement, campus public safety or pursues any formal action, if they report such an incident to the university, Washington Adventist University is committed to providing them as safe a learning or working environment as possible. Upon request, WAU will make any reasonably available change to a survivor's academic, living, transportation, and working situation. When a reported incident of abuse involves more than one member of the university community, the University Title IX Coordinator, Dean of Students, or WAU Department of Public Safety may also issue an institutional No-Contact order, prohibiting the individuals from contacting one another, either on or off campus. Students may contact the VP of Student Life office (Wilkinson Hall, 4th floor, **(301) 891-4110**) for assistance, and employees may contact the Office of Human Resources (Wilkinson Hall, 4th floor, **(301) 891-4542**) for assistance.

DPS officers or the Crime Victim Advocate will advise survivors of a reported incident of sexual assault, domestic violence, dating violence, or stalking about how to seek a restraining order from a criminal court that directs the respondent to refrain from abuse and to leave the survivor's household, building, school, university, or workplace.

Washington Adventist University is committed to ensuring that orders of protection issued by courts are fully upheld on all university owned, used, and controlled property as well as properties immediately adjacent to Washington Adventist University. Therefore, if any member of the WAU community obtains an order of protection or restraining order, he or she should promptly inform the DPS and provide it with a copy of that order, so that the University can enforce it. Washington Adventist University is also committed to protecting survivors from any further harm, and if the Washington Adventist University Department of Public Safety determines that an individual's presence on campus poses a danger to one or more members of the University community, the DPS can issue an institutional No-Trespass Notification barring that individual from Washington Adventist University property.

Survivor Confidentiality

Washington Adventist University recognizes the sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. We are committed to protecting the privacy of individuals who report incidents of abuse, to the extent that doing so is permitted by law and consistent with the University's need to protect the safety of the community. Different WAU officials and personnel are able to offer varying levels of privacy protections to survivors.

When the Title IX Coordinator learns of a sexual assault, or an incident of domestic or dating violence, or stalking. He or She can investigate the incidents, track trends (including possible multiple reports involving the same assailant), and determine whether steps are needed to ensure the safety of the community.

It is the survivor's choice whether he or she wishes to participate in the investigation; however, the university may proceed with an investigation without the survivor's participation if there is a concern for the safety of other members of the community.

Reports made to DPS will be shared with the Title IX Coordinator in all cases, and may also be made public (maintaining the survivor's anonymity) and shared with the respondent in cases where criminal prosecution is pursued. Reports received by the university concerning the abuse of a minor or juvenile must be reported to state officials in compliance with state law requiring mandatory reporting of child abuse. All members of the WAU community are required by University policy to report any instances of known child abuse or neglect to the DPS, and the DPS will in turn report such information to the appropriate state authorities.

Reports and information received by licensed medical professionals and mental health counselors are considered legally protected or 'privileged' under Maryland state law. Thus, those individuals will not share information they learn from survivors with others within the institution (including the University Title IX Coordinator) or with any third party except in cases of imminent danger to the victim or third party. Absent such circumstances of imminent danger, the only information that these employees will report to the University concerning incidents is statistical information, which does not identify the survivor, so that the incident can be included in the WAU crime reporting statistics that are reported in the WAU annual Clery Reports. Such crime-reporting statistics are also included in a Title IX trend report maintained by the University.

Reports of sexual assault, domestic or dating violence, or stalking, which is shared with the WAU Title IX Coordinator or other university officials, will be treated with the greatest degree of respect and privacy possible while still fulfilling University obligation to investigate and effectively respond to the incident report. Every effort will be made to limit the scope of information shared to keep it to a minimum of detail.

A survivor's ability to speak in confidence and with confidentiality may be essential to his or her recovery. Washington Adventist University thus expects employees to treat information they learn concerning incidents of reported sexual assault, domestic violence, dating violence, and stalking with as much respect and as much privacy as possible. University employees must share such information only with those WAU officials who must be informed of the information pursuant to WAU policy. Failure by a WAU employee to maintain privacy in accordance with Washington Adventist University policy will be grounds for discipline.

While federal law requires Washington Adventist University to include certain reported incidents of sexual assault, domestic violence, dating violence, and stalking among its annual campus crime statistics, such information will be reported in a manner that does not permit identification of survivors.

Conduct Administrative Proceedings

Washington Adventist University strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal investigation and prosecution, students, employees, and other affiliates may also face action by Washington Adventist University. When students or employees are accused of having engaged in sexual assault, domestic violence, dating violence, or stalking, the University may, depending on the facts alleged, issue interim safety measures prior to the resolution of the charges. Such interim safety measures might include issuing No-Contact orders between the parties, altering an individual's work or class schedule or a student's on-campus housing assignment, placing an employee respondent of misconduct on administrative leave, or placing a student respondent of misconduct on an interim suspension.

The WAU Title IX Coordinator will oversee all investigations of allegations of gender-based violence. Employees who are found responsible for having committed such a violation could face termination of employment, and students who are found responsible for having committed such a violation may face disciplinary probation, deferred suspension, suspension from University housing, dismissal from University housing, suspension from the University, or dismissal from the University. In addition, WAU may issue No-Trespass Orders to those found responsible.

If a Title IX investigation concludes that evidence exists which suggests a student more likely than not engaged in sexual assault, domestic violence, dating violence, or stalking, the matter will be referred to the VP of Student Life's office (Wilkinson Hall 4th floor, Tel. **(301) 891-4110**) for adjudication pursuant to the Student Code of Conduct. The Office of Human Resources (Wilkinson Hall, 4th Floor, **(301) 891-4542**) will handle any incidents involving employees and University affiliates who are found by the University to have engaged in behavior that violates University policy, including but not limited to sexual assault, domestic violence, dating violence, or stalking.

All conduct proceedings, whether the conduct is reported to have occurred on or off campus, shall provide a prompt, fair, and impartial investigation and resolution. All investigations and proceedings shall be conducted by officials who receive annual training on the nature of the types of cases they are handling, how to conduct an investigation, and how to conduct a proceeding in a manner that protects the safety of survivors and promotes accountability.

Washington Adventist University will investigate and adjudicate any official complaints of sexual abuse, domestic violence, dating violence, or stalking that are filed with the University within sixty (60) days of receipt of that complaint, unless mitigating circumstances require the extension of time frames beyond sixty (60) days. Such circumstances may include the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, University breaks or vacations that occur during the pendency of an investigation, or other unforeseen circumstances. In these

matters the complainant and the respondent shall be notified, provided an explanation, and given information about the amount of additional time required.

In all investigatory and adjudication proceedings conducted by the University concerning charges of sexual misconduct, domestic violence, dating violence, or stalking, including any related meetings or hearings, both the complainant and the respondent will be afforded the same process rights, including equal opportunities to have others present. This includes the right to be accompanied by an advisor of their choice. Both the complainant and respondent will also be afforded an equal opportunity to introduce evidence and identify witnesses.

When a student is accused of any violation of the student conduct code, including but not limited to charges that he or she engaged in sexual assault, domestic or dating violence, or stalking, the charges will be decided using the preponderance of evidence standard, which means that it is more likely than not that the reported misconduct occurred. The Title IX Coordinator and the VP of Student Life have discretion to decide whether sufficient evidence warrants referring charges of misconduct against a student to an Administrative Disciplinary hearing (the Committee). If the committee hears such charges and issues a finding of responsibility against a student respondent, the committee may also recommend sanctions to the VP of Student Life. However, the VP of Student Life retains authority to determine the sanctions that will be issued to any student who has been found responsible for violating the Code of Conduct.

When the Title IX Coordinator completes an investigation and/or when a Committee issues a decision, both the complainant and the respondent shall simultaneously be informed in writing within seven business days of the outcome of the investigative or adjudicative proceeding. Both the complainant and respondent will be given the same procedures and timeframe to appeal the outcome of the proceeding, both parties will receive the same process rights if an appeal is granted, and the parties will both receive timely notice when the outcome becomes final. Disclosure of the outcome shall be made to both parties unconditionally, and each shall be free to share or not share the details with any third parties.

For additional information about student conduct proceedings, please consult the Washington Adventist University Student Handbook or the Student Resources and Policies section of the website.

For additional information about employee conduct, please visit and consult the Washington Adventist University Employee Handbook.

WAU Policy Concerning Sexual Discrimination, Harassment, Misconduct, Assault, Dating and Domestic Violence, and Stalking

INTRODUCTION

Washington Adventist University (WAU) is committed to providing a safe learning and working environment for all members of our campus community. In compliance with federal law, specifically Title IX, the Jeanne Clery Act, the Violence Against Women Act (VAWA) and the Campus Sexual Violence Elimination Act (SaVE Act), WAU has adopted policies and procedures to prevent and respond to incidents of sexual discrimination, harassment, misconduct, assault, dating violence, domestic violence, and stalking. These guidelines apply to all members of the Washington Adventist University community (students, faculty, staff and volunteers) as well as contractors and visitors.

Washington Adventist University will not tolerate sexual harassment, discrimination, misconduct, assault, dating violence, domestic violence or stalking, as defined in this policy, in any form. Such acts are prohibited by WAU policy, as well as state and federal laws. Individuals who the university determines more likely than not engaged in these types of behaviors, are subject to penalties up to and including dismissal or separation from Washington Adventist University, regardless of whether they are also facing criminal or civil charges in a court of law

The Washington Adventist University Title IX Coordinator:
Dr. Ralph Johnson
Dean of Student Success
Washington Adventist University
Betty Howard Center for Student Success
Wilkinson Hall, Suite 133
7600 Flower Ave, Takoma Park, Maryland 20912
E-mail: rejohnso@wau.edu|titleixcoordinator@wau.edu
Phone: 301-891-4106 | Fax: 301-891-4548

POLICY STATEMENT

It is the policy of WAU to comply with Title IX of the Education Amendments of 1972 prohibiting discrimination based on sex (including sexual harassment and sexual violence) in educational programs and activities that receive federal financial assistance. Title IX also prohibits retaliation for asserting or otherwise participating in the assertion of claims of sex discrimination.

It is the policy of WAU to comply with VAWA, which imposes duties on universities and colleges to investigate and respond to reports of sexual assault, stalking, and dating or domestic violence, and to publish policies and procedures related to the way these reports are handled. To ensure compliance with Title IX and VAWA, as well as other federal and state civil rights laws, including without limitation, the Jeanne Clery Act, and the SaVE Act, WAU has developed internal policies that prohibit discrimination and sexual misconduct on the basis of sex.

PROHIBITED CONDUCT

WAU prohibits all forms of sexual misconduct. Sexual misconduct is a broad term used to describe a range of behaviors, including sexual harassment, sexual assault, domestic violence, dating violence, sexual violence, coercion, relationship violence, sexual exploitation, sexual intimidation, and stalking. Such conduct violates the community values and principles of our institution and disrupts the living, learning, and working environment for students, faculty, staff and other community members. An attempt to commit an act identified in this policy, as well as assisting or willfully encouraging any such act, is also considered a violation of this policy. An act may violate one or more parts of this policy. Community members may also be held responsible for the misconduct of their visitors and guests.

The University will not condone or tolerate any harassment, including sexual harassment, of its students, employees, volunteers, customers, guests, vendors, or suppliers. Harassment of, or discrimination against, students, applicants and employees on the basis of race, color, sex, gender, sexual orientation, national origin, age, marital status, or disability, (all as defined and protected by applicable law) or on any other basis prohibited by local, state, or federal law, is unacceptable and will not be tolerated. This policy applies to all persons, i.e. students, faculty, administrators, managers, supervisors, employees, volunteers and visitors. Harassment will not be tolerated at any University sponsored events, including by way of example, conferences, and social events. This is a zero tolerance policy.

Sexual harassment has been defined generally as including unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, whenever (1) submission to the conduct is either an explicit or implicit term or condition of employment or a student's academic standing; (2) an individual's reaction to the conduct is used as a basis for employment or academic decisions affecting that employee or student; or (3) the conduct has the purpose or effect of interfering with an employee's or student's work performance or creating an intimidating, hostile or offensive learning or working environment. No student, employee or applicant should be subjected to discrimination, harassment or unsolicited and unwelcomed sexual overtures, nor should a student, employee or applicant be led to believe that an academic assessment or employment or student opportunity or benefit will in any way depend upon "cooperation" of a sexual nature.

Sexual harassment is not limited to demands for sexual favors. It also may include such actions as: (1) sex-oriented verbal "kidding," "teasing," or jokes; (2) repeated behavior of offensive sexual flirtations, advances, or propositions; (3) repeated behavior or verbal abuse of a sexual nature; (4) graphic or degrading comments about an individual or his or her appearance; (5) the display of sexually suggestive objects or pictures; (6) subtle pressure for sexual activity; and (7) inappropriate physical contact. These actions may occur in person and/or through all forms of electronic and social media.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature, or consensual personal and social relationships without a discriminatory effect. It refers to behavior that is unwelcome and that is personally intimidating, hostile, or offensive.

Harassment on other grounds, including race, color, gender, national origin, age, marital status, disability, sexual orientation, or any other ground prohibited by local, state, or federal law, is also prohibited. Harassment includes, but is not limited to, jokes, verbal abuse and epithets, degrading comments, the display of offensive objects and pictures, and other conduct that the individual might reasonably find to be offensive. This policy prohibits harassment, whether sexual or of another nature, and is not limited to relationships between and among employees, prospective employees and volunteers, but also extends to interaction with customers, students, guests, visitors, vendors, or suppliers. No student or employee shall ever subject any customer, student, employee, guest, visitor, vendor, or supplier of the University to harassment, including sexual harassment, of any nature, including the conduct described above. Furthermore, no student, employee or volunteer will be required to suffer harassment, including sexual harassment or discriminatory conduct, by any customer, student, employee, guest, visitor, vendor, or supplier.

RETALIATION

WAU strictly prohibits any material adverse action against any individual for reporting, providing information, exercising one's rights or responsibilities under this policy, or otherwise being involved in the process of responding to, investigating, or addressing allegations of discrimination/harassment or sexual misconduct. Therefore, retaliatory actions such as intimidation, threats or coercion against any such individual for having engaged in the above activities will be addressed seriously. Individuals who engage in such actions are subject to disciplinary action that may include, but is not limited to, the sanctions described below up to and including exclusion from the University, and termination of employment. Anyone who is aware of possible retaliation or has other concerns regarding the response to a complaint of sexual misconduct should report such concerns to the Title IX Coordinator, who shall investigate the matter and make findings so the University can take appropriate action to address such conduct in a fair and impartial manner.

JURISDICTIONAL STATEMENT

WAU has jurisdiction to investigate any alleged violations of this policy that occur in the context of a University program or activity or that otherwise affect the University's working or learning environments, regardless of whether that conduct occurred on or off campus. In situations where the alleged sexual misconduct occurred outside of the context of a University program or activity or off-campus, and where one or more of the parties are not members of the University community, it is possible that the University's ability to investigate and/or impose disciplinary sanctions may be limited. In such instances, the University reserves the right to take any steps it deems appropriate to address the situation and provide appropriate resources to those individuals impacted and, where appropriate, the broader University community.

TRAINING

The WAU Title IX Coordinator is responsible for overseeing the University's training and educational programs related to sexual misconduct. To learn more about various resources, on-going training initiatives, and educational programs for students, faculty and staff, please consult the office's website for more current and up-to-date information.

WAU is committed to a working and learning environment free from sexual misconduct. As noted, sexual misconduct is a broad term used to describe a range of behaviors, including sexual harassment, sexual assault, domestic violence, dating violence, sexual violence, coercion, relationship violence, sexual exploitation, sexual intimidation, and stalking. Sexual misconduct will not be tolerated. It corrupts the integrity of the educational, work and spiritual environment and violates the core mission and values of WAU.

DEFINITIONS

Coercion: Includes conduct, intimidation, and expressed or implied threats of physical and/or emotional harm that would reasonably place an individual in fear of immediate or future harm and that is employed to persuade or compel someone to engage in sexual activity. Examples of coercion include, among other things, causing the deliberate incapacitation of another person; conditioning an academic benefit or employment advantage on submission to the sexual contact; threatening to harm oneself.

Complainant: All members of the campus community, including students, faculty, staff or volunteers, who allege that they have been subjected to discriminatory practices or sexual misconduct. A third-party complainant is a person bringing a complaint on behalf of another member of the campus community who has allegedly been the subject of discrimination or sexual misconduct. Complainants may be individuals or groups of individuals who have been impacted by discrimination or sexual misconduct. Complaint: A description of facts alleging one or more violations of the University's policy against discrimination or sexual misconduct. The Title IX Coordinator may request that a complaint be made in writing. The formal complaint should contain, at a minimum, a concise written statement of the alleged violation and a detailed statement of the facts supporting the allegation as well as the names of any witness or interested parties.

Confidential: Refers to communications between two parties where one party, based on his/her professional status, has the ability to ensure the communications between the two parties are legally protected as private.

Consent: Means a knowing, voluntary and affirmatively communicated willingness to participate in a particular activity or behavior. Only a person who has the ability and capacity to exercise free will and make a rational, reasonable judgment can give consent. Consent may be expressed either by words and/or actions, as long as those words and/or actions create a mutually understandable agreement to engage in specific activity. It is the responsibility of the

person who wants to engage in sexual activity to ensure that he/she has consent from the other party, and that the other party is capable of providing consent.

- Lack of protest or resistance is not consent. Nor may silence, in and of itself, be interpreted as consent. For that reason, relying solely on non-verbal communication can lead to misunderstanding and is strongly discouraged.
- Previous relationships, including past sexual relationships, do not imply consent to future sexual acts.
- Consent to one form of sexual activity cannot automatically imply consent to other forms of sexual activity.
- Consent must be present throughout sexual activity and may be withdrawn at any time. If there is confusion as to whether there is consent or whether prior consent has been withdrawn, it is essential that the participants stop the activity until the confusion is resolved.
- Consent cannot be obtained by use of physical force, threats, intimidating behavior, or coercion.

Consent is not present when an individual does not have the capacity to give consent, voluntarily or involuntarily, due to age, physical condition, or disability that impairs the individual's ability to give consent. The reasons why a person could lack capacity to give consent due to a physical condition include, but are not limited to, consumption of drugs or alcohol (voluntarily or involuntarily) or being in a state of unconsciousness, sleep, or other state in which the person is unaware that sexual activity is occurring.

Signs of incapacitation include when individuals demonstrate that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Some indicators of a lack of capacity to give consent due to consumption of drugs or alcohol may include, but are not limited to:

- Lack of full control over physical movements (for example, difficulty walking or standing without stumbling or assistance);
- Lack of awareness of circumstances or surroundings (for example, lack of awareness of where one is, how one got there, who one is with, or why or how one became engaged in sexual interaction); and
- Inability to effectively communicate for any reason (for example, slurring speech, difficulty finding words).

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

Domestic Violence: The Higher Education Act (HEA) defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as "[A] felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under the Violence Against Women Act, VAWA], or 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 jurisdiction."

Gender Discrimination or Gender Harassment: Includes discrimination or verbal/ physical harassment which is based on the person's gender but which is not sexual in nature. WAU's policies prohibit gender-based harassment, which may include discrimination or sexual misconduct on the basis of sexual orientation, gender identity or gender expression, and harassment or discrimination on the basis of sex-stereotyping.

Incapacitated: An individual who is "incapacitated" is unable to give consent to sexual contact. States of incapacitation include sleep, unconsciousness, intermittent consciousness, or any other state where the individual is unaware that sexual contact is occurring. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact.

Alcohol or drug use is one of the prime causes of incapacitation. Where alcohol or drug use is involved, incapacitation is a state beyond intoxication, impairment in judgment, or "drunkenness." Because the impact of alcohol or other drugs varies from person to person, evaluating whether an individual is incapacitated, and therefore unable to give consent, requires an assessment of whether the consumption of alcohol or other drugs has rendered the individual physically helpless or substantially incapable of:

- Making decisions about the potential consequences of sexual contact;
- Appraising the nature of one's own conduct;
- Communicating consent to sexual contact; or
- Communicating unwillingness to engage in sexual contact.

It is a violation of this policy to engage in sexual activity with someone you know, or should know, is incapacitated. For purposes of this policy, incapacitated means that the person's decision-making ability is impaired such that he/she lacks the capacity to understand the "who, what, where, why or how" of the sexual interaction. Incapacitation may result from sleep or unconsciousness, temporary or permanent mental or physical disability, involuntary physical restraint, or the influence of alcohol, drugs, medication, or other substances used to facilitate sexual misconduct.

Inquiry: A request from a member of the University community for information about the policy or the procedures for resolving a situation that involves discrimination or sexual misconduct. An inquiry may also refer to an informal notification that discrimination or sexual misconduct may have occurred and/or request for information about where or how to bring a complaint.

Interim Protective Measures: Reasonably available steps the University may take to protect the parties pending a University investigation and/or adjudication of sexual misconduct.

Investigation: A fact finding inquiry by the University's Title IX Coordinator that attempts to determine whether behavior in violation of policy prohibiting discrimination or sexual misconduct occurred, and to make recommendations for resolution of the discriminatory or harassing conditions.

Non-Consensual Sexual Contact: Non-consensual sexual contact is any intentional sexual touching, however slight, with any object or part of the body, with another person without that person's effective consent.

Non-Consensual Sexual Penetration: Non-consensual sexual penetration is any sexual penetration (vaginal, anal or oral), however slight, with any object or part of the body, with another person without that person's effective consent.

Relationship Violence: A broad range of behaviors that includes, but is not limited to, sexual assault, physical abuse and other acts, threats or a pattern of abusive behavior of a physical or sexual nature by one partner intended to control, intimidate, manipulate, humiliate, frighten, coerce, or injure the other. These acts may be directed toward a spouse, an ex-spouse (also referred to as "domestic violence"), or by a current or former intimate partner (also referred to as "dating violence").

Respondent(s): Person or persons who are members of the campus community who allegedly discriminated against or harassed another person or persons. Respondents may be individuals, groups, programs, academic or administrative units, or the institution.

Responsible University Employee (RUE): Any University administrator, supervisor, faculty member, campus police, coach, athletic trainer, resident assistant, or non-confidential first responder who has the authority to take action to redress sexual harassment and/or misconduct; or whom a student or employee could reasonably believe has such authority or duty.

Retaliation: Intimidating, threatening, coercing, or discriminating against an individual for the purpose of interfering with any right or privilege secured by law or University policy relating to sexual misconduct, or because an individual has made a report, filed a complaint, testified,

assisted, or participated in any manner in an investigation or proceeding related to sexual misconduct. Retaliation includes retaliatory harassment.

Sexual Assault: Any type of actual or attempted sexual contact with another individual without that person's consent, including sexual intercourse (rape) and attempted sexual intercourse (attempted rape).

- Sexual Assault I – Non-Consensual Sexual Intercourse
  Any act of sexual intercourse with another individual without consent (rape). This includes penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent.
- Sexual Assault II – Non-Consensual Sexual Contact
  Any unwanted intentional touching of the intimate body parts of another person, causing another to touch the intimate parts of oneself or another, or disrobing or exposure of another without consent. Intimate parts may include genitalia, groin, breast, or buttocks, or clothing covering them, or any other body part (including one's own) that is touched in a sexual manner. Non-consensual sexual contact includes attempted sexual intercourse without consent (attempted rape).

Sex Discrimination: Behavior or action that denies or limits a person's ability to benefit from and fully participate in educational programs, activities, or employment opportunities because of a person's sex. Examples of the types of discrimination that are covered under Title IX include, but are not limited to, sexual harassment, sexual misconduct, sexual violence, failure to provide equal opportunity in educational programs and co-curricular programs including athletics, discrimination based on pregnancy, and employment discrimination.

Sexual Exploitation: Taking non-consensual or abusive sexual advantage of another person for one's own advantage or benefit or for the advantage or benefit of anyone other than the person being exploited.

Sexual Harassment:

a) Unwelcomed sexual advances;
b) Unwelcomed requests for sexual favors; or
c) Other behavior of a sexual or gender-based nature where:
    i. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment, evaluation of academic work, or participation in a University-sponsored educational program or activity;
    ii. submission to or rejection of such conduct by an individual is used as the basis for an academic, employment, or activity/program participation decision affecting that individual; or

iii. such conduct has the purpose or effect of unreasonably interfering with an individual's employment, academic or work performance, (i.e., it is sufficiently severe or pervasive to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment).

Sexual Intimidation: Threatening behavior of a sexual nature directed at another person, such as threatening to sexually assault another person or engaging in indecent exposure.

Sexual Misconduct: A range of behaviors including sexual harassment, sexual violence, dating violence, domestic violence and stalking. It includes, but is not limited to, unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that (a) is sufficiently severe, persistent, or pervasive to limit a student's or employee's ability to participate in or benefit from an education program, employment or to create a hostile or abusive educational environment, or (b) explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's academic or work performance, or creates an intimidating, hostile, or offensive learning/work environment.

Sexual Violence: Physical sexual acts perpetrated without consent. Sexual violence includes but is not limited to sexual harassment, sexual coercion, and sexual assault.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety, or the safety of others, or suffer substantial emotional distress.

Title IX Coordinator: The individual designated by the President of the University to: 1) oversee the University's response to sexual discrimination/harassment and misconduct complaints and identify and address any patterns or systemic problems revealed by such reports and complaints; 2) conduct sexual discrimination/harassment and misconduct investigations; 3) oversee, review content, and, in collaboration with other University offices, oversee training for students, faculty, and staff on sexual discrimination/harassment and misconduct issues; 4) ensure that appropriate policies and procedures are in place for responding to complaints of sexual discrimination/harassment and misconduct against faculty, staff, and students; and 5) work with local law enforcement to ensure coordinated responses to sexual misconduct cases.

WAU Public Safety: The Washington Adventist University Department of Public Safety (WAU-DPS).

Witnesses: Persons who have or may have information relating directly or indirectly to alleged sexual harassment/discrimination or misconduct that will tend to prove, disprove, or otherwise illuminate an investigation of a complaint.

SANCTIONS

Both parties (victim or respondent) shall be informed of the outcome of any investigations based on a violation of this policy. WAU shall take reasonable measures to avoid publically disclosing personally identifiable information about either of the parties, except as required by law.

WAU-Employees: Employees found in violation of this policy are subject to disciplinary action ranging from a written reprimand up to and including termination of employment, depending on the circumstances.

WAU-Students: Students found in violation of this policy are subject to disciplinary action based on the circumstances and nature of the violation. Sanctions include, but are not limited to: dismissal from the University (suspension or expulsion), removal from University housing, disciplinary probation, and other sanctions such as community service and mandatory and continuing participation in sexual discrimination/harassment or misconduct educational programming and training, required counseling, revocation of an offer or extension of any benefit or subsidy, or employment, loss of privileges and monitoring. For details, please refer to the Student Code of Conduct in Appendix A01. Persons who commit sexual discrimination/harassment or misconduct in violation of federal, state, or local law may also be subject to criminal charges and penalties, and civil proceedings.

CONFIDENTIAL RESOURCES

Confidentiality of Reports of Discrimination or Sexual Misconduct

The University will attempt to balance the needs of the parties for privacy with the institutional responsibility of ensuring a safe educational environment and workplace. Confidentiality is an aspiration, but is not always possible or appropriate. An individual's requests regarding the confidentiality of reports of discrimination or sexual misconduct will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of the University's legal obligation to ensure a working and learning environment that is free from discrimination or sexual misconduct and the due process rights of the accused to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation.

There are confidential resources available on campus. Confidentiality is limited to counselors, pastors, attorneys and other employees with responsibility to adjudicate such cases as well as the institutional Victims Advocate. Because content of discussions with confidential resources is not reported to an office of record, such discussions do not serve as notice to the University to address the alleged discrimination or sexual misconduct.

DPS encourages pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of the procedure to report crimes on a

voluntary, confidential basis for inclusion in the annual disclosure of crime statistics reported in the Annual Security Report.

On-Campus Confidential Resources

Department of Public Safety, Office of Crime Victim/Witness Advocate
General Services Building #6, GS-4. Phone number: (301) 891-4019

Student Life
Wilkinson Hall, 4th floor, Building #1. Phone number: (301) 891-4525

Counseling Office
Wilkinson Hall, Room 426, Building #1, Phone number: (301) 842-8424

Campus Chaplains Office
Richards Hall, Room 204, Building #10. Phone number: (301) 891-4112

Office of Human Resources
Wilkinson Hall, 4th floor, Building #1. Phone number: (301) 891-4542
E-mail hr@wau.edu

Off-Campus Confidential Resources

Montgomery County Victim Assistance Program (VASAP)
1301 Piccard Drive, Suite 4100, Rockville, MD 20850. Phone number: 240-777-4357

Maryland Coalition Against Sexual Assault (MCASA)
Call for appointment. Phone number: (301) 328-7023

Shady Grove Hospital, Forensic Examiners Office
9901 Medical Center Drive, Rockville, MD 20850
Located in the Emergency Room
Phone number: (240) 826-6000

Government Agencies that Address Complaints of Sexual Misconduct
Complaints of sexual misconduct may also be filed with following:

Equal Employment Opportunity Commission
City Crescent Building
10 S. Howard Street, Third Floor
Baltimore, MD 21201
Phone: 1-800-669-4000
Fax: 410-962-4270
TTY: 1-800-669-6820

Website: https://egov.eeoc.gov/eas

Maryland Commission on Civil Rights
William Donald Schaefer Tower
6 Saint Paul Street, Ninth Floor
Baltimore, MD 21202-1631
Phone: 410-767-8600
Fax: 410-333-1841
TTY: 410-333-1737
Website: http://mccr.maryland.gov
E-mail: jcole@mccr.state.md.us

Complaints involving violations of Title IX in the State of Maryland should be directed to:
Office for Civil Rights
U.S. Department of Education
The Wanamaker Building
100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Phone: 215-656-8541
Fax: 215-656-8605
TDD: 800-877-8339
E-mail: OCR.Philadelphia@ed.gov
Website: http://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html

REPORTING AND RESPONDING TO REPORTS OF SEXUAL DISCRIMINATION, HARASSMENT, OR MISCONDUCT

The following procedures have been adopted by the University to receive, investigate, and resolve complaints of sexual discrimination/harassment or misconduct on the basis of sex. These procedures are designed to provide a supportive process for individuals who report these incidents and to ensure a fair process for individuals who are accused of discriminatory or harassing conduct, including sexual misconduct. Internal investigation of allegations of institutional discriminatory treatment or systemic discriminatory practices), sexual misconduct, and harassment is intended to ensure that WAU meets its commitment to an open and inclusive educational and employment environment. These procedures also describe the University's efforts to conduct a timely, thorough, and fair investigation as required by law.

Obligations of Responsible University Employees

A "Responsible Washington Adventist University Employee," as that person is defined herein, must promptly notify the Title IX Coordinator of any report of sexual discrimination/harassment or misconduct brought to his/her attention, including campus security. The Title IX Coordinator works collaboratively with the reporting individual or entity, making every effort to operate with discretion and maintain the privacy of the individuals involved.

Prompt Reporting is Encouraged

Persons are encouraged to report sexual misconduct promptly in order to maximize WAU's ability to obtain evidence, identify potential witnesses, and conduct a thorough, prompt, and impartial investigation. There are no time limits to reporting sexual misconduct; if too much time has passed since the incident occurred, the delay may result in loss of relevant evidence and witness testimony, impairing WAU's ability to respond and take appropriate action. All reports of sexual misconduct will be responded to immediately and appropriate action will be taken in accordance with WAU's Title IX's sexual misconduct investigation procedures. If WAU determines that sexual misconduct has occurred, it will take prompt and effective steps to eliminate the sexual misconduct, prevent its recurrence, and address its effects. WAU will diligently take appropriate action, including investigation and resolution of complaints within sixty (60) calendar days from when the complaint was filed. The University may extend the time frames set forth in this policy for good cause, with written notice to both parties of the delay and the reason for the delay. Exceptions to this timeframe may vary depending on the complexity of the investigation, access to relevant parties, and the severity and extent of the misconduct.

Reporting a Crime

Sexual misconduct, particularly sexual violence, may be a crime. WAU will assist complainants who wish to report sexual misconduct to law enforcement authorities, including campus security, Office of Student Life, and Campus Security. Victim Advocates are available to assist students in reporting to campus security or local law enforcement agencies. Campus security will also assist complainants in notifying other law enforcement authorities in other jurisdictions, as appropriate. To report to the WAU DPS, the telephone number is 301-891-4019.

Because the standards for a violation of criminal law are different from the standards for a violation of this or any other University policy, the institution and any determinations reached in criminal investigations and proceedings are not determinative of whether a violation of this policy has occurred. In other words, conduct may violate University policy even if law enforcement agencies or local prosecutors decline to prosecute or a criminal proceeding results in acquittal. Complaints of sexual misconduct and related internal WAU processes may occur prior to, concurrent with, or following criminal proceedings off campus.

Upon receipt of a report of sexual misconduct that may constitute a crime, campus security will advise the student that in addition to making a criminal report, he/she also has the right to file a complaint with the University and engage the University's investigation and adjudicative processes under this and other appropriate policies. In addition, "Responsible WAU employees" under this policy and campus security who receive any type of report of sexual misconduct, whether it rises to the level of a crime or not, shall promptly notify the Title IX Coordinator at titleixcoordinator@wau.edu.

Co-Occurring Criminal Action

Proceeding with a WAU investigation under this policy and potential adjudication of a complaint of sexual misconduct under the Student Sexual Misconduct Investigation & Adjudication Procedures is independent of and may be subordinated to any criminal investigation or proceeding. Reporting to law enforcement does not preclude a person from proceeding with a complaint of sexual misconduct under this policy. WAU is required to conduct an investigation in a timely manner, which means, in most cases, WAU will not wait until a criminal investigation or proceeding is concluded before conducting its own investigation, implementing interim protective measures, and taking appropriate action. However, at the request of law enforcement, the Title IX Coordinator may defer its fact gathering until the initial stages of a criminal investigation are complete. If such a request is made, WAU DPS will submit the request in writing and the complainant will be notified. In addition, when possible, in cases where there is a co-occurring criminal investigation by WAU DPS, Takoma Park Police, Montgomery County Police, or the county state attorney's office, the WAU Title IX Coordinator will work collaboratively and supportively with each respective agency within the parameters outlined above. The WAU Title IX Coordinator will communicate any necessary delays in the Washington Adventist University's investigative process to all parties in the event of a deferral. The WAU Title IX Coordinator shall not disclose information about sexual misconduct complaints to third parties (persons other than those in the WAU or law enforcement community with a need to know) except as may be required or permitted by federal or state law. If a report of sexual misconduct discloses a serious and on-going threat to the campus community, Washington Adventist University Department of Public Safety may issue a timely warning of the conduct under the Clery Act in the interest of the health and safety of the campus community. This notice will not contain any personally identifying information related to the complainant.

STUDENT AMNESTY POLICY AND BYSTANDER INTERVENTION

WAU is committed to the safety and well-being of all of its students. As such, WAU has a variety of policies in place to help enhance the safety of the campus community. WAU encourages the reporting of sexual misconduct. Sometimes, students may be reluctant to come forward and report an incident of sexual misconduct, or serve as a witness, because they are concerned that they may be charged with violating other campus polices, such as WAU's alcohol or drug policy.

Therefore, for students who report an incident of sexual misconduct or who serve as witnesses to an incident of sexual misconduct, the University will not institute disciplinary sanctions for his or her own personal consumption of drugs or alcohol related to the incident as long as any such violations did not place the health or safety of any other person at risk and/or damage property. WAU may pursue other educational remedies regarding the use of alcohol and illegal drugs in order to protect the health and well-being of the student.

FREE EXPRESSION AND ACADEMIC FREEDOM

WAU is firmly committed to free expression and academic freedom. We are equally committed to creating and maintaining a safe, healthy, and harassment-free environment for all members of our community. We firmly believe that these two legitimate interests can coexist. Discrimination, harassment, and retaliation against members of the University community are not protected expression or the proper exercise of academic freedom. The University will consider academic freedom in the investigation of reports of sexual misconduct or retaliation that involve an individual's statements or speech.

INTERIM PROTECTIVE MEASURES

Reports of sexual misconduct in violation of this policy may require immediate protective measures to protect the safety and well-being of the parties and/or the campus community pending the outcome of the investigative and adjudicative processes. Interim protective measures may include the following, these can be requested through the Department of Public Safety:

No Contact Order

A no contact order is an official University directive that serves as notice to an individual that he/she must not have direct or indirect verbal, electronic, written, or third party communications with another individual.

Students:

- Academic accommodations, such as, assistance in transferring to another section of a lecture or laboratory, assistance in arranging for incompletes, leaves or withdrawal from campus, or rearranging class schedules, and;
- Housing accommodations, such as, facilitating changes in on-campus housing location to alternate housing, assistance in exploring alternative housing off-campus, and;
- Employment accommodations, such as, arranging for alternate University employment, different work shifts, etc., and;
- Transportation and parking accommodations.

Employees:

- Employment accommodations, such as, temporary assignment, if appropriate, to other work duties and responsibilities, or other work locations, or other work groups/teams or alternative supervision/management, and
- Transportation and parking accommodations.

OPTIONS FOR RESOLUTION

Individuals making reports of discrimination or sexual misconduct shall be informed about options for resolving potential violations of the policies which prohibit discrimination or sexual misconduct. These options include informal dispute resolution, referral to other University

offices or programs, formal investigation by the University Title IX Coordinator, and availability of resources outside the University process. The University shall respond, to the greatest extent possible, to reports of discrimination or sexual misconduct brought anonymously or brought by third parties not directly impacted by the discrimination or sexual misconduct. However, the response to such reports may be limited if information contained in the report cannot be factually verified by independent investigation. Complainants and other individuals submitting reports of discrimination or sexual misconduct shall be informed about the range of possible outcomes of the report, including interim protections, remedies for the individual harmed by the discrimination or sexual misconduct, and disciplinary actions that might be taken against the accused as a result of the report, including information about the procedures leading to such outcomes.

RETALIATION COMPLAINT PROCEDURES

Complaints of Retaliation

Individuals who engage in retaliatory behavior against a reporting party or party participating in an investigation are in violation of this policy and will be subject to appropriate disciplinary action pursuant to the procedures for this policy. Individuals who believe they have experienced retaliation in violation of this policy should immediately report such conduct to the Title IX Coordinator at titleixcoordinator@wau.edu.

Complaint Procedures

- Complaints against Students: Complaints against students based on a violation of this policy will be reviewed in accordance with the procedures set forth in Student Sexual Misconduct Investigation & Adjudication Procedures (Appendix A01).
- Complaints against Staff: Complaints against staff based on a violation of this policy will be reviewed in accordance with the procedures set forth in Faculty and Staff Sexual Misconduct Investigation &Adjudication Procedures (Appendix A02).
- Complaints Against Third Parties Not Affiliated with the University: If a community member of WAU (student, faculty, staff or volunteer) is subjected to sexual misconduct by a third party not affiliated with the University on University premises or during WAU sponsored activities, the matter should be immediately reported to the Title IX Coordinator. The matter may be referred to law enforcement with a request that a formal letter be issued to the third party denying access to the WAU buildings or grounds for acting in a manner that disrupts or disturbs the normal educational functions of the institution. WAU is authorized to deny campus access to a third party engaged in disruptive behaviors under Maryland State law (see Sections 26-101 and 26-102, Education Article, Annotated Code of Maryland).

Temporary Measures: WAU may, at any point in the complaint process, elect to place the respondent on investigative leave, reassignment, or authorize other types of temporary measures while an investigation is pending, including but not limited to "no contact" provisions.

STEPS TO TAKE FOLLOWING A SEXUAL ASSAULT

Seek Medical Attention

It is important to seek medical attention as soon as possible. A medical examination will ensure appropriate medical treatment, including testing for pregnancy or sexually transmitted infections. You may also want to obtain a Sexual Assault Forensic Exam (SAFE). A SAFE exam allows for the collection of evidence and can ensure any physical evidence is preserved in the event of a report to law enforcement. A SAFE exam may be obtained within 72 hours after an assault at the Shady Grove Hospital, located at 9901 Medical Center Drive, Rockville, MD 20850.

Preserve Evidence

Many sexual misconduct offenses also are crimes in the state or locality in which the incident occurred. For that reason, survivors of sexual misconduct often have legal options that can be pursued. These options may be available solely at the discretion of survivors, who may change their minds about pursuing some, but not all, of these options at any time. For example, a survivor may seek a protective order from a court against the perpetrator(s); pursue a civil action against the perpetrator(s); and/or participate in a law enforcement investigation and criminal prosecution of the perpetrator(s). Regardless of whether an incident of sexual misconduct is reported to the police or the University, WAU strongly encourages individuals who have experienced sexual misconduct to preserve evidence to the greatest extent possible, as this will best maintain all legal options for them in the future.

Additionally, such evidence may be helpful in pursuing a complaint with the University. While the University does not conduct forensic tests for parties involved in a complaint of sexual misconduct, the results of such tests that have been conducted by law enforcement agencies and medical assistance providers may be submitted as evidence that may be considered in a University investigation or proceeding, provided they are available at the time of the investigation or proceeding.

Below are suggestions for preserving evidence related to an incident of sexual misconduct. It is important to keep in mind that each suggestion may not apply in every incident:

General evidence preservation suggestions

- Do not alter, dispose of, or destroy any physical evidence.
- If there is suspicion that a drink may have been drugged, inform a medical assistance provider and/or law enforcement as soon as possible so they can attempt to collect possible evidence (e.g., from the drink, through urine or blood sample).
- Preserve evidence of electronic communications by saving them and/or by taking screen shots of text messages, instant messages, social networking pages, or other electronic communications, and by keeping pictures, logs, or copies of documents that relate to the incident and/or perpetrator.

Evidence preservation suggestions specific to sexual assault

- Because some evidence, particularly evidence that may be located on the body, dissipates quickly (within 48-96 hours), individuals who have been sexually assaulted and wish to preserve evidence should go to a hospital or medical facility immediately to seek a medical examination and/or evidence collection.
- An individual who has been sexually assaulted should not shower, bathe, douche, smoke, brush teeth, eat, drink, or change clothes or bedding before going to the hospital or seeking medical attention.
- If the individual who has been sexually assaulted decides to change clothes or bedding, they should not wash the clothes worn or bedding used during the assault, and should bring them to a hospital, medical facility or the police in a non-plastic bag (e.g., paper bag) "as is".
- In order to avoid forgetting important details, write down the facts about the accused and the assault.

Stay Warm

Persons who experience sexual assault may be in a state of shock. It is important to stay warm by wrapping up in a blanket or coat. This will help recovery from shock and make it less likely that physical evidence is disturbed.

Get to a Safe Place and Seek Emotional Support

Talking with a trusted friend or relative or someone who is professionally trained to deal with sexual assault like a confidential WAU DPS Crime Victim advocate or mental health professional at the Washington Adventist Hospital can help you make decisions about what to do. Whether you decide to go to security or law enforcement or not, it is important to take care of your own emotional needs. Professional counseling may be beneficial.

CAMPUS SAFETY

The health and safety of all members of the campus community are the University's primary concern. WAU DPS makes the following services available:

Emergency Phones
Washington Adventist University, Department of Public Safety
Telephone: 301-891-4019
Located: General Services Building #6 Office GS-04
7600 Flower Ave, Takoma Park, Maryland 20912

24 Hour Walking Escort Service
Washington Adventist University, Department of Public Safety
Telephone: 301-891-4019
Located: General Services Building #6 Office GS-04

7600 Flower Ave, Takoma Park, Maryland 20912
Persons who experience sexual misconduct are also strongly encouraged to contact the WAU DPS. If a person is not certain whether criminal conduct has occurred, a WAU DPS Officer can assist in determining whether a crime has occurred. If sexual misconduct occurred off campus, a WAU DPS Officer can assist in contacting the appropriate law enforcement agency. A student can request and receive the assistance of WAU DPS without making a criminal complaint but one may be made regardless. WAU DPS can also assist in accompanying the student to a hospital that can provide a Sexual Assault Forensic Exam (SAFE) to both ensure appropriate medical treatment and the timely collection of physical evidence in the event the person seeks to make a criminal complaint.

Annual Reporting
The University Title IX Coordinator is responsible for maintaining records relating to discrimination or sexual misconduct reports, investigations, and resolutions. Records shall be maintained in accordance with University records policies, generally seven years after the date the complaint is resolved. Records may be maintained for a longer period of time at the discretion of the Title IX Coordinator in cases where the parties have a continuing affiliation with the University. All records pertaining to pending litigation or a request for records shall be maintained in accordance with instructions from University Legal Counsel. Requests for information should be directed to the University Legal Counsel. These statistics are included in the Annual Security Report.

CONSENSUAL RELATIONSHIPS

In order to promote the operations of the University's business and academic enterprise, as well as to avoid misunderstandings, complaints of favoritism, and other problems of supervision, security, and morale, faculty, administrators and supervisors are expected to avoid dating or pursuing romantic relationships with employees whom they supervise, directly or indirectly. Faculty, administrators, and supervisors should be aware that romantic or close social involvement with a subordinate employee could be subject to formal action if a complaint of inappropriate behavior is initiated. Even when both parties have consented to the development of such relationships, they can raise serious concerns about the validity of the consent, conflicts of interest, and unfair treatment of others.

All employees shall avoid dating or pursuing romantic relationships with students.

REQUESTS FOR CONFIDENTIALITY

If a victim/complainant requests that his/her name not be disclosed or that WAU not investigate or take action against the respondent, the Title IX Coordinator will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students, faculty, and staff, including the victim/complainant. The Title IX Coordinator shall make a determination as to whether the complainant's request can be honored, by considering the following factors:

- Whether the respondent has any documented history of violence known to the University;
- The age of the complainant subjected to the sexual misconduct;
- Circumstances that suggest there is an increased risk of the respondent committing additional acts of sexual misconduct or other violence (e.g., whether there have been other sexual misconduct complaints about the same respondent);
- Whether the University possesses other means to obtain relevant evidence (e.g., security cameras or personnel, physical evidence);
- Whether the sexual misconduct was perpetrated with a weapon;
- Whether the sexual misconduct was committed by multiple persons; and
- Any other relevant information.

PRIVACY

The University shall protect the privacy of individuals involved in a report of discrimination/harassment or sexual misconduct to the extent allowed by state and federal law and University policy. A report of discrimination/harassment or sexual misconduct may result in the gathering of extremely sensitive information about individuals in the University community. The University may be required to disclose personal information in accordance with Maryland Public Records law.

ACCOMMODATIONS

Regardless of whether a student, faculty, staff or volunteer reports an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement, campus security or pursues any formal action, if they report such an incident to the University, WAU is committed to providing them with as safe a learning or working environment as possible. Upon request, WAU will make any reasonably available changes to a survivor's academic, living, transportation, and working situation. When a reported incident of abuse involves more than one member of the University community, the University Title IX Coordinator or WAU DPS may also issue an institutional No Contact order, prohibiting the individuals from contacting one another, either on or off campus. Students may contact the Vice President of Student Life Office (Wilkinson Hall, 4th floor, 301-891-4110) for assistance, and employees may contact the Office of Human Resources (Wilkinson Hall, 4th floor, 301-891-4542) for assistance.

WAU DPS officers or the Crime Victim Advocate will advise individuals who report an incident of sexual assault, domestic violence, dating violence, or stalking, about how to seek a restraining order from a criminal court that directs the respondent to refrain from abuse and to leave the survivor's household, building, school, university, or workplace. WAU is committed to ensuring that orders of protection issued by courts are fully upheld on all University owned, used, and controlled property (as well as properties immediately adjacent to WAU to the extent possible). Therefore, if any member of the WAU community obtains an order of protection or restraining order, he or she should promptly inform WAU DPS and provide WAU DPS with a copy of that order, so that the University can enforce it. WAU is also committed to protecting individuals

who report an incident of sexual assault, domestic violence, dating violence, or stalking from any further harm, and if the WAU DPS determines that an individual's presence on campus poses a danger to one or more members of the University community, WAU DPS can issue an institutional "Trespass Notification" barring that individual from WAU property.

EDUCATION TRAINING, AWARENESS AND PREVENTION PROGRAMS

The University provides educational and prevention materials dealing with sexual misconduct. On an annual basis, during new student orientation, sexual misconduct education is provided to first-year students and periodically for the wider student body. Professional counseling and support services, as well as educational materials and information, are available for all students. Academic support services are available at the Betty Howard Center for Student Success. More information about educational and prevention materials dealing with sexual misconduct can be found on the WAU DPS website (www.wau.edu/security).

ADDITIONAL INFORMATION AND RIGHTS

- Both the complainant and the accused have the right to the same opportunities to present their account of events and to have a designated advocate to assist them, advise them and be present with them throughout the process. Advocates generally will be individuals from within the University's faculty or staff, as long as they are not a relative of the parties involved and they don't conflict with the CSA status. The Crime Victim Advocate works only on the behalf of the complainant. The "accused" does not have the right to have an advocate assist him/her, unless it is a person who is outside of WAU DPS.
- The complainant and the accused may elect to seek counsel from an attorney at their own expense; however, in accordance with all University disciplinary processes, attorneys are not permitted to speak or otherwise participate in University proceedings.
- Both the complainant and the accused have the right to be informed of the final outcome of the investigation of the complaint of sexual misconduct.
- Both the complainant and the accused have the right to appeal the outcome of a complaint of sexual misconduct.
- If the complainant or alleged victim is deceased as a result of such offense, the next of kin of such complainant shall be treated as the accuser or alleged victim to receive information regarding the outcome of an investigation.
- Any complainant or victim of sexual misconduct may request accommodations in academic or work settings, changes in living situations, "no contact" orders or other support systems designed to help the student cope with the situation. Requests are not "guaranteed," but the University will consider carefully any such requests.
- Once a "no contact" order has been issued, the accused should not attempt (directly or indirectly) to contact the complainant and the complainant should not attempt (directly or indirectly) to contact the accused.

- The University will also consider other appropriate interim measures to facilitate the emotional and physical well-being of the parties involved, the broader community and/or integrity of the investigative and resolution process.
- Retaliation harassment from the accused (or the accused's associates) to the complainant, such as name-calling, taunting or other threatening behavior, is unacceptable, should be immediately reported and will be treated as a separate offense.
- Being under the influence of alcohol or drugs is never a valid defense for the accused or the perpetrator of sexual misconduct.

MARYLAND CRIME VICTIMS AND WITNESSES: RIGHTS AND SERVICES

Introduction

Victims of crime have certain rights under Maryland law. This pamphlet provides general information about rights and services available to assist you through the aftermath of the crime and through the often complex criminal justice process. In addition to personal losses suffered as a result of a criminal act committed against you, the experience may have created stress, fear and confusion. Victim/ witness assistance programs and other local victim assistance programs may provide information, support and assistance to victims outside the formal criminal justice process.

Help Throughout the Criminal Justice Process

Throughout the criminal justice process, and even after its completion, you may experience physical, emotional or psychological distress as a result of your victimization. This is a normal reaction, and help is available in your community. Please refer to the *National/Statewide Crime Victim Resources* section on the reverse side of this pamphlet.

General Victims' Rights

A crime victim is generally defined under Maryland Annotated Code §11-1001(e) of the Criminal Procedure Article as a person who suffers direct or threatened physical, emotional, or financial harm as a result of a crime. The definition of a victim may vary depending on the right afforded to that person and the type of crime committed.

Maryland Crime Victims' Rights

Under the Maryland Constitution and under State laws and guidelines, victims of crime must be:

- Treated with dignity, respect, and sensitivity
- Informed of their rights
- Notified of crisis intervention and counseling services
- Notified of domestic violence programs and support groups

- Notified of criminal injuries compensation and other social services available
- Informed on how to apply for services
- Told of protection available to them and how to obtain protection
- Informed by the police or the State's Attorney of the arrest of a suspect and closing of the case
- Notified of court hearings and offender custody status
- Permitted to be present and heard at criminal justice proceedings
- Permitted to seek restitution from their offender(s)

If you are a victim of crime in Maryland, and need more information about your rights, visit *www.goccp.maryland.gov*.

Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking

The Department of Public Safety has maintained a Memorandum of Understanding (MOU) with the Maryland Coalition Against Sexual Assault (MCASA) since September 1, 2017. The department has also connected with the Victim Assistance and Sexual Assault Program (VASAP) with assurance they will coordinate with us for any assistance we need.

STATE CRIME VICTIM SERVICES

VINE

"Victim Information and Notification Everyday" (VINE) is a free, anonymous, automated telephone service that provides victims of crime with two important services: information and notification. VINE will provide you with vital court case, custody, parole, and probation information for an offender currently involved in the criminal justice system in Maryland.

Toll Free..... 1 (866) 634-8463
Website.....www.vinelink.com

MD Criminal Injuries Compensation Board

The Maryland Criminal Injuries Compensation Board (MCICB) was established to provide financial assistance to Maryland crime victims. Under certain conditions, crime victims or surviving family members of deceased victims may be eligible to be reimbursed for their medical, mental health, and/or funeral expenses and/or lost income resulting from a crime. For further information and assistance in filing, please call the Maryland Criminal Injuries Compensation Board.

Toll Free..... 1 (888) 679-9347
Website..... http://www.dpscs.state.md.us/victimservs/cicb/index.shtml

Peace and Protective Orders

Peace and protective orders are civil orders issued by a judge or court commissioner to prevent one person from committing certain acts against others. The personal relationship between the respondent and the victim determines which order should be filed. Protective orders generally apply to people in domestic relationships. Peace orders apply to other relationships (dating, neighbors, co-workers, acquaintances, strangers).

A petition for protection from domestic violence may be filed in any District Court or Circuit Court in Maryland. If the clerk's office is open, you must file with the clerk. If the clerk's office is closed, file with a District Court Commissioner. To locate a court, look at www.courts.state.md.us or the government pages of your phone book. Some courthouses have on-site programs to assist victims with safety plans and filing for protection. Find your local domestic violence program by contacting the clerk's office or www.mnadv.org. For other help, call 911 or your local law enforcement agency.

CHILD ABUSE SERVICES
Toll Free.....1 (800) 4-A-CHILD
Website.....www.childhelp.org

DOMESTIC VIOLENCE SERVICES
National Domestic Violence Hotline.....1 (800) 799-SAFE
TTY For the Hearing Impaired.....1 (800) 787-3224
MD Network Against Domestic Violence……. (301) 352-4574
Toll Free.....1 (800) MD-HELPS
Website.....www.mnadv.org
Maryland Judiciary Family Law Forms
Petitions for Protection
Website.....http://www.courts.state.md.us/family/forms/protectorder.html

LEGAL SERVICES
Legal Aid Bureau, Inc.....(410) 951-7777
Toll Free.....1 (800) 999-8904
Website.....www.mdlab.org
MD Volunteer Lawyers Service.....(410) 547-6537
Toll Free.....1 (800) 510-0050
Website.....www.mvlslaw.org
MD Crime Victims' Resource Center, Inc
Toll Free.....1 (877) VICTIM1
Website.....www.mdcrimevictims.org

SEXUAL ASSAULT SERVICES
MD Coalition Against Sexual Assault.....(410) 974-4507
Toll Free.....1 (800) 983-7273
Website.....www.mcasa.org
Sexual Assault Legal Institute (SALI).....(301) 565-2277
Toll Free..... 1 (877) 496-SALI
Website..... www.mcasa.org
Rape, Abuse & Incest National Network
(RAINN) Hotline.....1 (800) 656-HOPE
Website.....www.rainn.org

STATE CORRECTIONS VICTIM NOTIFICATION
MD Dept. of Public Safety & Correctional Services
Website.....www.dpscs.state.md.us
Division of Correction..... (410) 585-3331
Toll Free.....1 (800) 606-7789
MD Parole Commission..... (410) 585-3213
Toll Free.....1 (877) 241-5428
MD Division of Parole & Probation..... (410) 585-3517
Toll Free.....1 (877) 227-8031
MD Sex Offender Registry
Website.....www.socem.info

STATE ATTORNEYS' OFFICES IN MARYLAND (www.mdsaa.org)
Allegany County..... (301) 777-5962
Anne Arundel County..... (410) 222-1740
Baltimore City..... (410) 396-4000
Baltimore County..... (410) 887-6600
Calvert County..... (410) 535-1600, Ext. 2369
Caroline County..... (410) 479-0255
Carroll County..... (410) 386-2671
Cecil County..... (410) 996-5335
Charles County..... (301) 932-3350
Dorchester County..... (410) 228-3611
Frederick County..... (301) 600-1523
Garrett County..... (301) 334-1974
Harford County..... (410) 638-3500
Howard County..... (410) 313-2108
Kent County..... (410) 778-7450
Montgomery County..... (240) 777-7300
Prince George's County..... (301) 952-3500
Queen Anne's County..... (410) 758-2264
St. Mary's County..... (301) 475-7844, Ext. 4500
Somerset County..... (410) 651-3333
Talbot County..... (410) 770-8060
Washington County..... (240) 313-2000
Wicomico County..... (410) 548-4880
Worcester County..... (410) 632-2166

Maryland State Board of Victim Services
The Maryland State Board of Victim Services was created by the Maryland General Assembly to address the unique needs of crime victims and to make recommendations for improving state

and local crime victim services. To learn more about the State Board go to *www.goccp.maryland.gov*.

Campus Security Authorities (CSA)

As part of the Clery Act, certain categories of crime, arrests, and referrals occurring in Clery Act-reportable locations (see below) are required to be reported in an Annual Security Report that is published by October 1st each year.

Another key requirement of the Clery Act is the issuance of crime alerts to the campus community. These alerts are made for crimes considered to be of a serious or continuing threat to University community members and which have been reported to CSAs, local law enforcement agencies, and to the University's Public Safety Department.

What is a Campus Security Authority (CSA)?

The Clery Act identifies certain categories of students, University employees and contractors as CSAs who have federally-mandated responsibilities to report crimes that they witness or are reported to them.

The intent of including non-law enforcement personnel in the role of CSA is to acknowledge that some community members and students in particular may be hesitant about reporting crime to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

To review information on reportable Clery Act crimes, reportable disciplinary referrals and/or the Clery Act incident occurrence locations that are reportable, please reference the Clery Act Crime Definitions (PDF) and Clery Act Reportable Locations (PDF), found at www.wau.edu/security. CSAs have an important role in complying with the Clery Act, which was enacted to help create a safer University community. Timely reporting of crimes by CSAs allows the University the opportunity to review whether or not a community crime alert should be issued and assists in maintaining accurate crime data.

CSA Crime Reporting Obligation

A Clery Act crime is considered "reported" when it is brought to the attention of a CSA, University Public Safety Department, or local law enforcement personnel by a victim, witness, other third party, or even the offender. The crime reporting party need not be University affiliated.

While CSAs are only obligated to report Clery Act qualifying crimes that are reported to them which occurred on Clery reportable locations, CSAs are encouraged to report all crimes reported to them to University Public Safety Department. Student Affairs-affiliated student employees are directed to report all non-emergency criminal incidents to their respective direct supervisors.

If a CSA receives Clery Act qualifying crime information and believes it was provided in good faith, meaning that there is reasonable basis for believing that the information is not rumor or hearsay, then, the crime is Clery Act reportable. What you must report, therefore, are reports of alleged criminal incidents.

How a CSA Responds When a Crime is Reported

1. Regardless of your status (CSA or non-CSA), all community members are encouraged to promptly report all campus Public Safety related criminal incidents and other public safety related emergencies to the University Public Safety Department. When a crime is reported, the CSA should always handle emergencies first and call 911 or (301) 891-4019.
2. If it is not an emergency, the CSA should ask the individual reporting the crime if they would like to report the incident to the University Public Safety Department. If they do, then the CSA should coordinate reporting and contact the University Public Safety Department via phone at (301) 891-4019 or in person at the General Services, Building No. # 6 Office GS-4 (7600 Flower Ave. Takoma Park, Maryland 20912)
3. CSAs are encouraged to use the following statement when speaking with the crime reporting:
   "As part of my position on campus, I am a federally mandated crime reporter for the University. I am required to report this incident to the University Public Safety Department for data gathering. If you request confidentiality, the Report Form will not include your name, or that of any other individuals involved. My report will contain only the information you provide. Do you have any questions? Would you like to help me fill it out?"
4. If the reporting party is a student and is a victim of a sex offense—and s/he does not want a DPS officer involved—the student is encouraged to contact the Crime Victim Advocate at (301) 891-4019. Students can receive confidential advocacy services and referrals through the DPS University employee can receive counseling support through Washington Adventist University contracted employee assistance program**.** Sexual violence resource information sheets are available for both students and employees.
5. As noted above in the CSA statement, the CSA should explain that they are a federally mandated crime reporter and are required to submit a crime report for statistical purposes and that the crime report can be submitted without identifying the crime reporting party and/or victim if the reporting party would like to remain anonymous.
6. If the CSA has firsthand knowledge/confirmation that the reporting party already filed a police report with the University's Public Safety Department, then the CSA is not obligated to complete and submit a CSA Crime Report Form. However, if the reporting party says they will file a police report with University Police, but the CSA has no firsthand knowledge/confirmation that a police report was filed, then the CSA must complete and submit a Crime Report Form. When in doubt, a Report Form should be completed and submitted.

7. CSAs should not investigate a crime reported to them or attempt to determine whether in fact a crime took place. CSAs must simply report the crime to the University's Public Safety Department.
8. CSAs must report a crime to the University's Public Safety Department quickly in case the crime warrants a University-issued crime alert to the University community.

What is done with CSA Report Forms?

The University's Public Safety Department Reviews Report Forms and determines whether an incident warrants a crime alert / emergency notification to the University community and whether it is a qualifying (reportable) Clery Act crime to be included in the University Annual Security Report (ASR).

How are CSAs Identified?

The law defines the following four categories of CSAs:

1. Department of Public Safety (DPS) Department sworn law enforcement personnel (special Police Officers) and department administrators.
2. Non-police people or offices responsible for campus security—community service officers, campus contract security personnel, parking enforcement staff, personnel providing access control and/or security at campus facilities, athletic events or other special events, safety escort staff, residential community assistants and other similar positions
3. Officials with significant responsibility for student and campus activities—an Official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the University. To determine which individuals of organizations are CSAs, consider job functions that involve relationships with students. Look for Officials (i.e., not support staff) whose functions involve relationships with students. If someone has significant responsibility for student and campus activities, then they would be considered a CSA. Some examples of CSAs in this category **include, but are not limited to**: academic deans; student affairs / residential life officials—or related positions; athletic administrators—including directors, assistant directors and coaches; student activities coordinators and staff; student judicial officials; faculty and staff advisors to student organizations; Student Center staff; student peer education advisors; and administrators at branch campuses.
4. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses (University Public Safety / Title IX Coordinator).

Who are CSA's on Campus?

1. Student Housing Deans
    a. Men's Dorm
        i. Dean Tim Nelson, Morrison Hall (301-891-4046), tnelson@wau.edu

        ii. Assistant Dean Jean Innocent, Morrison Hall (301-891-4045), jinnocen@wau.edu
        iii. Student Dean Michael McNeill, Morrison Hall (301-891-4044), mmcneill@wau.edu
        iv. Front desk workers, Morrison Hall (301-891-4043), no e-mail
    b. Women's Dorm
        i. Dean Sabrina Etienne, Halcyon Hall (301-891-4178), setienne@wau.edu
        ii. Assistant Dean April Williams, Halcyon Hall
        iii. Front desk workers, Halcyon Hall (301-891-4174), halcyon@wau.edu
2. Executive Leadership
    a. President Dr. Weymouth Spence, Wilkinson Hall, (301-891-4128), wspence@wau.edu
    b. Provost Dr. Cheryl Kinsuzu, Wilkinson Hall, (301-891-4116), ckisunzu@wau.edu
    c. Vice President of Finance Patrick Farley, Wilkinson Hall, (301-891-4124), pfarley@wau.edu
    d. Vice President of Human Resources Erytheia Lambert-Jones, Wilkinson Hall, (301-891-4010), eljones@wau.edu
    e. Vice President of Student Life Amy Ortiz- Moretta, Wilkinson Hall, (301-891-4109), amoretta@wau.edu
    f. Chief of Operations and Compliance Janette Neufville, Wilkinson Hall (301-576-0123), jneufvil@wau.edu
    g. Director of ITS Ricardo Flores, Facilities Building (301-891-4017), rflore01@wau.edu
3. Title IX Coordinator
    a. Dr. Ralph Johnson, Wilkinson Hall (301-891-4028), rejohnso@wau.edu
4. Athletic Department
    a. Athletic Director Patrick Crarey, Health Science Building (301-891-4481), rflore01@wau.edu
        i. Note: All of the athletic coaches respond to the Athletic Director, including athletic student workers.

Who is Not a CSA?

The following non-CSA positions and functions include, but are not limited to:

- faculty members without responsibility for student and campus activity beyond the classroom
- physicians/nurses in Student Health who only provide care for students
- clerical or administrative support staff
- cafeteria staff
- facilities maintenance staff
- information technology staff
- licensed mental health or pastoral counselors when acting within the scope of their license or certificate

- roles with similar functions as those listed above

CSA Sexual Misconduct Report Form

Note: Before using this form to report and incident/assault that has been informed to you, inform the individual of your intention to complete this form and offer to complete the form together. All information recovered on this form is intended to keep as confidential; however, exceptions may be made in the case of an ongoing threat to the campus that WAU is obligated to address. All efforts will be made to protect the victim and witnesses' anonymity; no information should be included which might identify the individual, unless requested by the victim.

The goal of Washington Adventist University is to determinate the details of these types of incident so that we may direct people to the appropriate resources and offer assistance wherever possible. In addition, we hope that having a greater understanding of what happen on campus benefit us as we try to designed and implement future educational and intervention efforts.

Please return this form in a sealed envelope to the Campus Victim Advocate Office of Washington Adventist University Department of Public Safety at General Services Building # 4 GS -4, 7600 Flower Ave, Takoma Park, Maryland.

Please return this form in a seal envelope marked **CONFIDENTIAL** **WAU DEPARTMENT OF PUBLIC SAFETY** **VICTIM ADVOCATE OFFICE**

Date: _____

CSA Sexual Misconduct Report:

1. Are you reporting an incident/assault that happen to you or an incident/assault discussed with you? • ____ incident/assault happens to me. • ____incident/assault was discussed with me by the victim. • ____incident/assault was discussed with me by a friend of the victim.
2. Reporter: Phone:
3. When did the victim first discuss the incident/assault with you?
4. Did incident occur while the victim was enrolled at WAU:

5. Victim Gender: Race: Age: Year in School:

6. Victim residence:
- ____ Residence Hall _____ Girls Dorm _____ Boys Dorm
- ____Off Campus
- ____Campus Apt/Housing

7. Location of Incident/assault on campus (check appropriate response below:
- ____Residence Hall _____ Girls Dorm _____ Boys Dorm
- ____Other Campus Building
- ____Outdoor
- ____Automobile
- ____Other, please describe:

8. Describe location of incident/assault (name of building street etc):

9. Time and date of incident/assault:

10. Was the incident/assault associated with an organized event (campus sponsored or not)?

11. Describe the incident/assault (check all that applies):
- ____Exposure of the assailant genitals without consent.
- ____Sexual contact (fondling, kissing, petting, but not penetration) without consent.
- ____Attempt intercourse without consent (penetration did not occur).
- ____intercourse (oral. Anal. Or vaginal penetration by penis or other object) without consent.
- ____Other (please describe):

12. Was either party under in influence of alcohol or other drugs at the time of the incident/assault?
- Victim/Survivor: Alcohol/Drugs? _____ No_____ Unsure____ Other _____
- Assailant: Alcohol/Drugs? _____ No_____ Unsure____ Other _____

13. Describe the pressure or force used by assailant(s) (Check all that apply)
- ____ Verbal pressure or arguments
- ____ Position of Authority (boss, teacher, supervisor, etc)
- ____ Threat of physical force (with or without weapon)
- ____ Use of physical force (hit, held down, etc)
- ____ Gave the Victim/Survivor alcohol or drugs resulting in significant incapacitation
- ____ Victim/survivor was unconscious or blacked out during incident/assault

• ____ Victim/survivor suspect that "date rape drug" were involves in the incident/assault • ____ Other (please describe):_____
14. Was a weapon used in the incident/assault: Type:
15. Number of assailant:____ Description of assailant(s):_____ _____ __
16. Status of assailant(s): • ____ Student • ____ faculty • ____ Staff • ____ No campus role • ____ Unknown
17. Describe the nature of the relationship of the assailant(s) to the victim/survivor prior the incident/assault: • ____ Stranger • ____ Spontaneous date (i.e. met at a party) • ____ Planned first day • ____ Romantic acquaintance/ongoing relationship • ____ Friend or nonromantic acquaintance • ____ relative • ____ Other: Describe:
18. Other department at WAU the victim/survivor has reported this incident/assault to or discussed it with:
19. Other individual at WAU the victim/survivor has talked with about this incident ___ Friend ___RA ___Faculty ___Staff member ___Other
20. Did you refer the victim/survivor to other resources on or off campus? ___Yes ___NO Describe:
21. Name of Victim/survivor (only if they wish to disclose it):
22. How to contact victim/survivor (only if they wish contact):

Concerns about a student's well-being

BIT will act quickly to respond to reports; however, the BIT team may not able to provide an immediate response to a concern. Call 911 or the WAU Department of Public Safety if you feel threatened or if an immediate response is needed.

How to Report

A. Complete the on-line confidential form
B. Contact any member of the BIT Core Team:
    a. The VP for Student Life
    b. The Deans of Resident Life
    c. The Director of the Department of Public Safety
    d. The Campus Professional Counselor
    e. The Campus Nurse

What Happens to a Behavioral Report Form?

Once a report is submitted, this protocol is followed:

1) The Report immediately enters a secure database.
2) Automated notification is sent to the Campus Vice President of Student Life.
3) The Report is reviewed by the BIT.
4) The Reporter may be contacted for further information.

Potential Outcomes of Reports

The BIT may do any of the following:

1) Recommend no action, pending further observation
2) Assist faculty or staff in developing a plan of action
3) Refer student to existing on-campus support resources
4) Refer the student to appropriate community resources
5) Make recommendations consistent with college policies and procedures

Campus Stay Away Order

PURPOSE

Washington Adventist University (WAU) is dedicated to the well-being and personal safety of students, faculty, employees and visitors. WAU has adopted this zero-tolerance policy which strictly prohibits campus violence. Acts of violence and/or threats of violence, whether expressed or implied toward any individual(s) on the WAU campus, are prohibited and will not be tolerated. All reports of such incidents will be taken seriously and will be addressed appropriately. This policy defines prohibited conduct, as well as general procedures and potential responsive steps in the event that campus violence occurs. Education related to violence prevention will begin at orientation and will also be provided as needed.

POLICY

This prohibition against implied or express threats and acts of violence (including domestic violence) applies to all WAU employees, contract and temporary workers, students, and anyone else on WAU property. Certain departments have implemented policies or procedures related to violence prevention and response. Those policies and procedures must be consistent with this policy.

All WAU employees, contract and temporary workers, and student workers who commit violence on campus will be subject to disciplinary action up to, and including, termination of employment or dismissal and will be directed to stay away from WAU. Violators may also be subject to criminal prosecution. WAU administration will decide whether its campus violence policy has been violated and whether preventive or corrective action is appropriate.

Additionally, if WAU employees, contract and temporary workers, or students are arrested for a crime of violence or threat of violence under any criminal code provision, WAU reserves the right to determine whether the conduct involved may adversely affect the legitimate business interests of WAU, or is inconsistent with WAU values, and as a result may implement corrective action up to and including discharge or dismissal. WAU employees, contract and temporary workers, and students arrested for such a crime must report the arrest immediately to WAU. Failure to do so is a violation of this policy and subjects such persons to disciplinary action, including termination from employment or dismissal.

PROCEDURE

I. Definitions

Campus violence is any conduct that is severe, offensive, or intimidating enough to cause an individual to reasonably fear for his/her personal safety or the safety of others or property. Examples of campus violence include, but are not limited to, threats or acts of violence or behavior that causes reasonable fear or intimidation and that occur:

- On WAU campus, no matter what the relationship is between WAU and the perpetrator or victim of the behavior; or
- On any off-campus premises, where the perpetrator is someone who is acting as an employee or representative of WAU at the time, or is a WAU student, or where the victim is a WAU employee or student who is exposed to the conduct because of their affiliation with WAU, or where there is a reasonable basis for believing that violence may occur against the targeted employee, student or others at the WAU campus.

All reported incidents of violence or threats of violence will be taken seriously and investigated. WAU will decide whether its campus violence policy has been violated and whether preventive or corrective action is appropriate, up to and including termination or dismissal. WAU may consult with law enforcement authorities or other resources as it deems appropriate, and may require a fitness for duty examination or other professional assessment through providers

chosen by WAU to determine whether a perpetrator presents a threat to himself, herself, or others at the campus.

II. Reporting

- In the event that an employee believes that a threat or act of violence has been made against that employee or others, the employee must report the details immediately to his/her supervisor, manager, Human Resources, and/or Public Safety Department anytime at 301-891-4019.
- In the event that a student believes that a threat or act of violence has been made against that student or others, the student must report the details immediately to his/her dean's office, and/or the VP for Student Life (301-891-4525; 301-891-4110), and/or Public Safety at 301-891-4019.
- An immediate response to 9-1-1 call to police may be appropriate first; therefore, it is up to the good judgment of the employees or managers involved to decide. Nothing in this policy is intended to prevent quick action to stop or reduce the risk of harm to anyone, including requesting immediate assistance from law enforcement or emergency response resources.
- Failure to report any threats or acts of violence in violation of this policy is itself a violation, and may subject WAU personnel, contract and temporary workers, students, and anyone else subject to this policy to discipline, up to and including discharge or dismissal.
- Retaliation against anyone for reporting in good faith an actual or suspected violation of this policy will not be tolerated and will subject the individual engaging in the retaliation to discipline, including termination from employment or dismissal. Any complaints about retaliation may be reported in the same manner as violations of this policy are to be reported.

III. Stay Away Orders

WAU reserves the right to seek stay away orders against any person(s) who violates this policy to the fullest extent allowed by law. In such situations, WAU has an interest in assisting any student or employee who reports incidents of actual or threatened campus violence to obtain a stay away order, including one that may apply to the campus. WAU employees, contract and temporary workers, and students who are targeted by the perpetrator may be asked to work with WAU to obtain such an order against that perpetrator. Likewise, WAU employees, contract and temporary workers, and students who have previously sought a stay away order against a perpetrator and/or are protected by an existing stay away order must immediately:

- Notify WAU employees (e.g. Student Life, your supervisor, or Human Resources), of the existence of any such order and provide a copy of the order to the Managing Director of Public Safety.
- Notify WAU Security of any violations or attempted violations of the order.
- Notify WAU Security of any changes to the order.
- Notify WAU Security of the order being lifted.

IV. Confidentiality and Safety

These provisions on campus violence are intended to protect the safety of all students and employees, and are in no way intended to infringe on a student's or an employee's privacy. The primary goal of this policy is to encourage an open, ongoing dialogue with the affected student or employee, and those within the WAU community who need to know so that WAU can take reasonable steps to ensure campus safety. WAU's goal is to handle all situations with the utmost sensitivity while meeting the goal of campus public safety.

V. Avoiding Endangerment

Unfortunately, victims of violence may sometimes be uncooperative with WAU attempts to protect them and others on campus. For instance, victims may decide not to tell WAU about threatened or actual domestic violence that may follow the victim onto the campus, or they may engage in behaviors that either provoke or continue the threat of such violence.

These behaviors by the victim endanger not only the victim, but also others at the campus. In such situations, WAU reserves the right to take corrective action against a victim of campus violence whose activities, or lack thereof, increase the risk of threatened or continued acts of campus violence, up to and including termination from employment or dismissal from an academic program.

This aspect of the WAU policy is not designed to punish the victim, but is necessary to protect all WAU employees, contract and temporary workers, and students from the increased threat posed by endangering behavior.

WAU employees shall always be observant of their surroundings, including individuals who may exhibit behaviors which are warning signs of potential workplace violence. Examples of some behaviors include:

- a new/obsessive fascination with weapons,
- expressing an obsession with one person,
- withdrawing or becoming isolated, holding a grudge,
- sudden demonstration of performance or attendance problems,
- expression of extreme desperation over financial, legal, or relationship issues, or
- association with hate or extremist groups.

WAU employees shall immediately contact DPS, Human Resources, or their immediate supervisor if such behaviors are identified.

VI. Search Policy

WAU reserves the right to conduct workplace inspections at any time, with or without notice, upon reasonable suspicion, for purposes of enforcing this policy.

VII. Examples

Examples of conduct that may be considered threats or acts of violence under this policy include, but are not limited to, the following:

- Threatening physical or aggressive contact directed toward another individual or engaging in behavior that causes a reasonable fear of such contact.
- Threatening an individual or his/her family, friends, associates, or property with physical harm or behavior that causes a reasonable fear of such harm.
- Intentional destruction or threat of destruction of WAU's or another's property.
- Harassing or threatening physical, verbal, written, or electronic communications, including, phone calls, emails, letters, faxes, website materials, diagrams or drawings, gestures and any other form of communication that causes a reasonable fear or intimidation response in others.
- Stalking, defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.
- Veiled threats of physical harm or intimidation or like statements, in any form, that lead to a reasonable fear of harm or an intimidation response.
- Communicating an endorsement of the inappropriate use of firearms or weapons of any kind.
- Possessing weapons of any type, whether licensed or not, particularly firearms, while on campus. The only exception is local, state, and federal law enforcement officers acting in the line of duty.
- Domestic violence, which is a pattern of coercive tactics carried out by an abuser against an intimate partner (the victim). These coercive tactics can be physical, psychological, sexual, economic, and/or emotional. Where the abuser's tactics include any of the above-described conduct on WAU's campus, this policy applies. Where such tactics include any of the above-described behaviors off of WAU campus, this policy applies. Where the abuser is someone who is acting as an employee or representative of WAU at the time, where the victim is an employee, contract or temporary worker, or student who is exposed to the conduct because of their affiliation with WAU, or where there is a reasonable basis for believing that violence may occur against the victim or others at the campus, this policy applies. The term "intimate partner" includes people who are legally married to each other, people who were once married to each other, people who have had a child together, people who live together or who have lived together, and people who have or have had a dating or sexual relationship, including same sex couples.

VIII. Prevention

Washington Adventist University has systems and processes in place to mitigate risks associated with workplace violence including the following:

- On site campus security team which patrols campus buildings 24/7 and is available as an immediate resource to respond to identified threats. The WAU security team works in collaboration with federal, state, and local law enforcement agencies as appropriate.
- Deploying security technology as a means of prevention including security cameras, panic alarms, and restricting access to key doors through ID card access.

- Students, faculty, and staff are trained on workplace violence policies and how to prevent and respond to workplace violence incidents should they occur.
- Periodic risk assessments are completed to assess the potential for workplace violence and guide the organization on how workplace safety and security can be enhanced. This includes the monitoring the frequency of workplace violence incidents and complaints over time.

WAU HARRASMENT AND DISCRIMINATION POLICY

1. The University will not tolerate any harassment including sexual harassment of its students, employees, customers, guests, vendors, or suppliers. Harassment of or discrimination against applicants and employees on the basis of race, color, sex, gender, sexual orientation, national origin, age, marital status, or disability (all as defined and protected by applicable law) or any other basis prohibited by local, state, or federal law is unacceptable and will not be tolerated. This policy applies to all persons—student's administrators, managers, supervisors, and employees—including student employees. Harassment will not be tolerated at any University-sponsored events, including by way of example, conferences and University picnics. This is a zero-tolerance policy.
2. Sexual harassment has been defined generally as including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature, whenever (1) submission to the conduct is either an explicit term or condition of employment (2) an employee's reaction to the is used as a basis for employment decision affecting that employee; or (3) the conduct has the purpose or effect of interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment. No employee or applicant should be subjected to unsolicited and unwelcome sexual overtures, nor should an employee or applicant be led to believe that an employment opportunity or benefits will in any way depend upon" cooperation" of a sexual nature.
3. Sexual harassment is not limited to demands for sexual favors. It also may include such actions as (1) sex-oriented verbal "kidding," "teasing," or jokes; (2) repeated offensive sexual flirtations, advances, or propositions; (3) continued or repeated verbal abuse of a sexual nature; (4) graphic or degrading comments about an individual of his or her appearance; (5) the display of sexually suggestive objects or picture; (6) subtle pressure for sexual activity; and (7) inappropriate physical contact.
4. Sexual harassment does not refer to occasional compliments of a socially acceptable nature, or consensual personal and social relationships without a discriminatory employment effect. It refers to behavior that is not welcome and that is personally intimidating, hostile, or offensive.
5. Harassment on other grounds, including race, color, gender, national origin age, marital status, disability, sexual orientation or any other grounds prohibited by local, state or federal law is also prohibited. Harassment includes jokes, verbal abuse, and epithets, degrading comments, the display of offensive objects and pictures, and other conduct

that the individual might reasonably find to be offensive. This policy prohibiting harassment, whether sexual or of another nature, is not limited to relationships between and among employees and prospective employees but also extends to interaction with customers, students, guests, vendors, or suppliers. No employee shall ever subject any customer, student, guest, vendor, or supplier of the University to harassment, including sexual harassment of any nature, and including the conduct described above. Furthermore, no employee will be required to suffer harassment, including sexual harassment or discriminatory conduct, by any customer, student, guest, vendor, or supplier.

6. Complaint Procedures:
    a. Any student who feels that he or she is or has been victim of discrimination or harassment in violation of this policy should immediately notify the residence hall dean, his or her supervisor (if employed on campus) a faculty member, a department director or other manager, or the VP of Student Life. The University will fully investigate all complaints and will maintain confidentiality to the extent possible given the university duty to investigate the complaint. Anyone who is found to have engaged in illegal discrimination or harassment will be subject to appropriate disciplinary action, depending on the circumstances—up to and including immediate termination of employment.
    b. Because the university takes harassment, including sexual harassment and discriminatory conduct seriously, it requires that its employees report all incidents of harassment, including sexual harassment and discrimination, to the appropriate vice president and/or head of Human Resources.
    c. Retaliation against anyone reporting or thought to have reported harassment (including sexual harassment) or discriminatory behavior, or who is a witness or otherwise is involved in a formal or informal proceeding concerning alleged harassment or discriminatory conduct is strictly prohibited.

NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

Washington Adventist University is a coeducational institution of higher learning established by the Seventh-day Adventist Church. The University is committed to equal education and employment opportunities for men and woman and does not discriminate on the basis of disability, sex, race, color, national origin or any prohibited basis in its educational and admission policies, financial affairs, employment programs, student life and services, or any University-related program.

The University is in compliance with Title VI and Title VII of the Civil Rights Act of 1964 as amended and in substantial compliance with Title IX of the Education Amendments of 1972 (34 CFR 106 et

seq.), with Section 503 and 504 of the Rehabilitation Discrimination in Employment Act of 1967, and with section 402 of the Vietnam Era Veterans Adjustment Act of 1974.

The University does not discriminate against any employees or applicants for employment on the basis of age or because they are disabled veterans or veterans of the Vietnam era. In addition, the University administers student programs without discrimination on the basis of age, except in those programs where age is a bona fide academic qualification for admission in accordance with the provision of the Age Discrimination Act of 1975.

TITLE IX COORDINATOR

Introduction

Washington Adventist University (WAU) is committed to providing a safe learning and working environment for all members of our campus community. In compliance with federal law—specifically Title IX, the Jeanne Clery Act and the Campus Sexual Violence Elimination Act (SaVE Act)—WAU has adopted policies and procedures to prevent and respond to incidents of sexual discrimination, harassment, misconduct, assault, dating violence, domestic violence, and stalking. These guidelines apply to all members of the Washington Adventist University community (students, faculty, and staff) as well as contractors and visitors.

Role of Title IX Coordinator

All educational institutions receiving Federal financial assistance must designate at least one employee to coordinate their efforts to comply with and carry out their responsibilities under Title IX of the Education Amendments of 1972, which prohibits sex discrimination in education programs and activities. These designated employees are generally referred to as Title IX coordinators. A school's Title IX coordinator or coordinators are expected to play a critical role in helping a school ensure that every person affected by its operations—including faculty, staff, and students—are aware of their legal rights under Title IX, and that the school and all of its employees, through its policies, procedures, and practices, complies with its legal obligations under Title IX. A school should ensure that the Title IX coordinator is given the visibility, training, authority, and support necessary to fulfill these responsibilities. The coordinator should not have other job responsibilities that may create a conflict of interest. Designating a full-time Title IX coordinator will minimize the risk of a conflict of interest.

A student should contact the Title IX Coordinator or Deputy Title IX Coordinator(s) in order to do the following:

- seek information or training about students' rights and courses of action available to resolve reports or complaints that involve potential sex discrimination, including sexual misconduct;
- file a complaint or make a report of sex discrimination, including sexual misconduct;
- notify the College of an incident or policy or procedure that may raise potential Title IX concerns; and

- get information about available resources (including confidential resources) and support services relating to sex discrimination, including sexual misconduct; and ask questions about the College's policies and procedures related to sex discrimination, including sexual misconduct.

The office of our Title IX Coordinator, Dr. Ralph Johnson, is located in Wilkinson Hall, 7600 Flower Ave, Takoma Park, Maryland. His telephone number is **(301) 891-4028.**

SUBSTANCE ABUSE POLICY

Washington Adventist University is committed to providing a drug-free environment to help students attain the highest level of mental, physical, moral, and spiritual health. This will allow students to be truly free and in control of their lives. Because of this commitment, Washington Adventist University expects each citizen of the University community to remain drug-free, abstaining from the use and possession of illegal drugs, alcoholic beverages, tobacco products, and from abuse of prescription medicines. This includes, but is not limited to, alcoholic beverages and/or containers, tobacco products, illegal drugs, or drug paraphernalia. The manufacture, possession, distribution, or use of illegal drugs and the use of alcohol or tobacco is strictly prohibited. This policy has been established to educate, to provide a means for counseling and rehabilitation, and to outline a discipline process. If you have a substance abuse problem, please notify the campus counselor or a residence hall dean for immediate help.

All of the University's drug and alcohol abuse programs, as required under the Drug-Free Schools and Communities Act, are conducted by the Office of Student Life. Questions and concerns about these programs, as well as further details, should be directed to the Office of Student Life.

Washington Adventist University reserves the right to investigate students where reasonable suspicion exists of drug or alcohol involvement. This includes the right to search offices, lockers, on-campus vehicles, residence hall rooms, cases, and bags, and the right to require an appropriate drug test and confirmation by retest. If a search is to be made, it must be authorized by a residence hall dean, Director of the Department of Public Safety, Vice President, or President of the University. Initial identification of a problem may be made by a supervisor, faculty member, colleague, concerned other, or by self-referral.

FEDERAL LAWS REGARDING POSSESION OF CONTROLLED SUBSTANCES

Washington Adventist University prohibits the consumption, possession, use, and sale of illicit drugs in accordance with federal and state law. This policy will be enforced by Washington Adventist University. Washington Adventist University will report anyone who possesses, uses, or sells illicit drugs, in accordance with applicable law.

Students at Washington Adventist University are subject to federal, state, and local laws for the possession and distribution of illegal drugs. Federal law states that it is unlawful to possess controlled substances including marijuana, cocaine, LSD, PCP, Heroin, designer drugs, etc. Federal law 21 USC, sections 841 and 844–845a (1990), states that it is unlawful to possess any controlled substance, including marijuana, cocaine, and heroin, for any illegal purpose. If the substance is cocaine, or contains a cocaine base, the penalty for simple possession is a fine and/or imprisonment from 5 to 20 years. For other illegal drugs, the penalty for simple possession is a fine of at least $1,000 and/or imprisonment for up to 3 years. The penalties increase if the possession includes intent to manufacture, distribute, or dispense a controlled substance, especially if done so near a public or private elementary, vocational, or secondary school, or a public or private college or university. Additionally, any person who violates this law shall also be liable to the United States for an amount up to $10,000 in civil penalties.

WASHINGTON ADVENTIST UNIVERSITY ALCOHOL BEVERAGE POLICY

Our campus is an alcohol-free campus. People who are found possessing alcohol, distributing alcohol, and/or are under the influence of alcohol may adhere to disciplinary action and possible criminal action. If necessary, local law enforcement may be called to assist as mandated by federal law.

MARYLAND ALCOHOLIC BEVERAGE LAWS

Washington Adventist University prohibits the consumption, possession and sale, and the provision or serving of alcohol to persons less than 21 years of age. This policy will be enforced by Washington Adventist University. Washington Adventist University will report anyone who possesses, uses, or sells alcoholic beverages, who purchases alcohol illegally, or who publically consumes alcohol in prohibited areas in accordance with Maryland law detailed below:

<u>Possession, Storage, Transportation, etc. – Generally</u>

(a)(1) No alcoholic beverages shall be bought, possessed, stored, imported, transported, kept or suffered to be bought, possessed, stored, imported, transported or kept in any vehicle, vessel, or aircraft or on any premises or under his charge or control by any person except: (i) by a consumer or, (ii) by a licensee as provided in this Article or, (iii) by a person under 21 years of age who may have in his possession or transport alcoholic beverages for any lawful purpose with the knowledge and consent of his parent or guardian or incident to the lawful employment of the person as provided for in this Article. However, this exception shall not be construed to permit a person under the age of 21 to buy or consume alcoholic beverages, nor to possess, store, import, transport or keep alcoholic beverages for his own use, nor to buy, possess, store, import,

transport or keep alcoholic beverages for any purpose in any county or Baltimore City where otherwise prohibited by this Article or any other law of this State. Article 2B § 1-201

Sales to Minors and Intoxicated Persons Prohibited

(a)(1) A licensee under the provisions of this Article, or any of his employees, may not sell or furnish any alcoholic beverages at any time to a person under 21 years of age. Article 2B §12-108. Note: A licensee may accept as proof of age the person's State driver's license or ID card, or a U.S. Military identification card.

Misrepresentation of Age

An individual may not knowingly and willfully make a misrepresentation or false statement as to the age of that individual or another to any person licensed to sell alcoholic beverages or engaged in the sale of alcoholic beverages, for the purpose of unlawfully obtaining, procuring, or having unlawfully furnished an alcoholic beverage to an individual. Criminal Law Article § 10-113

False Documentation

An individual under the age of 21 years may not possess a card or document that falsely identifies the age of the individual under circumstances that reasonably indicate an intention to violate the provisions of this part. Criminal Law Article § 10-115

Failure to Provide Proof of Age

(a) A person being issued a citation under §§ 10-113 through 10- 119 of this subtitle or § 26-103 of the Education Article (intoxicating beverages on school premise) may not fail or refuse to furnish proof of identification and age on request of the person issuing the citation.
(b) A person who violates this section is guilty of a misdemeanor and on conviction is subject to a fine not exceeding $50. Criminal Law Article § 10-120

Obtaining for Underage Consumption

An individual may not obtain, or attempt to obtain by purchase or otherwise, an alcoholic beverage from any person licensed to sell alcoholic beverages for consumption by another who the individual obtaining or attempting to obtain the beverage knows is under the age of 21 years. Criminal Law Article § 10-116 – See § 10-121 for Penalties

Furnishing for or Allowing Underage Consumption; Exceptions to Prohibition

(a) Except as provided in subsection (c) of this section, a person may not furnish an alcoholic beverage to an individual if: (1) the person furnishing the alcoholic beverage knows that the individual is under the age of 21 years; and (2) the alcoholic beverage is furnished for the purpose of consumption by the individual under the age of 21 years. (b) Except as provided in subsection (c) of this section, an adult may not knowingly and willfully allow an individual under the age of 21 years actually to possess or consume an alcoholic beverage at a

residence, or within the curtilage of a residence that the adult owns or leases and in which the adult resides. (c) (1) The prohibition set forth in subsection (a) of this section does not apply if the person furnishing the alcoholic beverage and the individual to whom the alcoholic beverage is furnished: (i) are members of the same immediate family, and the alcoholic beverage is furnished and consumed in a private residence or within the curtilage of the residence; or (ii) are participants in a religious ceremony. (2) The prohibition set forth in subsection (b) of this section does not apply if the adult allowing the possession or consumption of the alcoholic beverage and the individual under the age of 21 years who possesses or consumes the alcoholic beverage: (i) are members of the same immediate family, and the alcoholic beverage is possessed and consumed in a private residence, or within the curtilage of the residence, of the adult; or (ii) are participants in a religious ceremony. Criminal Law Article § 10-117 – See § 10-121 for Penalties

Underage Possession; Exceptions to Prohibition

(a) Except as provided in subsection (b)(1) of this section, and subject to subsection (b)(2) of this section, an individual under the age of 21 years may not: (1) possess or have under the individual's charge or control an alcoholic beverage unless the individual is a bona fide employee of the license holder as defined in Article 2B, § 1–102 of the Code and the alcoholic beverage is in the possession or under the charge or control of the individual in the course of the individual's employment and during regular working hours; or (2) consume an alcoholic beverage. 43 (b) (1) The prohibitions set forth in subsection (a)(1) and (2) of this section do not apply if: (i) 1. an adult furnishes the alcoholic beverage to the individual or allows the individual to possess or consume the alcoholic beverage; 2. the individual possessing or consuming the alcoholic beverage and the adult who furnished the alcoholic beverage to the individual or allowed the individual to possess or consume the alcoholic beverage are members of the same immediate family; and 3. the alcoholic beverage is furnished and consumed in a private residence of the adult or within the curtilage of the residence; or (ii) the individual consumes the alcoholic beverage as a participant in a religious ceremony. (2) An individual may not be stopped on suspicion of a violation of subsection (a)(2) of this section or charged with a violation of subsection (a)(2) of this section unless the individual is observed in possession of an alcoholic beverage. Criminal Law Article § 10-114

DRUG AND ALCOHOL-FREE WORKSITE POLICY AND PROCEDURES FOR EMPLOYEES

Drug-and Alcohol-Free Workplace

Washington Adventist University is committed to providing a learning environment conducive to the fullest possible human development. To achieve this goal, the University holds that a drug-alcohol- and tobacco-free lifestyle is essential and thus maintains policies that enforce a campus environment that is free of these substances. The University seeks to maintain a drug-and alcohol-free workplace in harmony with applicable laws. The use, possession, sale, concealment, transfer, distribution or purchase of illegal drugs, alcohol or perception/performance altering substances, and the misuse of legal drugs while on University premises or while acting in the

course and scope of employment, whether at the University's locations or otherwise, are not allowed and are grounds for discipline, up to and including termination. Employees may not report to work if their judgment or performance is, or could reasonably be expected to become, impaired due to the use of a substance, including alcohol. Employees legitimately using or under the influence of medication or prescription drugs during working hours must notify the University in advance of reporting for work if the medication or drugs might impair work performance or present a safety or property damage risk in any significant manner. Further, the University expects any person employed by the University who receives federal or state funding as an individual to certify that he/she will not engage in the unlawful use or manufacture of a controlled substance while associated with the University.

In addition to the requirements of the law, the University adopts the temperance practices and health practices espoused by the Seventh-day Adventist Church. This means that all employees and students are expected to refrain from the use of alcohol, drug, or tobacco in any form while enrolled or employed at WAU. The University will contact local, state, and federal authorities to assist in enforcing state laws on underage drinking and drug use.

The University offers a preventive educational program to its employees and students to develop an awareness of the risks involved in alcohol, tobacco, and drug use and abuse, and to promote the benefits of a lifestyle free of these substances. The University, at its discretion, may provide therapeutic alternatives for anyone at the University involved in the use of alcohol, tobacco, prescription or non-prescription drugs, or other mood-altering substances which impair the appropriate functioning of the involved individual within the University community.

Washington Adventist University's Policy on drugs and alcohol in the workplace is designed to address the University's concerns for the health and well-being of employees and to ensure that the University complies with the federal Drug-free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendments of 1989. Penalties for violations of these laws range from a warning to permanent separation from the University depending on the degree of seriousness of the infractions and the degree to which violation of the policy adversely affects the well-being of the community or the fulfillment of the University's educational mission. Detailed information on local, state, and federal laws concerning drugs and alcohol is available upon request at Washington Adventist University Department Public Safety (DPS), General Services Building #6 Office GS-4 7600 Flower Ave, Takoma Park, MD 20912, Tel. (301) 891-4019.

Employees may not consume, manufacture, distribute, dispense, or be under the influence of a controlled substance in the workplace, including vehicles provided by WAU. The University will take disciplinary action against violators consistent with University policy, and federal, state, and local laws. The institution will contact local, state and federal authorities to assist in enforcing applicable laws on workplace drinking and drug use. Such disciplinary action may include satisfactory participation in a substance abuse treatment counseling or education program as a condition of reinstatement or continued employment, suspension, termination of employment, and referral for prosecution.

The Federal Drug-free Workplace Act of 1988 requires the University to notify the relevant federal agency of convictions under the criminal drug laws for violations occurring in the workplace. In order for the University to comply, an employee must report any criminal drug statute conviction for a violation occurring in the workplace.

All University employees are prohibited from consuming alcohol or being under the influence of alcohol during work hours or in the workplace or while operating a WAU vehicle or equipment.

As a condition of employment, all University employees are required to follow this policy. Failure to comply with this policy will result in discipline up to and including expulsion or termination and, if appropriate, a referral to law enforcement agencies for prosecution. The University's Drug and Alcohol Free Workplace Policy and Procedures are not intended to alter the University's at-will employment policy.

Components of a Drug- and Alcohol-Free Workplace for employees

Prevention

The policy of a drug- and alcohol-free workplace for employees and students is included in the *Employee Handbook* and *Student Handbooks*. Employees working on projects funded by federal agencies will be provided a copy of the policy for a drug-free workplace and will be required to sign a statement saying that he/she has read and understands the policy and agrees to abide by it as a condition of continued employment. The University must notify any federal contracting or granting agency of any employee's drug conviction resulting from a violation at the University within ten days after receiving notice, in accordance with applicable law.

Campus-wide educational programs are available for employees and students regarding substance abuse. Such education shall include, but shall not be limited to, the dangers of substance abuse.

Detection

a. The University reserves the right to investigate employees or students where reasonable suspicion exists of drug or alcohol involvement. This includes the right to search an office, locker, on-campus vehicle, residence hall room, campus housing unit, briefcases, book bags, and handbags, and the right to require an appropriate drug and/or alcohol test with confirmation by a retest. If a search is to be made, it must be authorized by the residence hall dean, Vice President, or the President of the University. The entire process of drug investigation will be treated with confidentiality to the extent practicable.
b. If unlawful possession of a controlled substance or drug paraphernalia is discovered, the University will confiscate the item(s), investigate the circumstances, and institute disciplinary actions.
c. Initial identification of a problem may be made by a supervisor, employee, colleague, concerned other, or self-referral.

Confidentiality

All substance abuse investigations and drug testing information is generally considered confidential and should be treated as such by anyone authorized to access such records.
All records and information of personnel actions taken on employees under investigation or discipline with respect to drugs should be maintained by the Human Resources Director in a secure file. Only authorized individuals shall have access to them.

Assessment

a. Any assessment of substance abuse will be performed by an appropriate professional and/or assessment facility.
b. If there is a reasonable suspicion of substance abuse, a three- to seven-day suspension or longer may be mandated until assessment is completed.

Intervention

a. If substance abuse is determined to be experimental or recreational, at the sole discretion of the University, the individual may be disciplined or required to participate in an appropriate educational program specified by assessment personnel.
b. The individual must present satisfactory evidence of continuous compliance with the specified educational program.
c. If an individual does not continuously comply with a specified educational program, he/she may be subject to further disciplinary action, up to and including immediate termination.

Treatment

a. If an individual is assessed to have a chemical dependency, at the University's discretion, he/she may be required to enroll in either an outpatient or inpatient treatment program as a condition of further employment or enrollment.
b. Persons requesting treatment assistance may contact Human Resources regarding procedures to utilize the University Health Care Assistance Plan, and/or disability plan.
c. The individual must furnish evidence of continuous compliance with the formulated plan of treatment.
d. If there is noncompliance with the formulated plan of treatment, at the University's discretion, the individual may be subject to discipline, up to and including immediate termination.

Relapse Prevention Monitoring

a. Monitoring may be required to prevent relapse for all employees and students who have been found to have a chemical dependency.
b. A recovery contract may be formulated for each student or employee.

Discipline

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or the use of alcohol or tobacco is grounds for a full range of discipline up to and including dismissal from employment or enrollment under the policy of termination of an employee or student disciplinary policy. Any educational or treatment alternative to discipline shall be at the

sole discretion of the University. In cases where there is a reasonable belief that a violation of the law has occurred, cases may be reported to the appropriate law enforcement agency for investigation and prosecution. Should any drug conviction result from a violation, employees will notify the University of any Criminal Drug Statute Conviction for a violation occurring in the workplace, no later than five days after such conviction.

ALCOHOL/DRUG PREVENTION PROGRAMS

Description of Programs

In support of stringent policies to prevent alcohol and drug usage on campus, WAU has multiple initiatives and structures to reinforce and encourage an atmosphere of sobriety and drug-free healthy living among students. Recognizing the need for approval of a comprehensive DAAPP, as per DOE communication, WAU has continued to bolster efforts to prevent substance abuse in both students and employees via the following activities:

- Residence Hall Initiatives
- Student Athletic Practices and Policies
- Other Student Educational and Support Initiatives
- Student and Employee Educational Presentations
- Student and Employee Mental Health Initiatives
- Employee Assistance Program
- Other Employee Educational Initiatives

Drug/Alcohol Abuse Prevention Initiatives for Students

Residence Hall Initiatives

Several initiatives regularly emphasize to residents the need for a drug- and alcohol-free campus:

- Target dates for orientation and special discussion with residents on Drug and Alcohol Awareness occur each Fall and Spring semester.
- A newsletter is distributed weekly for residence hall students, which consistently includes a reminder to the students of the resources and support mechanisms made available to them by the University. An example of the communiqué follows:

WAU is an Alcohol-, Drug-, and Tobacco-Free campus.

If you or someone you know has an addiction, there is help! Connect with the Campus Counseling office. Refer to your student handbook for additional information.

- In addition, Resident Assistants (RAs) also talk to student residents on Tuesday nights during room check about drug and alcohol safety and prevention.
- RAs read the policy aloud to their residents, as stated in the Student Handbook, as well as have a brief conversation about it with them during floor worship sessions.

- The residence halls also partner with the Office of Public Safety once or twice annually to conduct a health and wellness check.

Student Athlete Practices and Policies

The most recent WAU biennial review states the following as the student athletic policy:

> A student-athlete who tests positive or is proven to have used a banned substance as defined by the NCAA shall be suspended from his/her respective team immediately. He/she will be withheld from participation in all sports for the semester in which the action takes place and in the semester following the violation. For example, student-athletes found guilty of substance abuse in the fall semester will be withheld from participation in all athletic activity for the fall semester and following spring semester. Student-athletes found guilty of substance abuse in the spring semester will be withheld from participation in all athletic activity for the spring semester and following fall semester of the next academic year.
>
> Student-athlete scholarships will be removed at the end of the semester in which the violation occurs. Student-athletes will have the ability to try out with his or her respective team at the conclusion of his or her suspension pending a negative drug test, remaining eligibility, and approval by the head coach. Scholarship reinstatement will be re-evaluated at the discretion of the Director of Athletics and Head Coach.
> Student-athletes will not lose a season of eligibility for an institutional suspension due to the use of an NCAA-banned substance. (Please note: Per NCAA rules, student-athletes will lose a season of eligibility for a positive drug test administered by the NCAA or WAU.)
>
> Student-athletes will be permitted to transfer if requested. However, institutions will be notified on the transfer tracer form that the student-athlete is currently ineligible due to violation of an institution and departmental policy.

In association with this requirement, Washington Adventist University, as a part of its Alcohol and Drug policies, reserves the right to administer mandatory drug testing of student-athletes.

The following are some of the objectives for our Drug Education/Testing Program for student-athletes:

1. To prevent any drug abuse by any Washington Adventist University student-athlete and to educate them in regard to the associated physical, mental/emotional, and legal problems.
2. To identify any Washington Adventist University student-athlete who may be using illegal drugs and identifies the drugs.
3. To provide necessary counseling and education in proper medical and moral fashion for any Washington Adventist University student-athlete with a drug problem.

Athletic Department Report of Random Drug Testing:

Year	Drug Screens Administered	Number Positive Results/Percentage	Number of 2nd Time Positive Results
2011-12	12	1	0
2012-13	12	1	0
2013-14	0	0	0
2014-15	0	0	0
2015-16	0	0	0
2016-17	1	0	0
2017-18	3	0	0

WAU COMMUNITY STANDARDS AND POLICIES

Washington Adventist University is committed to creating a community that demonstrates belief in the Word of God. In our community, we believe the Word of God establishes the principles that are to guide personal development and govern behavior. These principles include, but are not limited to, the responsibility to do the following:

- **Love God This involves a wholehearted commitment to know and obey God's Word as it applies in both thought and action, and thoughtful management of our intellect, abilities, sexuality, relationships, financial resources, and time. (Matthew 23:37; Ephesians 4:17-6:18).**
- **Love our neighbor as we love ourselves (Matthew 22:39). This involves an unselfish commitment to understand and help others as we serve in love (Galatians 5:13, 14).**

Even though every student may not have personal convictions as outlined above, all students are responsible to know and abide by all community standards, policies, and regulations of Washington Adventist University. ***(Sign for the Student Handbook each year at registration)***

The rules of any community grow out of a particular tradition. Washington Adventist University is a Seventh-day Adventist institution and, as such, adheres to the tenets and traditions of the Seventh-day Adventist Church. We hold in high esteem the following characteristics: honesty and integrity; thoughtfulness in social relationships and entertainment; respect of the rights, opinions, and property of others and respect for and obedience to the laws of the city, state, and federal government; Therefore, all students are expected to abide by the following standard for use of tobacco, drugs and alcohol:

> **WAU is a drug-free campus. The University recognizes that the use of tobacco products and alcoholic beverages presents a danger to personal health. Use of these products by members of the WAU community is prohibited. No member of the community may use or possess tobacco, alcohol, or illegal drug products on or off campus. Students whose off-campus behavior reflects negatively on the University community, or who return to campus under the influence of alcohol or illegal drugs, will**

be subject to disciplinary action.

WAU/DAAPP – PROGRAM COMPONENTS: (see Student Handbook for further details)

1. *All students; freshmen, new students, and returning students must sign this statement. Each year all students sign for their "Student Handbook" that has information in it. Students also sign a separate Drug and Alcohol Awareness form with the possible support given at the University*
   (This document). Each semester at registration, new students follow the same procedure as at the beginning of the year.
2. *Each semester a drug & alcohol awareness presentation is made during the required worships and chapels.*
   The Drug, Alcohol and Prescription video is presented each year during one of the required convocation.
3. *Each year a three-part orientation video is presented to the freshmen and new students about drug & alcohol use and abuse, Prescription drug use and abuse and available support. This video is presented at the freshmen/new student orientation.*
4. *Flyers and posters placed in academic spaces, residence halls and common areas yearly.*
5. *Each Residence hall has a drug & alcohol use and abuse presentations for worship (twice a semester). The "Drug and Alcohol presentation made every semester during required worship sessions may include oral, power point, video and or discussions.*
6. *The Counseling Center for drug & alcohol use and abuse support is open Monday – Friday. The center accepts self-reporting and referrals.*
7. *Part of the General Education required courses for all enrolled students include all aspects of Drug and Alcohol use, abuse, prevention and support services available on and off the campus.*
   Health Science (HLSC 110), First year Experience (FYE - First Year Experience)
8. *Discipline policy in place to discourage use or abuse of drugs and alcohol.*

VIOLATION OF SUBSTANCE ABUSE POLICY: (see Student Handbook for further details)

Because substance abuse seriously jeopardizes the attainment of life goals, a person who is found to be involved in substance abuse or to be using illegal drugs will be subject to the following procedures:

1. Persons found *supplying illegal and/or prohibited substances* will be subject to immediate dismissal from WAU and notification of government authorities. (See Legal Sanctions below.)
2. Persons found in *possession of*, *using*, or *under the influence* of an illegal substance will be referred to a drug-abuse counselor, and immediate disciplinary action will be taken.

If a student is convicted of drug distribution or possession, eligibility for the Title IV student financial aid is subject to suspension or termination.

CONFIDENTIALITY: (see Student Handbook for further details)

All persons involved in any aspect of this substance abuse program will maintain confidentiality

except in those instances where governmental authorities or the Conduct and Guidance Committee must be notified. Counselors will respect the individual's right to privacy at all times.

COUNSELING SERVICES: (see Student Handbook for further details)

If a student has a substance abuse problem, please notify the Campus Counseling Center, ext. 4089; Vice President for Student Life, ext. 4110; Vice President for Ministry, ext. 4112; or a Residence Hall Dean, ext. 4177, 4043, 4178, or 4045.

Free Substance Abuse and Alcohol counseling is also available in the following areas:

Personal Counseling: Licensed Professional Counselors and Substance Abuse Counselor, WH 426, ext. 4089.

Substance Abuse Counselor: Licensed Professional Substance Abuse Counselor, 301-891-5601

COUNSELING HOTLINES/ORGANIZATIONS PROVIDING DRUG AND ALCOHOL ASSISTANCE

Alcoholics Anonymous 1-800-492-0209

ALANON 202-882-1334 Cocaine Hotline, 1-800-662-HELP; 410-402-8600 (MD)

Alcohol and Drug Helpline (Nationwide): 1-800-821-4357

Alcohol Information and Referral: 1-800-252-6465

First Step to Recovery Drug Abuse Hotline: 1-800-905-8666, 1-800-662-HELP; www.drughelp.org

Montgomery Emergency Hotline: 240-777-4673 (HOPE)

Montgomery County Department of Health and Human Services:

***Behavioral Health – Addiction Services:* 240-777-1770, *Outpatient Addiction Services:* 240-777-1680**

Mental Health Association of Montgomery County: Youth Hotline: 301-738-9697, General Hotline: 301-738-2255

Montgomery Recovery Services, Inc.: 301-762-5300;

http://www.montgomeryrecovery.com/index.html

Prince George's Hospital Crisis Response: 301-429-2185, **Bilingual Counseling Center: 301-942-7821**

Maryland Poison Center: 1-800-492-2414

Narcotics Anonymous (meeting times and locations): 1-800-317-322 **NA Recovery webpage** www.na.org

National Institute on Drug Abuse (NIDA) web page, College-Age & Young Adults section https://www.drugabuse.gov/related-topics/college-age-young-adults

Institute for Family Centered Services: 301- 696-0726; 301-721-9324; 301-577-7931; 301-934-5607

Washington Adventist Hospital: *Mental Health Services* 301-891-5602

DISCIPLINARY PROCEDURES: (see Student Handbook for details)

Redemptive and restorative discipline is at times necessary. Individuals assume certain responsibilities for upholding and maintaining the standards and expectations of the community to which they belong. Acceptance to WAU is a voluntary commitment to uphold the University's standards. Therefore, WAU expects students to comply with God's law, civil laws, and University

regulations. Students that violate these laws and regulations may receive disciplinary action.

Disciplinary Procedures Appeals Process (see Student Handbook for details)
A student may appeal disciplinary actions imposed by the Conduct and Guidance Committee. To appeal a decision, the student must submit a written appeal to the Vice President for Student Life within 24 hours of the committee's decision. If the student feels that the stated appeals **process** has not been followed, the student may appeal, in writing, to the President of the University, requesting a review of the **process**.

Disciplinary Actions (See Student Handbook for detailed description)
The following disciplinary actions are adopted by WAU with the intent to provide flexibility to the disciplinary process. They include, but are not limited to:
Warning, *Community Service*, *Fines*, *Restitution*, *Restriction*, *Probation*, *Suspension*, *Removal from Residence Halls*, *Dismissal and/or Expulsion*.

DAAPP Effectiveness Survey Questions
(Returning students only)

1. Over the past year, I have received information pertaining to drug and alcohol abuse and/or the health risks associated with the use of drugs and alcohol. **Yes/No (circle one)**

2. Over the past year, I have received information pertaining to resources available to treat drug and alcohol abuse. **Yes/No (circle one)**

3. Over the past year, I have received information pertaining to the unlawful sale, use, and consumption of drugs and alcohol in the state of Maryland or at Washington Adventist University. **Yes/No (circle one)**

Date _____

First Name_____ ___Last Name _____

Signature_____

FRESHMEN and NEW STUDENTS

I have received, read, and understand the **Drug and Alcohol Prevention Program** at Washington Adventist University, the federal, state, and local laws for unlawful possession or distribution of illicit drugs and alcohol and understand Washington Adventist University's disciplinary process for violation of its substance possession and distribution of illicit drugs and alcohol policy.

Date_____

First Name_____ ____Last Name_____

Signature_____

Maryland Sale of a Controlled Substance Laws

How Maryland Classifies CDS

Maryland divides CDS into five "schedules." Schedule I lists the most dangerous drugs, which have a high probability of abuse and addiction, and no recognized medical value. Schedules II, III, IV, and V decrease in dangerousness and probability of abuse; and increase in recognized medical uses.

These schedules are also used to determine the applicable penalties for illegally possessing specific CDS (described in the next section). If you've been arrested for illegal CDS possession, you'll need to consult the Maine Code that lists precisely which drugs fit into each group. Go to the statute (Md. Ann. Code. § 5-402, 5-403, 5-404, 5-405, & 5-406.) and find the substance you're charged with possessing -- it will be listed under one of the five Schedules.

Penalties for Making or Selling CDS

It is illegal in Maryland to make, sell, or possess CDS with the intent to do these things; with few exceptions, such as a doctor who legally prescribes a prescription medication. Penalties vary according to the Schedule of the CDS involved. (Md. Ann. Code. § 5-602.)

Schedule I and II narcotic substances

Making, selling, or possessing Schedule I or II Narcotic CDS with the intent to do those things incurs a fine of up to $25,000, up to 20 years in prison, or both. Second convictions incur a fine of up to $100,000, at least ten years in prison, or both. Third convictions incur a fine of up to $100,000, at least 25 years in prison, or both. Fourth convictions incur a fine of up to $100,000, at least 40 years in prison, or both. (Md. Ann. Code. § 5-608.)

Schedule I and II hallucinogenic substances

Making, selling, or possessing a Schedule I or II hallucinogenic CDS with the intent to do those things incurs a fine of up to $20,000, up to 20 years in prison, or both. Second convictions incur a fine of up to $100,000, at least ten years in prison, or both. Third convictions incur a fine of up to $100,000, at least 25 years in prison, or both. Fourth convictions incur a fine of up to $100,000, at least 40 years in prison, or both. (Md. Ann. Code. § 5-609.)

Schedule III, IV, and V substances

Making, selling, or possessing a Schedule III, IV, or V CDS with the intent to do those things incurs a fine of up to $15,000, up to five years in prison, or both. Second and subsequent

convictions incur a fine of up to $15,000, at least two (and up to five) years in prison, or both. (Md. Ann. Code. § 5-607.)

What Does Drug Possession Mean Under Maryland Law?
Legally, possession refers to having control over something. This means the drugs don't have to be in your pocket or your hand. If you can exercise control over them, they are in your possession. If the drugs are found under your car seat, on your end table, or lying loose in your lap, you are considered in "possession" of them.

Marijuana Possession
Marijuana is the only drug that requires a different penalty under Maryland law. If you are convicted of being in possession of marijuana, you will face misdemeanor penalties of up to one year in jail.

Maryland Drug Possession – Penalties
If you are found in possession of any other drug, aside from marijuana, you will face a felony charge. Possession of drugs carries a potential four-year prison sentence and fines reaching $25,000. This maximum potential sentence applies to drugs such as cocaine, heroin, ecstasy, LSD, meth, and prescription drugs.

Alternatives to Incarceration
There are no hard and fast rules in Maryland when it comes to who gets probation and who doesn't. There are no guaranteed second chances. The court, with the help of the prosecution, will weigh many factors in determining your sentence. With the assistance of an aggressive defense attorney, you may be able to argue that you are a good candidate for such an alternative, increasing your chances of being granted probation instead of active jail time. But remember, if you're caught in violation of this probation, you could go back to jail.

When you are charged with drug possession, having someone in your corner looking out for your best interest is important. While we can tell you what the law says, an experienced criminal defense attorney can help you build a solid defense and weigh any other potential options.

Cocaine Statutes in Maryland
The charges and penalties under Maryland's cocaine laws are listed below.

Code Section	Maryland Code, Criminal Law § 5-601, et seq.
Possession	Misdemeanor with penalty of up to 4 yrs. and/or $25,000; Bringing 28 g. into state: felony with

	penalty of up to $50,000 and/or 25 yrs.; Subsequent offense: double penalties
Sale	Felony with penalty of 20 yrs. and/or $25,000; Sale of more than 448 g. or 50 g. of crack: not less than 40 yrs.; Subsequent offense: double penalties; 2 yrs. mandatory, not less than 10 yr. sentence; Third offense: not less than 40 yrs. Sale to minors or near school property: stricter penalties
Trafficking	If "drug kingpin" 20-40 yrs. and/or $1,000,000 fine

There are Maryland state statutes as well as federal laws on the books. Federal drug laws prohibit simple cocaine possession along with manufacturing and cultivation and trafficking and distribution. As seen above, penalties for cocaine possession or sale can be severe and generally vary depending on whether you have prior drug convictions and the quantity of drugs involved.

In some cases, prosecutors can offer a plea bargain to a lower-level offender in exchange for helping to build a case against higher-level producers and dealers. In addition, some jurisdictions have recently created specialized “drug courts” that allow first or second-time drug crime defendants to spend time in treatment in lieu of a jail sentence.

WASHINGTON ADVENTIST UNIVERSITY DRUG POLICY

Our campus is a drug-free campus. People who are found possessing illegal drugs, distributing illegal drugs, and/or are under the influence of illegal drugs may adhere to disciplinary action and possible criminal action. If necessary, local law enforcement may be called to assist as mandated by federal law.

Offense	Penalty	Incarceration	Max. Fine
Possession of Marijuana			
Personal Use			
10 g or less	fine-only*	none	$ 100
10g - 50 lbs	Misdemeanor	1 year	$ 1,000
With intent to distribute			
Less than 50 lbs	felony	5 years	$ 15,000
More than 50 lbs	felony	5 years**	$ 15,000
More than 50 lbs (drug kingpin)	felony	20 - 40 years	$ 1,000,000

In a school vehicle, or in, on, or within 1000 feet of an elementary or secondary school	felony	2 - 5 years	$ 40,000
Involving a minor	felony	20 years	$ 20,000
* Fine increases to $250 for second-time offenders.			
** Subsequent offense carries a mandatory minimum sentence of 2 years.			
Trafficking			
5 - 45 kg	felony	10 years	$ 10,000
More than 45 kg	felony	25 years	$ 50,000
In possession of a firearm while trafficking	felony	5* - 20 years	$ 0
* Mandatory minimum sentence			
Cultivation			
See Possession section for details.			
Hash & Concentrates			
Penalties for hashish are the same as for marijuana. Please see the marijuana penalties section for further details.			
Paraphernalia			
Possession of paraphernalia	misdemeanor	1 year	$ 1,000
Selling paraphernalia	misdemeanor	2 years	$ 2,000
To a minor who is at least 3 years younger	misdemeanor	8 years	$ 15,000
Advertising the distribution of paraphernalia	misdemeanor	2 years	$ 2,000
Paraphernalia includes all equipment and materials used in the use, manufacture, or distribution of marijuana			

DISCIPLINARY PROCEDURES

Redemptive and restorative discipline is at times necessary. It seeks to awaken the moral and spiritual sensitivities of the student relative to the infractions committed. It is firm and deliberate, while simultaneously student-centered and compassionate. By deliberately emphasizing redemptive discipline, the school models God's attitude toward wrongdoing, His forgiveness, restoration, and desire for character building.

Individuals assume certain responsibilities for upholding and maintaining the standards and expectations of the community to which they belong. Acceptance to WAU is a voluntary commitment to uphold the University's standards. Therefore, WAU expects students to comply with God's law, civil laws, and University regulations. Student conduct that violates these laws and regulations will result in disciplinary action.

When necessary, counsel, advice, and restrictions may be given by the residence hall deans, Student Life Committee, and/or Vice President for Student Life. A student who may be subject to serious discipline will be counseled by the appropriate personnel, usually the Vice President for Student Life or his/her designee, regarding their rights and possible disciplinary actions. Some disciplinary procedures are addressed by the Conduct and Guidance Committee. The Vice President for Student Life or his/her designee may take immediate disciplinary action that could include suspension or dismissal.

When policy violations are of an egregious nature, the Vice President for Student Life will meet with the student and, if necessary, will contact the chair of the Conduct and Guidance Committee to convene a meeting. The Vice President for Student Life will provide the committee with the student's written statement, which is to include the student's perception of the incident and his/her understanding of what occurred in the conference/meeting with the vice president and/or his/her designee. The Conduct and Guidance Committee will meet to discuss the situation and make a decision about the appropriate action to be taken. The student has the right to meet with the Conduct and Guidance Committee when his/her case is discussed. The student also has the right to choose a WAU faculty/staff as an advocate. Only the WAU faculty/staff advocate selected by the student may accompany the student to the committee meeting. The student also has the right to choose an Advisor to accompany them to the proceedings. This person does not have to be a WAU faculty/staff member. The student can also choose to have a lawyer as their Advisor.

The chair of the Conduct and Guidance Committee and his/her designee will verbally notify the student of the committee's decision. **Please note:** The verbal notification is officially binding. The student will also be notified by letter from either the Vice President for Student Life, the chair of the Conduct and Guidance Committee, or the appropriate designee. The letter will become part of the student's official record. Notice of the action will be made available to University employees or departments directly related to the student concerned.

If a student refuses to meet with the Conduct and Guidance Committee, the committee will meet, discuss the situation, and make a decision.

Evidence

The technical rules of evidence do not apply in Disciplinary Committee hearings. The Disciplinary Committee may consider any evidence, including hearsay evidence that it determines is probative, relevant or material to a case. It may exclude evidence that is irrelevant, immaterial or repetitious. In the absence of the investigating officer, any member of the Campus Security may present a case on behalf of the University.

Disciplinary Procedures for Improper Organizational Behavior

Complaints against a student organization are filed with the chair of the Student Life Committee. The chair has the right to determine whether further action needs to be taken.

Disciplinary Procedures Appeals Process

A residence hall student who has received discipline from the residence hall deans may appeal the decision to the Vice President for Student Life.

A student may appeal disciplinary actions imposed by the Conduct and Guidance Committee. To appeal a decision, the student must submit a written appeal to the Vice President for Student Life within 24 hours of the committee's decision.

Basis for an Appeal

- New information is available that was not available earlier and is relevant to the decision.
- The Conduct and Guidance Committee did not adhere to proper procedures as outlined in the *Student Handbook.*

Procedures for an Appeal

- The written appeal must be given to the Vice President for Student Life or his/her designee, who may make a decision to grant or deny the appeal, and approve it to go before a special appeals committee (an ad hoc committee). If the appeal is granted, an ad hoc committee will hear the appeal.
- A student must abide by the stated disciplinary consequences of the Conduct and Guidance Committee and/or those of the Vice President for Student Life or of his/her designee, pending the final outcome of the appeals process.
- If a student is granted an appeal before a Special Appeals Committee, the decision of the committee is final. The committee may uphold the decision of the Conduct and Guidance Committee or that of the Vice President for Student Life or his/her designee, or it may reach a decision that is of lesser or greater consequence than the original decision.
- In any disciplinary situation, a student has the right to a Washington Adventist University faculty/staff advocate of his/her own choosing.

If the student feels that the stated appeals **process** has not been followed, the student may appeal, in writing, to the president of the University, requesting a review of the **process.**

Disciplinary Actions

The following disciplinary actions are adopted by WAU with the intent to provide flexibility to the disciplinary process. **Please note:** The following actions are not in sequential order of the disciplinary actions that will be taken. Washington Adventist University reserves the right to amend, change, and/or determine what actions are to be imposed. They include, but are not limited to:

1. *Warning* – written notice that continuation or repetition of inappropriate conduct may be cause for more serious disciplinary action.
2. *Community Service* – duties assigned, preferably related to the infraction.
3. *Fines* – a sum of money to be paid for infraction.
4. *Restitution* – reimbursement of damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
5. *Restriction*
    a. For the individual – exclusion from participation in specified University activities (e.g., dining hall privileges, extracurricular activities), and maintenance of exemplary conduct for a specified period of time. No refunds of payment will be made to a student placed on restriction.
    b. For the organization – exclusion from specified activities sponsored by the organization or the University, and maintenance of exemplary conduct for a specified period of time. Restriction may include loss of use of all facilities provided by the University for a specified period of time.
6. *Probation* – a trial period during which a student/organization has an opportunity to prove that he/she/it can be a responsible and effective member of the WAU community. During the probation period, the student/organization may be subject to the following actions:
    a. The student/organization may not represent WAU in any extracurricular activity such as the Student Association, intercollegiate sports, drama, or music. He/she/it may, however, be permitted to participate in informal activities of a recreational nature.
    b. The student may not run for or hold office in any organizations recognized by the Student Life Committee.
    c. The student/organization may be called upon to perform duties suitable to the particular situation, including constructive work projects and referral for alcohol or drug education at the offender's expense.
    d. The student/organization will be subject to immediate suspension for not adhering to any University regulation while on disciplinary probation.
7. *Suspension* – shall be for a specific period of time or until a specific condition is met, after which time the student must apply to the Vice President for Student Life for reinstatement. If one is suspended more than once during an academic year, he/she will automatically be dismissed.
    a. For the individual – exclusion from classes and other privileges or activities of the University for a definite period of time. Students under suspension are not permitted on University property or allowed to participate in any University-sponsored activity. Suspension extending beyond the semester in which action is taken will be full semester(s). No refunds of payments will be made to students placed on suspension.

b. If information reviewed during an investigation seems to indicate it appropriate, the accused may be suspended pending the outcome of an investigation and presentation to the Conduct and Guidance Committee.
c. Deferred suspension becomes effective after a specific future date. It is used typically near the end of a semester to avoid the financial penalty that an immediate suspension would entail. If a student is involved in any further offense while on deferred suspension, immediate implementation of suspension will be made by the officiating committee or person.
d. Students suspended for the remainder of a semester will be charged tuition and fees until the day of disciplinary action.
e. For the organization – removal of the right to conduct group-sponsored activities or to participate in University-sponsored activities as a group for a definite period of time as indicated in the notice of suspension.

8. *Dismissal* (**Please note:** *This policy pertains to citizenship and* **not** *to academic dismissal – see Academic Probation and Dismissal Policy)*
    a. For the individual – termination of student status with the privilege of applying for readmission. No refunds of payments will be made. The individual is not permitted on University property or allowed to participate in any University-sponsored activity. Exceptions are for a personal appearance before the Conduct and Guidance Committee or after reacceptance. To reapply, the individual must do the following: 1) request and complete a WAU application. Recommendations and the application fee are not required; 2) have the citizenship hold on their name removed. Present a petition for reacceptance, in writing or in person, to the Vice President for Student Life. The Vice President for Student Life or the Conduct and Guidance Committee will determine when and if the hold will be removed, and if other stipulations for the removal of the hold will be imposed. The individual will be notified in writing of these stipulations; and 3) if the hold is removed, the individual's name is then taken to the Admissions Committee.
    b. Students dismissed for the remainder of the semester will be charged tuition and fees until the day of disciplinary action.
    c. For the organization – termination of approved organization status with the privilege of applying for reinstatement. Any conditions for reinstatement shall be stated in the notice of dismissal.
9. *Expulsion*
    a. For the individual – permanent termination of student status. Students who are expelled are not permitted on University property or allowed to participate in any University-sponsored activity.
    b. For the organization – permanent termination of group status.

Removal from Residence Halls. Temporary or permanent removal from residence halls as a resident and/or guest. Any conditions for reinstatement will be stated in the notice of exclusion from residence hall living.

CRIME STATISTICS/DATA

In compliance with the Federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act of 1998 (formerly the Crime Awareness and Campus Security Act of 1990), the following pages contain reported crime statistics for the Washington Adventist University campus over the last three calendar years. The Department of Public Safety also maintains a Daily Crime Log. Crime Statistics and the Daily Crime Log are available to the public for viewing during business hours, and on the WAU Department of Public Safety website; http://www.wau.edu/security.

Reports Available

Copies of this annual report may be printed in PDF format from the WAU Public Safety website, http://www.wau.edu/security or requested from the WAU Public Safety office:

Department of Public Safety
7600 Flower Ave
General Services, Building #6, Office G-4
Takoma Park, Maryland. 20912

Definitions of Locations and Crime Categories

Public Property: Statistics consist of streets, sidewalks, parking facilities, and parks contiguous to and within the campus. This is property not owned or controlled by Washington Adventist University. Most of these statistics are provided voluntarily by local law enforcement, such as the Takoma Park Police Department.

Crime Categories

Murder/Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Negligent Manslaughter: The killing of another person through gross negligence.

Sex Offenses, Forcible: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Sex Offenses, Non-Forcible: Unlawful, non-forcible sexual intercourse.

Robbery: 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: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.

Burglary: The unlawful entry of a structure to commit a felony or a theft.
Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)

Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as the manufacture, sale, or possession of deadly weapons; carrying deadly weapons—concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growth, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws or ordinance prohibiting the manufacture, sale, transportation, furnishing, or possession of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

R**eferrals for campus disciplinary action:**
The referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

The Annual Security Report (ASR) and Annual Fire Safety Report (AFSR) publication are compiled annually in compliance with the Clery Act and HEOA requirements. They contain crime statistics and statements of security policy. Each year the University files a report of campus crime statistics with the United States Department of Education.

Collection Data

Crime statistics are compiled by the Department of Public Safety. When a student, employee and/or visitor reports an incident, the Director of Public Safety is informed of the report and decides whether an incident report should be written. When an incident report is necessary, it is included in the Crime Log kept by DPS and is included in the crime statistics that are included in this report, only if it meets the definitions required by Clery. The Department of Public Safety collects crime reports from campus security authorities within the institution.

Crime statistics are also compiled from law enforcement agencies and "campus security authorities" for certain crimes defined by the Clery Act. "Campus security authorities" are defined by the Clery Act as university officials who have "significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings." Professional mental health and religious counselors are exempt from reporting requirements. Law enforcement agencies and campus security authorities provide crime statistics collected for crimes occurring in the on-campus and non-campus properties, and public property surrounding on-campus property as defined in the Clery Act. For this report, the Department of Public Safety received the crime statistics from the Takoma Park Police Department. However, these statistics are not available because we cannot determine if the statistics we obtained are for our Clery geography. However, we have included in this report the crime statistics for the City of Takoma Park, and have added this information the security website (www.wau.edu/security).

Prior to preparing the ASR, the Department of Public Safety contacts various University units to determine whether there are off-campus locations that fall within areas covered by the Clery Act.

Annually, prior to October 1st, students and prospective students, as well as every paid part-time, full-time, and intermittent employee and prospective employees are sent a notice by US Postal Service, campus mail and/or electronic mail that the current edition of the Security and Fire Safety reports has been posted on the Department of Public Safety's website with the electronic address to access the report. A statement on how to obtain a paper copy, if desired, is included in the letters, emails, and posted on the Department of Public Safety's website. Copies of the report may also be obtained, in person or by phone, from the Washington Adventist University Department of Public Safety (DPS), General Services Building #6 Office G-4 7600 Flower Ave, Takoma Park, MD 20912, Tel. (301) 891-4019. The publication and any updates will be posted online https://www.wau.edu/security.

	On Campus			Student Residences			Non-Campus Buildings			Public Properties			Hate Crime		
	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018
Crime Reported															
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Thefts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Bodily Injuries (Only if Hate Crime)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrest/ Disciplinary Referrals															
Liquor Laws Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Laws Referrals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Referrals	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Referrals	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes															
Larceny/Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assaults	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VAWA Offenses															
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Stalking	0	0	5	0	0	0	0	0	1	0	0	2	0	0	0

It is the Public Safety's Department responsibility to verify the accuracy of the statistics shown above, as well as to accurately report these statistics to the Department of Education.

The locations of the different campus, non-campus, and public properties can be found on pages 3 and 4 of this report.

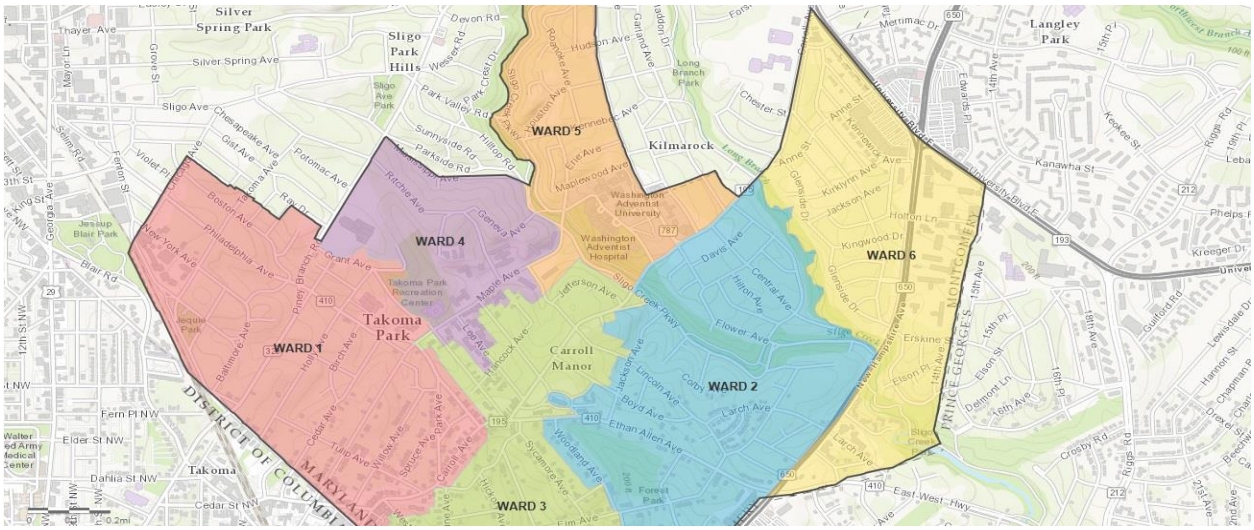
"Arrests," whether for liquor, drugs, or weapons, means that a person was arrested for possessing liquor, drugs, and/or weapons. "Referrals" means that a student was referred for disciplinary action**.**

Unfounded Crimes

A crime is considered unfounded only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless. After a full investigation has been conducted, by the DPS and/or the police, if there is no evidence to support that a crime was committed, it will be considered unfounded. If a crime is found to be unfounded, the incident will be closed, and the report will be maintained along with the other incident report. There were no unfounded crimes for the 2016, 2017, and 2018 calendar years.

City of Takoma Park Police Crime Stats

Year	Homicide	Rape	Robbery	Assault	Burglary	Larceny	Auto Theft	TOTAL
2008	0	4	80	38	135	383	99	739
2009	0	3	46	35	104	429	61	678
2010	0	1	48	26	150	364	63	652
2011	1	3	32	26	109	317	77	565
2012	0	1	42	16	73	364	54	550
2013	1	2	36	20	125	302	42	528
2014	1	3	35	17	125	430	53	664
2015	1	5	25	23	126	405	32	617
2016	1	2	27	40	101	293	33	497
2017	0	3	29	19	55	359	30	495
2018	0	0	19	21	54	343	25	462



Crime	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	TOTAL
Homicide	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Robbery	3	2	1	1	1	11	19
Assault	4	4	6	0	2	5	21
Burglary	17	12	9	3	1	12	54
Theft	69	35	92	25	17	105	343
Auto theft	7	6	5	0	3	4	25
TOTAL	100	59	113	29	24	137	462

OFF-CAMPUS RESOURCES

Montgomery County Dept. of Health and Human Services
Victim Assistance and Sexual Assault Program (VASAP)
http://www.montgomerycountymd.gov/HHS-Program/BHCS/VASAP/VASAPIndex.html

For immediate assistance, call the following:
(240) 777-1355 weekdays
(240) 777-4357 24-hour crisis line
(240)777-1347 TTY
(240) 777-1329 FAX
Contact us by email at vasap@montgomerycountymd.gov.

Montgomery County Commission of Women

http://www.montgomerycountymd.gov/cfw/

Montgomery County Family Justice Center

http://www.montgomerycountymd.gov/fjc/about.html

Mission:

The mission of the Montgomery County Family Justice Center is to promote safety, well-being, and healing for victims of family violence.

Core Values:

The core values of the FJC are those standards that inspire and support those working at the FJC, are mutually agreed upon and bind the partners together in their collaborative efforts to accomplish the mission of the FJC.

- To adhere to the mission of the FJC, to be supportive of the needs of the client, and to provide the highest quality services;
- To value the cooperative efforts and to work as partners;
- To value and require integrity. This requires trust, respect, and support for each other;
- To seek resources to build on the success of the FJC and help it to grow, and
- To promote an environment where creativity and innovation in assisting victims of domestic violence flourishes.

Goals:

Help victims of domestic violence and their families live safe, violence free lives

- Promote the FJC as an environment for families to work with professionals dedicated to victim safety;
- Remove barriers for victims seeking safety; and
- Increase the number of families seeking services by providing a victim and child-friendly environment which reduces the stress of proceeding through the court system.
- Break the intergenerational cycle of violence in families
- Provide services to address the needs of children exposed to domestic violence or those who have experienced violence at the hands of the offender

Objectives:

Reduce the number of domestic violence cases that go unreported;

- Ensure domestic violence perpetrators are prosecuted;
- Provide help and resources to children exposed to domestic violence;
- Offer appropriate legal assistance to victims of domestic violence; and
- Reduce recidivism and homicides.

Location:
The FJC is located in the "Eagle Building" at 600 Jefferson Plaza, 5th Floor, Rockville, MD 20852 (near Route 355, the intersection of Rockville Pike and Jefferson Street). It is directly in front of Richard Montgomery High School and next to Marlo Furniture.

Takoma Park Police Department

Crime Victim & Witness Assistance
The Victim Assistant, a civilian police employee, assists a victim very soon after an officer responds to a scene, especially if the victim has need of emergency services such as issues of personal safety, emergency shelter, or crisis counseling.

Victim Assistants may also offer information, accompaniment to court or to offices of other agencies. Referrals for additional needs such as counseling, medical care, support groups and compensation are given to victims, as needed.

The Takoma Park Police Department is committed to the fair compassionate and sensitive treatment of crime victims. We will ensure that victims are afforded reasonable protection and the information to assist with coping and recovering from the effects of crime. To view the Annual Police Reports for Takoma Park, Montgomery County Police Departments, as well as other surrounding departments, please visit www.wau.edu/security. The statistics for each department are included in their respective Annual Reports.

Emergency:
Police Services Outside of Takoma Park: 911
Phone (Non-Emergency): (301) 270-1100
Fax: (301) 270-1230
Email: police@takomaparkmd.gov

Email is NOT monitored 24 hours/day and may require up to 48 hours for a response.
To report an event, suspicious activity, or crime in progress call the Takoma Park Police department dispatch center at ***(301) 270-1100****.*

Address:
Takoma Park Police Department
City of Takoma Park
7500 Maple Avenue
Takoma Park, MD 20912

Hours & Location:
Always Open
Community Center (MAP)
1st Floor

Montgomery County Police Department

3rd District Station
Silver Spring, Maryland 20904
Tel. **(240) 773-6800**

Others General Information web sites:
https://www.peoples-law.org/
http://www.loveisnotabuse.com/

WHERE TO CALL FOR HELP
House of Ruth Maryland **(410) 889-7884**
Maryland Youth Crisis Hotline **(800) 422-0009**
Maryland Domestic Violence Hotline **(800) 634-3577**
National Domestic Violence Hotline **(800) 799-7233**
Montgomery County Circuit Court
Domestic Violence Assistance
http://www.montgomerycountymd.gov/circuitcourt/court/FamilyDivision/Domestic_Violence/dv.html#_A_Summary_Chart

The Montgomery County Family Justice Center is a comprehensive one stop shop for victims of family violence and their children. The center co-locates multiple agencies to provide coordinated advocacy, law enforcement, civil legal services, and social services for wrap-around support for families. Your safety is our first priority. Our goal is to help you in a specially designed facility where you and your children can feel safe and comfortable.

The Family Justice Center is located at 600 Jefferson Street, Suite 500, Rockville, Maryland (on Route 355 at the intersection of Rockville Pike and Jefferson Street). The Family Justice Center is accessible by public transportation—the Rockville Metro Station—and is near the Rockville District and Circuit courts.

For more information visit the Family Justice Center web site.

Maryland Courts
Domestic Violence Information and Forms

http://www.courts.state.md.us/legalhelp/domesticviolence.html

What if the Court is closed? Can I still get help?

Yes, you can file a petition for a protective order or a peace order with a District Court Commissioner. A commissioner is available 24 hours daily at the following numbers: **(301) 610-7217** and **(301) 610-7218.**

The Commissioner can issue an interim order, which is good only until your case can be heard by a judge

Domestic Violence Monthly Public Report

http://www.courts.state.md.us/eservices/dvmonthlypublicreports.html

The monthly public reports provide **static data** generated from a statewide database of protective and peace orders issued anywhere in the state and include statistics on respondent demographics, grounds for granted orders, reasons for denied and dismissed petitions, and other data. **The monthly public reports are run on the first day of each month and provide a snapshot of data for the *previous month*.** (For example, the October 2014 monthly public report is run on November 1 and includes information from October 1 through October 31.) Data may change as cases are dismissed, appealed or otherwise modified, however, the public reports only reflect static information (snapshot) for a given month.

The Maryland Network Against Domestic Violence

http://mnadv.org/

Address:
4601 Presidents Dr., Ste. 370
Lanham, MD 20706
Phone Numbers
Statewide Helpline: 1-800-MD-HELPS
(Phone) (301) 429-3601
(Fax) (301) 429-3605
Email: info@mnadv.org

COMMUNITY'S RESPONSIBILITY FOR CAMPUS SAFETY

It is absolutely necessary to have the cooperation and involvement of the college community to prevent crime and make the campus safe. Members of the community must assume responsibility for their own personal safety and the security of personal and college property by taking simple, common-sense precautions.

Personal Safety Tips

The following addresses an area of utmost importance to Public Safety: your own personal safety. Please read this section carefully and follow these tips in your everyday life.

Dating

- When you feel uncomfortable in a situation, trust your instincts.
- When you mean "no," say "**NO**." Don't allow room for misinterpretation by being ambiguous in your actions. Be firm. You should communicate your intentions and limits early.
- Don't immediately transfer your trust from an old friend to a new one. Remember, trust must be earned.
- Control the environment. You should be the one to choose or agree to the dating activity and location.

- Be alert to diminished awareness caused by alcohol and drugs. When you lose control because of impaired judgment, you give the advantage to a would-be assailant.
- Don't allow others to violate your personal space.

Residence and Work Areas

- Lock your room/apartment/office door whenever you leave, even if you're just going out "for a minute."
- Take care of your keys. Don't leave them in your "cubby" or other hiding place.
- Be wary of bringing casual acquaintances to your room or home.
- When going out, let someone know with whom you are going, where you are going, and, if possible, the approximate time of your return.
- Do not prop doors open. If you find a door propped on-campus, close it or report it to Public Safety.
- Know where fire alarms and emergency exits are located.
- Observe the college's fire prevention regulations.
- If you smell smoke or see a fire, pull the fire alarm and leave the building immediately.
- When a fire alarm sounds, leave the building immediately. Do not wait to see if it is a false/malfunctioning alarm.
- Notify the Security Department immediately (301) 891-4019) of any emergency, criminal activity, suspicious conditions, or suspicious subjects.

Campus Grounds

- Avoid taking shortcuts through isolated areas.
- Don't go for a "nature walk" through the woods alone.
- When walking, jogging, or running around the campus road after dark, wear reflective clothing.
- Do not walk, jog, or run on campus alone after dark.
- Call security for on-campus escorts from dusk to dawn.

Telephone

- Be suspicious of surveys or wrong-number calls. Do not divulge your name, room number, or phone number. The caller may have reached you by dialing a number at random.
- Always be certain of the identity of the person on the other end of the line.
- Hang up immediately on annoying or obscene telephone calls. Remember, you control with whom you talk.
- Report all obscene or annoying phone calls immediately.

Vehicle

- Have keys ready when approaching your vehicle. Check for intruders before and lock the door immediately after getting into your vehicle.
- Close all windows (in addition to locking all doors) when leaving your vehicle, whether it's for a few minutes or several hours.

- Lock all valuables in the trunk.
- Park in well-lighted areas at night.
- Do not attach your name or license tag number to your key ring.
- Never pick up hitchhikers or hitchhike yourself.
- Always keep your gas tank at least half full.
- If your vehicle breaks down in an isolated area, raise the hood, lock the doors, and stay inside.
- If someone stops to help, ask him/her to call the police. Sound the horn if you feel threatened.
- If you see a suspicious vehicle or someone driving recklessly on campus, notify the Department of Public Safety immediately.

Property Security Tips

- What follows are common-sense reminders for protecting your property. Please remember and practice these tips at all times.
- Never leave your book bag, wallet, purse, or other valuables unattended.
- Even if you are going to be gone for "just a minute," take your belongings with you.
- Don't leave easily stolen items—such as your wallet, checkbook, or jewelry—in open view.
- Don't keep large sums of money in your room.
- Engrave your driver's license number and state on all valuables (stereo, TV, computer, etc.) Engravers are available at the Office of Public Safety.
- Do not engrave valuables with your Social Security number. Those numbers are federally protected, and law enforcement agencies are unable to learn an owner's identity if property is recovered.
- Fill out a serial number registration form, which is available at the Department of Public Safety. Include serial numbers of valuables, and the Office of Public Safety will maintain this record for five years.

Important Contact Information

President	Dr. Weymouth Spence
Provost	Dr. Cheryl Kisunzu
Vice President, Finance	Patrick Farley
Director of Public Safety	Patrick Farley
Asst. Director of Public Safety	John Meier
Vice President, Student Life	Amy Ortiz-Moretta
Vice President of Ministry	Mark Sigue

Washington Adventist University Numbers

Department of Public Safety	(301) 891-4019
Office of Student Life	(301) 891-4525
Campus Counselor	(301) 891-4089
Health Services	(301) 891-4009
Vice President for Ministry	(301) 891-4112
Halcyon Hall Dean	(301) 891-4174
Morrison Hall Dean	(301) 891-4043

Outside Numbers

Emergency (Police, Fire, EMS)	**911**
Takoma Park Police Department	(301) 270-1100
Montgomery County Police Department 3rd District	(240) 773-6800
Montgomery County Sexual Assault Services	(301) 565-9420
Washington Adventist Hospital	(301) 891-7600