

Jeanne Clery Act

The Jeanne Clery Act is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. The Clery Act was originally enacted by the Congress and signed into law by President George Bush in 1990 as the Crime Awareness and Campus Security Act of 1990. The name later was renamed in honor of Jeanne Clery, a student murdered in 1986 at Lehigh University. Schools have to publish an annual report every year by October 1st that contains 3 years worth of campus crime statistics and certain security policy statements including sexual assault policies which assure basic victims' rights, the law enforcement authority of campus police and where students should go to report crimes. Below are the most recent statistics for Troy University.

Annual Disclosure of Crime Statistics

The Dean of Student Services on the Troy campus, in conjunction with the other campuses prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at troy.troy.edu/universitypolice/index.html. You will also be able to connect with our web site via the Troy University Home Page at www.troy.edu. This report is prepared in cooperation with the local law enforcement agencies surrounding our Troy campus and alternate sites, Housing and Residence Life, Judicial Affairs Officers from all campuses, and the Division of Student Services. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Troy University Police Department, designated campus officials (including but not limited to directors, deans, department heads, residence life staff, judicial affairs, advisors to students/ student organizations, athletic coaches), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. The Personal Counseling and SAVE Project staff shall inform their clients of the procedures to report crime to the University Police on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, an e-mail notification is made to all enrolled students, faculty and staff that provide the web site to access this report. Copies of the report may also be obtained at the University Police Department located in Hamil Hall or may also be obtained in the Dean of Student Services office on all Alabama campuses. All prospective employees shall be notified by email and through the application process regarding crime statistics.

Dates Reported: 1/1/2008 to 12/31/08

Criminal Incidents	2006	2007	2008
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses-Forcible	2	1	0
Sex Offenses-Non Forcible	0	0	0
Robbery	0	2	3
Aggravated Assault	1	0	1
Burglary	58	29	30
Motor Vehicle Theft	2	0	4
Arson	0	0	0
On Campus Arrests	2006	2007	2008
Liquor Law Violations	39	32	45
Drug Law Violations	2	3	8
Illegal Weapons Possession	0	0	0

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of University Police or head of campus security, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the University e-mail system to students, faculty, staff and the campus’ student newspaper, *The Tropolitan*.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the police or security may also post a notice on the University text messaging system (e2campus) and the campus-wide electronic bulletin board located at sos.troy.edu. This provides the university community with a more immediate notification. In such instances, a copy of the notice is posted in each residence hall, at the front door of each on-campus fraternity and sorority house, and in prominent places on campus where students may see the notice. The electronic bulletin board is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the University Police office or Campus Security Office on their respective campus by contacting the office by phone or in person at the number or location below.

Troy Campus	334/670-3215	Hamil Hall 1 st Floor
Montgomery Campus	334/241-9716	349 Whitley Hall
Dothan Campus	334/983-6556 x313	121 Malone Hall
Phenix City Campus	334/448-5102	Bookstore Bldg.

Reporting of Criminal Offenses

Contact University Police/security office at the numbers above (non-emergencies) or dial 9-1-1 (emergency only) to report a criminal offense. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the Residence Halls should be reported to the police/security department. In addition you may report a crime to the following offices:

Senior Vice Chancellor for Student Services and Administration	Adams Administration Bldg. 216 334/670-3201
Campus Vice Chancellor (Montgomery)	Whitley Hall 400 334/241-9537
Campus Vice Chancellor (Dothan)	Library/Technology Bldg. 212 334/983-6556 x220
Campus Vice Chancellor (Phenix City)	Adams Hall 334/448-5112
Dean of Student Services (Troy)	Trojan Center 233 334/670-3203
Dean of Student Services (Montgomery)	Whitley Hall 431 334/241-5436
Dean of Student Services (Dothan)	Malone Hall 100 334/983-6556 x206
Assoc. Dean of Student Services (Phenix City)	Adams Hall 303 334/448-5129
Counseling and Save Project (Troy)	Hamil Hall 1 st Floor 334/670-3700
Counseling and Career Services (Dothan)	Malone Hall 120 334/983-6556 x221
Housing and Residence Life (Troy)	Shackelford Hall 100 334/670-3346
Student Health Center	Hamil Hall 1 st Floor 334/670-3452

For off campus options you should contact the City Police Department for your specific location. The University and the various communities have a mutual aid and working agreement. Each department augments the other within their jurisdictions during mutual investigations, arrest, and prosecutions

Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the University System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the University Police/Security Department on your campus can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to a potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Troy University encourages anyone who is the victim or witness to any crime to promptly report the incident to the police or security. Because police reports are public records under state law, the University Police Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other Troy University campus security authorities, as identified above. Confidential reports of crime may be made by calling your campus police or security office or one of the other offices listed above to report criminal offenses.

Access Policy

During business hours, the University (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all University facilities is by key, if issued, or by admittance via the University Police/Security Department with written permission. In the case of periods of extended closing, the University will admit only those with prior written approval to all facilities.

Residence halls are secured 24 hours a day and access is given to approved persons through a key fob system. Over extended breaks, only those students and staff approved to be in the residence halls will be given access via their fob. Fobs are not to be loaned or given to anyone else for any reasons. Lost or stolen fobs should be reported immediately to the University Police and the Access Control Office. Some facilities may have individual hours. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrators from the Dean's Office, Physical Plant, Residence Life, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Dean of Student Services, the Directors of Facilities Management, Housing and Residence Life staff, and University Police/Safety personnel meet on a regular basis to discuss issues of pressing concern.

University Police and Jurisdiction

Section 16-56-12 of the Alabama Code 1975 allows for the appointment of police officers on the Troy University campuses.

Police Officers

(a) The chancellor or the presidents of the several campuses of the Troy University System with the approval of the chancellor; may appoint and employ persons as they may deem proper to serve as police officers pursuant to Sections 16-22-1 and 16-22-2. These police officers may do any of the following:

- (1) Eject trespassers from the university system buildings and grounds.
- (2) Arrest without a warrant any person believed guilty of disorderly conduct or of trespass upon the property under the control of the university system, or for any public offense committed in their presence, and carry them before the nearest district court or municipal court. Upon proper affidavit charging the offense, the person arrested may be tried by the court and convicted as in cases of persons brought before the court on a warrant.
- (3) Summon a posse comitatus.
- (4) Arrest with a warrant any person found upon or near the premises of the university system charged with any public offense and take that person before the proper officer.

(b) The police officers provided for in this section shall cooperate with and, when requested, furnish assistance to the regularly constituted authorities of the city and county in which the employing campus of the Troy University System is located.

(Acts 1967, No. 420, p. 1084, §11; Acts 1997, No. 97-586, p. 1035, §12.)

Troy University Police (Troy and Montgomery) have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas adjacent to the campus. If minor offenses involving University rules and regulations are committed by a University student, the campus police and security may also refer the individual to the disciplinary division of Student Services.

Major offenses such as rape, murder, aggravated assault, robbery, and auto theft are also reported to the local police and joint investigative efforts with investigators from University Police and the City Police are deployed to solve these serious felony crimes. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted at Municipal Courts and District Courts in the various cities and counties that campuses are located.

Campus Police/security personnel work closely with local, state, and federal police agencies and have direct communication with the City Police Departments. The University Police/Security Departments are also a part of the County 911 Emergency Systems.

By mutual agreement with state and federal agencies, the University Police Departments maintain LETS access (Law Enforcement Tactical Systems). Through this system police personnel can access the National Crime Information Computer system as well as the Alabama Criminal Justice Information Center. These computer databases are used for accessing criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state and federal law enforcement information.

The University Police/Security Department’s jurisdiction extends to any University owned or leased property both on campus and in outlying areas. Some areas are patrolled jointly by both University and City Police. The jurisdiction for the police departments in Troy and Montgomery is extended to other locations where University functions are being held or where University students may be residing. This is through a mutual agreement with the City Police Departments.

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

Campus Law Enforcement

Troy University Safety and Security offices have the authority to ask persons for identification and to determine whether individuals have lawful business at Troy University. Troy University Police and security officers have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Safety and Security officers do not possess arrest power. Criminal incidents are referred to the campus police or the local police who have jurisdiction on the campus. All crime victims and witnesses are strongly encouraged to immediately report the crime to campus Police or Security Office and/or the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Reporting a Crime or Emergency

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to their respective University Police or Security Department in a timely manner.

To report a crime call 911 if it is an emergency or refer to the chart below.

Troy Campus	334/670-3215 (day) 334/670-1999 (night)
Montgomery Campus	334/241-5920 (day) 334/241-2651 (night)
Dothan Campus	334/983-6556 x313 (day) 334/615-3000 (night)
Phenix City Campus	334/448-5102 (day) 334/298-0611 (night)

Dispatchers and/or personnel are available at these respective telephone numbers 24 hours a day to answer your call. In response to a call, University Police/Security will take the required action, dispatching an officer or asking the victim to report to University Police/Security Department to file an incident report.

All University Police/Security Incident Reports are forwarded to the Dean of Students Office on the respective campus for review and potential action by the Judicial Affairs Officer. University Police Department investigators will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Dean of Student Services Office.

If assistance is required from the City Police Department or City Fire Department, University Police/Security will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including University Police, will offer the victim any services available both on and off campus to sexual assault and rape victims. Troy University (Troy campus) has a Sexual Assault and Violence Education Counselors on call to assist a victim 24 hours a day.

Again, crimes should be reported to the University Police/Security Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Addressing Counselors (Confidential Reporting Procedures)

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. The rulemaking committee defines counselors as:

Pastoral Counselor

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

Security Awareness and Crime Prevention Programs

During orientation in June and July, new students are informed of services offered by the University Police and Security Departments. This is done through the distribution of various publications to new students. Students are also told about crime on-campus and in

surrounding neighborhoods. Similar information is presented to new employees during the recruitment process.

Safety Awareness and Crime Prevention Programs are offered on the Alabama campuses at the beginning of each semester. The programs are offered on two nights and are open to anyone within the University community. Presenters include the Dean of Student Services, Chief of University Police, Campus Safety Officer, City Police Department representative, City Fire Department Representative and Sexual Assault and Violence Education representative.

Crime Prevention Programs on personal safety and theft prevention are sponsored by University Police Departments and Campus Security Departments through various campus organizations and residence halls throughout the year. University Police personnel facilitate programs for students and student organizations. In addition to these programs, training for Housing and Residence Life Resident Assistants is provided on a variety of educational strategies and tips on how to protect themselves and residents from sexual assault, theft and other crimes.

The Troy campus offers Rape Aggression Defense System (RAD) training through the Police Department as well as an academic credit course. It is a comprehensive course that begins with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of hands-on defense training. Certified RAD instructors will teach the courses.

Annually, in conjunction with various local and state law enforcement and other safety departments, a Safety Fair is held on the Shackelford Quad on the Troy campus. Information is disseminated on safety awareness from several different agencies to include University Police, City of Troy Police, City of Brundidge Police, Pike County Sheriff's Department, State of Alabama Troopers, City of Troy Fire Department, Sexual Assault and Violence Education Office, State of Alabama Game Wardens, Care Ambulance Service, State of Alabama Corrections Department, and the Pike County Emergency Management Agency. Through displays and information disseminated to students, faculty and staff, the campus becomes more safety conscious.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

When time is of the essence, information is released to the university community through security alerts posted prominently throughout campus, through computer memos sent over the university's e-mail system and the campus text messaging system (e2campus).

Criminal Activity Off Campus

When a Troy University student is involved in an off-campus offense, police/security officers may assist with the investigation in cooperation with local, state, or federal law enforcement. The City Police routinely work and communicate with campus officers on any serious incidents occurring on-campus or in the immediate neighborhood and business areas

surrounding campus. Many students live in the neighborhoods surrounding the campuses of Troy University. While the City Police Departments have primary jurisdiction in all areas off campus, University Police/Security officers can and do respond to student-related incidents that occur in close proximity to campus. Troy University Police/Security officers have direct communications with the city police, fire department, and ambulance services to facilitate rapid response in any emergency situation.

Alcoholic Beverage Policy

Troy University recognizes that the use of illicit drugs and the abuse of alcohol interfere with the rights of everyone to a safe and productive educational environment or workplace. Troy University has a legal obligation to maintain a drug-free school and drug-free workplace. Accordingly, Troy complies with and upholds all federal, state, and local laws that regulate or prohibit the possession, use, or distribution of alcohol, prescription drugs not prescribed by medical personnel, and/or illicit drugs. Unless otherwise stated by law, each individual retains responsibility for his or her mental or physical state, even if altered by alcoholic beverages or other drugs. Students, faculty, staff, and employees of Troy are hereby notified of the University's alcohol policy and are expected to adhere to the guidelines set forth in this policy.

Summary of State and Local Laws regarding Alcohol

All campus leaders (faculty, staff, and students) must ensure compliance with the following laws of the State of Alabama and the City of Troy:

1. Possession, use or purchase of liquor, beer, or wine by persons under 21 years of age. (Code of Alabama, 28-3-266)
2. Sale or advertisement of sale of alcoholic beverages without a license. (Code of Alabama, 28- 3-60:10)
3. Public drunkenness (Code of Alabama, 28-3-260:3)
4. Providing liquor, beer, or wine to an underage individual. (Code of Alabama, 28-3-261)
5. Sale of alcoholic beverages on Sunday (Code of Alabama, 28-3-261)
6. Driving while under the influence of alcohol or controlled substances. (Code of Alabama, 32-5A-191)

University Regulations

1. No individual under the legal drinking age of 21 years will be allowed to consume, serve, sell, or possess alcohol on university property.
2. Public drunkenness or driving under the influence on campus is prohibited.
3. The consumption of alcohol by those of legal drinking age will be restricted to the following properties of Troy University:
 - a. The Arboretum Building
 - b. Tailgate Terrace(s)
 - c. Red Wave Executive Suites and Stadium Club located in Movie Gallery Veterans Stadium and other designated viewing suites
 - d. Hawkins Adams Long Hall of Honor

e. Private university living quarters where those present are of legal drinking age. Consumption or display of alcoholic beverages in the public areas of residence halls is prohibited.

f. In common areas for special events, if approved by the Chancellor or his/her designee. For faculty sponsored events, the designee is the Executive Vice Chancellor/Provost; for events sponsored by the university administration, the designee is the Senior Vice Chancellor for Finance and Business Services; and for all other groups the designee is the Senior Vice Chancellor for Student Services and Administration. The consumption of alcohol at other campus locations will be approved by the appropriate chain as just defined.

4. Sponsorship of events promoting or glamorizing the consumption of alcoholic beverages is prohibited (i.e., two for one specials, beer bashes, happy hours, etc.).

5. On-campus advertisements directly promoting consumption of alcoholic beverages are prohibited.

6. Campus organizations must enforce additional group/individual standards, as directed by their national or international organizational bylaws, which may be more restrictive than those established in this policy.

7. The consumption of alcohol during university field trips, off-campus student group activities, and other student-oriented off campus events is prohibited, unless in compliance with applicable laws and regulations (i.e., students are 21-years old, travel abroad where laws on alcohol consumption are less restrictive).

8. University employees are strongly advised not to provide alcohol for students at off campus locations. Employees choosing to provide alcohol to students do so outside the scope of their employment and assume all risks.

Policy Violations

Enforcement of the alcohol policy for students shall reside in the Office of the Senior Vice Chancellor for Student Services and Administration, with the university's judicial officer acting as the initial contact for such violators. Enforcement of the alcohol policy for faculty resides with the Executive Vice Chancellor/Provost and for staff with the Senior Vice Chancellor for Finance and Business Services respectively. Violations in these areas will be handled by the University Personnel Advisory Committee. Enforcement on other campuses will be with the respective officials in the reporting chain of the officials previously cited.

Violations of the Troy University Alcohol Policy will be handled as follows:

University Organizations

First Time Offenders, within an academic year:

- A. Will be referred to the university judicial officer for disciplinary action.
- B. Will be fined \$200*

Repeat Offenders, within an academic year:

- A. Will be referred to the university judicial officer for appropriate disciplinary action to include possible revocation or recognition as an approved organization.
- B. Will be fined \$500*

Students

First Time Offenders, within an academic year:

- A. Will be referred to the university judicial officer for disciplinary action, in accordance with the Standards of Conduct as outlined in The Oracle, to include community service, alcohol assessment and/or counseling, or suspension.
- B. Will be fined \$75.*

Repeat Offenders, within an academic year:

- A. Will be referred to the university judicial officer for disciplinary action to include community service, alcohol assessment and/or counseling, or suspension.
- B. Will be fined \$150*.

Faculty/Staff

Violations of the alcohol policy by faculty/staff will be handled by the University Personnel Advisory Committee.

* Money collected from fines for alcohol policy violations will be used specifically for alcohol education programs. If it is determined that the student does not have the ability to pay the monetary fine, the student will be required to work the fine off through school services, to be determined by the Judicial Officer.

Services Provided

Troy provides free, confidential counseling for students having drug or alcohol abuse problems within the SAVE Project/University Counseling office or through similar programs on other campuses.

Referrals for extended treatment may be made to community counseling and local treatment programs.

Individuals not covered in the above areas should check with their respective campus counseling services to acquire necessary help or contact the Dean of Student Services Office for further information.

Policy Distribution

The alcohol policy is made available to students, employees, and the general public through the following means:

1. The Oracle, the student handbook, published and distributed through the Dean of Student Services Office.
2. The Bulletin, published and distributed through the Provost's Office.
3. The Faculty Handbook and The Staff Handbook, published and distributed by the Human Resources Office.
4. Appropriate publications on each campus.

Policy Review

The university's standing committee, The Substance Abuse and Prevention Committee, will annually review the university's alcohol policy across the campuses to assess its effectiveness. Recommended revisions will be presented to the Senior Vice Chancellor for Student Services and Administration.

Drug-Free Workplace and Drug-Free School Act*

Drug and alcohol use and abuse are threats to American society. The use of illicit drugs and abuse of alcohol interferes with the rights of everyone to a safe and productive educational environment or workplace. Troy University has both a legal and moral obligation to maintain a drug-free school and drug-free workplace.

The unlawful possession, use, consumption, manufacture, distribution or dispensation of alcohol or controlled substances on Troy University property, in the workplace of any employee of the University, or as any part of any functions or activities by any student or employee of the University is prohibited. In any of the instances above, Troy University will act swiftly to prevent recurrence of such actions.

*The Drug-Free Schools and Communities Act Amendments of 1989 (PL 101-226) and The Drug-Free Workplace Act of 1988 (PL 100-690).

Sexual Assault Prevention and Response

The University educates the student community about sexual assaults and date rape through mandatory freshman orientations each fall. The University Police offers sexual assault education and information programs to University students and employees upon request. Literature on date rape education, risk reduction, and University response is available through the Sexual Assault and Violence Education Office and the University Police Department (Troy campus).

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The University Police/Security Departments strongly advocate that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a University Police/Security Officer and/or to a SAVE Project representative. Filing a police report with a University Police/Security officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a report will

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothes prior to a medical/ legal exam)
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention

When a sexual assault victim contacts the Troy University Police Department (Troy campus), a representative from the SAVE Project will also be notified. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the University Conduct Council, or only the latter. A University representative from the Police Department or the SAVE Project will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available both on and off campus.

University disciplinary proceedings are detailed in the student handbook, *The Oracle*. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the University sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the University for the first offense. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

Missing Persons

The purpose of this policy is to establish procedures for the university's response to reports of missing University residential students, as required by the Higher Education Opportunity Act of 2008. (Note: Missing University non-residential students are reported to the local law enforcement authorities.)

For purposes of this policy, a University residential student may be considered to be a "*missing person*" if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

I. Procedures for designation of emergency contact information

a. Residential students age 18 and above and emancipated minors

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

b. Residential students under the age of 18

In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the university is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

II. Official notification procedures for missing persons

- a. Any individual on campus who has information that a residential student may be a missing person must notify Troy University Police as soon as possible.
- b. Troy University Police will gather all essential information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well being of the student, an up-to-date photograph, class schedule, etc.). Appropriate university staff will be notified to aid in the search for the student.
- c. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the Troy University Police will contact the appropriate local law enforcement agency to report the student as a missing person and request assistance as needed.
- d. No later than 24 hours after determining that a residential student is missing, the Dean of Students will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

III. University communications about missing students

In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by law enforcement authorities, who may consult with the Office of University Relations. All inquiries to the university regarding missing students, or information provided to any individual at the university about a missing student, shall be referred to the Troy University Police.

Prior to providing the Troy community with any information about a missing student, the Office of University Relations shall consult with the Troy University Police to ensure that communications do not hinder the investigation.

Sex Offender Registry

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Troy University Police Department is providing a link to the Alabama Bureau of Investigation Sex Offender Registry.

This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is

employed, carries a vocation, or is a student. In the State of Alabama, convicted sex offenders must register with the Sex Offender Registry maintained by the Alabama Bureau of Investigation.

The Sex Offender Registry is available via Internet pursuant to Title 15 Article 2 Section 15-20-25, Adult criminal sex offender - Community notification procedures, of the Code of Alabama. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. The Alabama Bureau of Investigation is responsible for maintaining this registry. To access the Sex Offender Registry go to <http://dps.alabama.gov/> and it can be found under the Alabama Bureau of Investigation's link.

Campus Notification Systems

Troy University notifies students of campus emergencies in a number of ways. Below are the two official means of communication for students.

E2campus

E2campus is the University official text messaging system for communicating with faculty, staff and students in case of a crisis situation. Through this system, the University can swiftly notify university constituents of a number of unexpected events to including:

Emergency Broadcasts

Alerts

Weather Advisories

School Closing

Class Cancellations

Significant Maintenance Events

Only emergency messages are sent out over the E2campus system. People may sign up for the E2campus system by logging on to the sos.troy.edu web page and clicking the link to subscribe. Additional information concerning the E2campus system can be found on the web page above.

sos.troy.edu Website

Information concerning a particular crisis or emergency event is placed on this site simultaneously to a text message being sent out. A person without text messaging capabilities can logged onto this website to obtain up-to-date information concerning crisis situations. A weather advisory link is placed on the home page that directs persons to this website in case of adverse weather.

Safety Tips

Personal Safety Tips

- Walk to your vehicle in pairs or in a group.
- Follow a well lit pathway or roadway.
- Be aware of your surroundings. Watch for suspicious people or activities.
- When you enter your vehicle, lock all doors and turn on your headlights. This will allow you to see anyone outside in the dark.
- Have your keys in your hand so that you don't have to search for them when you reach your

vehicle.

- When you know you will be returning to your vehicle later that night, try to park in a well lit area of the parking lot.
- Before getting into your vehicle, visually inspect the interior for anything suspicious.
- Report any safety concerns to the University Police Department or the local police department.
- Do not offer rides to strangers.
- If you suspect that someone is following you, drive to the nearest open public place, to the University Police or local police department.

Car Safety

- Always lock your vehicle no matter how long you will be gone.
- Don't play your radio loud before you park somewhere- it attracts attention, including thieves.
- Don't leave your car unattended in neutral gear. It can roll out of parking space and hit people or cars
- If you have an aftermarket CD player with a detachable face, remove it before parking. Keep CDs and other property out of sight

Apartment/ Dormitory Safety

- Never let a stranger enter the building, including people who say "parcel delivery", "I forgot my key", or "paper boy". Unless you know them personally, do not let them in the building.
- Never hold the outer door open for strangers when you come in or go out. Tell them to call the person they're visiting or the resident assistant/ property manager. If you're uncomfortable, "hang back" to avoid a confrontation.

Keep the Doors Locked

- Make a habit of locking the door when you come into your apartment or room. A thief can steal your valuables in the time it takes to have a shower. Remember, even if you live above the first level, you could become a victim.
- Always lock your door, windows, and patio doors when you leave, even if you are just going to the laundry room or mailbox.
- Make sure all doors with locks have shut behind you after you come in or out.
- Never prop open the entrance doors and leave them unattended. If you're moving have someone posted at the doors.
- Report any burned out lights, non-functional locks or doors, or broken windows to the residential assistants or property managers.
- Report lost keys to the resident assistant or property manager immediately
- Never put your identification or address on your apartment key or car key rings.
- Never hide spare keys
- If your door doesn't have a deadbolt lock or peephole, it's a good idea to ask the resident assistant or property manager for permission to have them installed.
- Have your keys ready as you approach the door.
- Get to know your neighbors. Then you'll know if someone doesn't belong.