



SOUTHERN ARKANSAS

UNIVERSITY

2020

Jeanne Clery

Disclosure of Campus Security Policy

And

Campus Crime Statistics & Fire Safety Report

Prepared by

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Southern Arkansas University Police Department

The mission of The Southern Arkansas University System Police Department is to protect and foster our campus life by providing a safe and effective learning, living, and working environment for the students, faculty, staff, and visitors of Southern Arkansas University.

The Southern Arkansas University System Police Department works in collaboration with Southern Arkansas University and Southern Arkansas University Tech to advocate community engagement by way of programs and services that encourage students to be better citizens, dynamic leaders, and individuals who are guided by integrity.

Values: Integrity, Courtesy, Service and Professionalism

“Keeping Southern Arkansas University a safe place to learn”

The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, requires institutions of higher education to distribute to all current and prospective students and employees two types of information: (1) Descriptions of policies related to campus security, and (2) Statistics concerning specific types of crimes.

Amendments enacted in 1998 renamed Title II, which is now known as the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”. The amendments require the disclosure of crimes that are reported to police and campus officials other than police, along with a breakdown of locations of criminal activity to be specified as on-campus, non-campus, residence hall, or public property. The *Clery Annual Security Report* is prepared and distributed by the SAU Police Department and is the university’s “student right to know” report. An updated hard copy is available upon request, at the SAU Police Department. Persons requesting copies may contact the SAUPD at (870) 235-4100. A digital version is available online on the SAUPD website or on the University’s main Web site at www.saumag.edu. The SAUPD Crime, Incident, and Activity Reports are updated monthly and are available by contacting the SAUPD at (870) 235-4100. SAUPD also publishes an annual, daily activity/crime log, fire log and campus bulletins which can be accessed on the SAUPD Web site by Ctrl+click <http://web.saumag.edu/police/>, or searching the web for **Saumag.edu/police**.

The University Police Department Law Enforcement Authority

The University Police Department is the law enforcement agency serving the Southern Arkansas University System that includes campuses in the State of Arkansas located in the cities of Magnolia and East Camden. The Southern Arkansas University Police Department is responsible for and provides law enforcement services to both Southern Arkansas University Magnolia and Southern Arkansas University Tech (East Camden).

The officers of the Southern Arkansas University Police Department are trained and certified under the guidelines of the Arkansas Commission on Law Enforcement Standards and Training (ACT 328 of 1967 and 452 of 1975) and have the authority of commissioned police officers with full power of arrest under Arkansas State Statute 25-17-304 on all property owned and controlled by the University, including all streets and state highways contiguous to and running through the campus. The campus falls under the jurisdiction of several law enforcement agencies. **The officers of the Southern Arkansas University Police Department have full authority to enforce, no trespass and no contact orders issued by either Southern Arkansas University or through a district or circuit court of the State of Arkansas.**

The Southern Arkansas University Police Department, through a cooperative agreement, works closely with the Magnolia Police Department and Columbia County Sheriff's Office; enforcing city/county ordinances and state laws with the jurisdiction of Columbia County and the City of Magnolia. Officers are expected to exercise law enforcement authority in a manner consistent with the educational mission and purpose of the institution. Officers are dedicated to providing first-class service to the community. Officers patrol the campus on foot, by bicycle, electric carts, and in marked police vehicles. Officers are on duty during identified service hours as directed by the President of Southern Arkansas University and by recommendation of the System Chief of Police.

By mutual agreement with state and federal agencies, UPD maintains NCIC access (National Crime Information Center computer system); and ACIC (Arkansas Crime Information Center computer system). Through these systems police personnel receive criminal history data, nationwide police records, driver and vehicle identification information and other local, state and federal law enforcement information. UPD has direct radio communication throughout the state using the Arkansas Wireless Information Network to include City of Magnolia Police Department, Columbia County Sheriff's Office and Arkansas State Police.

Crime statistics are compiled by coordination with the local police agencies and by an electronic record keeping system dedicated to the department.

Crime Reporting Policy

Every crime should be reported to law enforcement officials as soon as possible. This is the most effective way to ensure the well-being of the campus community. If this is not possible for some reason, the crime should be reported to one of the following: dean of students in the Office of Student Life, director of Counseling and Testing, to a faculty / staff member or any designated **Campus Security Authority (CSA)** that an individual student is comfortable talking with, about the crime.

There are two types of individuals who, although they may have significant responsibility for student and campus activities, are not campus security authorities (CSA) **under the Clery Act**:

Pastoral counselor: *A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.*

Professional counselor: *A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification.* This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.

The pastoral or professional counselor exemption is intended to ensure that these individuals can provide appropriate counseling services without an obligation to report crimes they may learn about. This exemption is intended to protect the counselor-client relationship. However, even the legally recognized privileges acknowledge some exemptions, and there may be situations in which counselors are in fact under a legal obligation to report a crime.

The University Police will investigate every crime and request assistance from other state and local law enforcement agencies when needed. The serial numbers of all vehicles, equipment and other personal property stolen from the campus are reported to a central dispatch location at the Columbia County Sheriff's Office for appropriate circulation. The University Police policies and practices are similar to the practices of local law enforcement agencies in the area.

Local police agencies provide information to the University Police Department on matters of criminal activity at off-campus recognized student activities. (This includes student organizations recognized by the University including any organization with off campus housing facilities. At this time, there is no off campus housing recognized by any campus organization.)

In the area of sexual assault, all faculty and staff are strongly encouraged to do all that they can to get the victim into a support environment through the Office of Counseling and Testing even if there is not a report filed with the University Police.

Confidential Crime Reporting is an essential if not preferred method of reporting. The preferred and primary point of crime reporting should be to the University Police Department or Office of Student Life. 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. If you choose to file a confidential report through the University Police, with your permission, the Chief of Police or a designee of UPD 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, employees and visitors; determine where there is a pattern of crime to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. It is the policy of the University to encourage the reporting of crimes even if the victim does not wish to file a complaint.

The email address for UPD is police@saumag.edu , Ctrl+click to follow this link to email. Messages sent via this address are received anonymously. If a response is desired, an address must be included in the message.

All faculty and staff are informed of the policy at the back to school meeting each year and that they are to encourage the reporting of the crime, but if the victim chooses not to report it to the police, as listed above, then the faculty or staff member is required to report the crime in ways that exclude the name of the victim. Any information received will be reported to the University Police for crime reporting notifications, campus crime statistics reporting, and campus education programs. The Chief of Police at Southern Arkansas University is responsible for the collection, reporting, and disseminating of the annual crime statistics from the local police agencies and Campus Security Authorities for inclusion in the Annual Crime Report.

Three Year Campus Crime Statistics

Criminal Offenses Reporting Table

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Manslaughter by Negligence	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Rape	2019	0	0	0	0
	2018	1	1	0	0
	2017	2	2	0	0
Fondling	2019	0	0	0	0
	2018	1	1	0	0
	2017	0	0	0	0
Incest	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Statutory Rape	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Robbery	2019	0	0	0	0
	2018	0	0	0	0
	2017	1	0	0	1

One rape in the year of 2017 was unfounded, on campus property in student housing.

Three Year Campus Crime Statistics

Criminal Offenses Reporting Table (cont.)

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
Aggravated Assault	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Burglary	2019	3	1	0	0
	2018	5	5	0	0
	2017	5	5	0	0
Motor Vehicle Theft	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Arson	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

Public Property is defined as the L&NW rail right of way to the west of campus, University Street to the south of campus, Pearce Street to the east of campus and the SAU farm boundary to the north of campus inclusive of HWY 82.

Three Year Campus Crime Statistics

Hate Crimes

No hate crimes were reported for the years 2019, or 2018.

One hate crime was reported in campus housing resulting in one arrest for the year 2017, religious bias, no personal or property damage.

Three Year Campus Crime Statistics

Arrest and Disciplinary Referrals Reporting Table

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
Arrest: Weapons Violations	2019	0	0	0	0
	18	0	0	0	0
	17	1	0	0	1
Disciplinary Referrals: Weapons Violation	2019	0	0	0	0
	18	0	0	0	0
	17	0	0	0	0
Arrest: Drug Violations	2019	3	2	0	1
	18	4	1	0	0
	17	2	1	0	1
Disciplinary Referrals: Drug Violations	2019	18	12	0	0
	18	9	9	0	0
	17	14	14	0	0

Three Year Campus Crime Statistics

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing Facility	Non-Campus Property	Public Property
Arrests: Liquor Law Violations	2019	2	2	0	0
	18	2	2	0	0
	17	1	0	0	1
Disciplinary Referrals: Liquor Law Violations	2019	34	21	0	0
	18	35	34	0	5
	17	41	36	0	5

Public Property is defined as the L&NW rail right of way to the west of campus, University Street to the south of campus, Pearce Street to the east of campus and the SAU farm boundary to the north of campus inclusive of HWY 82.

Three Year Campus Crime Statistics

VAWA Offenses Reporting Table

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
Domestic Violence	2019	0	0	0	0
	2018	1	1	0	0
	2017	2	2	0	0
Dating Violence	2019	3	3	0	0
	2018	2	2	0	0
	2017	6	5	0	1
Stalking	2019	2	2	0	0
	2018	0	0	0	0
	2017	0	0	0	0

Public Property is defined as the L&NW rail right of way to the west of campus, University Street to the south of campus, Pearce Street to the east of Campus and the SAU farm boundary to the north of campus inclusive of HWY 82.

Preparation and Disclosure of Crime Statistics

Southern Arkansas University Police Department is the department responsible for compiling and publishing the university's annual security and fire safety report. This document is intended to serve as the annual security and fire safety report, as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The purpose of the report is to provide information about security on campus, to include: campus and community crime statistics and safety information, policy information, safety tips, resource phone numbers and a brief overview of the many services and programs provided by SAU. A map of the campus can be found by searching the web for **Saumag.edu/admissions/interactive-map** or by Ctrl+click the link <https://web.saumag.edu/admissions/interactive-map/>

Statistics for this report are compiled from the following sources: Columbia County Sheriff's Office and the Magnolia Police Department.

Timely Warnings

It is the policy of Southern Arkansas University to issue emergency notification alerts in an effort to inform our community members of certain crimes, or situations, in a timely manner. Timely warnings are made to the campus community, informing them of any occurrences that would pose a threat and/or ongoing threat to the University community. These notifications are made with full authority through the University Police Department, the Office of Student Life, and the Office of the Vice President for Student Affairs. These reports are distributed in various and redundant ways. With regard and depending on the nature of the information, the methods used are emails, press releases and public announcements. Warnings may only be withheld, when their dissemination would compromise the safety of the community.

If there are crimes occurring on the Southern Arkansas University campus that will continue to endanger or affect the entire campus community, Timely Warning Notifications may be distributed within the campus mass notification systems.

Since communication is a high priority in an emergency, Southern Arkansas University has installed a network of mass notification systems. Southern Arkansas University installed a campus-wide outdoor warning system which allows for broadcast messages and warning tones to alert the campus community of impending emergencies. Southern Arkansas University utilizes **RAVE ALERT** to notify students, faculty, and staff via text messaging, phone, web, and e-mail in the event of emergencies on campus. Southern Arkansas University also partnered with the Arkansas Crime Information Center to offer **ALERTXPRESS**, a phone, fax, and e-mail mass notification system for parents and local community members. SAU also utilizes an internal "Emergency" e-mail system. To further ensure that the university community can be reached in an emergency, the University Police Department, along with Information Technology Services, has installed an emergency broadcast alert system called **ALERTUS DESKTOP**. **ALERTUS DESKTOP** activates full-screen popup alerts on all Microsoft Windows operating system computers on SAU's network. Upon receiving an alert message, the client application maximizes to full-screen to display alert information. Red text flashes "Alert!", while simultaneously displaying the message details and appropriate response. Individuals can click to acknowledge the alert, and thereby provide acknowledgement to our emergency operations staff. This multi-faceted

approach allows us to communicate with the university community in a quick and efficient manner. To give the campus community the power to quickly report an emergency alert to authorities at the touch of a button, SAU has again partnered with **ALERTUS** to provide the Mobile Panic application. Students, faculty and staff now have the ability to report alerts or potential alerts to the University Police Department through the mobile application. This mobile application allows the user to add photos and location tagging. It will go directly to a committee of individuals to assess and respond to properly.

Anyone with information warranting an Emergency Notification or a Timely Warning should report the circumstances to the Southern Arkansas University Police Department at 870-235-4100 or call Central Dispatch 911. Call extension 4100 if using campus phone system.

Immediate Emergency Notification of Campus

Southern Arkansas University has multiple campus-wide emergency notification systems that can rapidly provide mass notification during natural disasters or other emergencies to the Southern Arkansas University community. The Chief of Police, in consultation with the President's Administration Team and the Critical Incident Response Team, will utilize the Emergency Operations Plan's incident typing and state of readiness conditions to determine if a notification is necessary, and if so, will determine the content of the notification. The University Police Department will initiate all notifications. Southern Arkansas University will, without delay, and taking into account the safety of the community, determine the content of any notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Information regarding the response and notification policies will be distributed to the faculty and staff during annual meetings and to students during orientation sessions.

Rave Alert (student, faculty, and staff)

Southern Arkansas University utilizes Rave Alert to notify students, faculty, and staff via text messaging, phone, web, and email in the event of emergencies on campus. To register with Rave Alert to receive emergency information please visit the University Police Department website by searching the web for **SAUMAG.edu/getrave.com/login** or by Ctrl+click the following <http://www.getrave.com/login/saumag>.

AlertXpress (parents and local community members)

The Southern Arkansas University Police Department has partnered with the Arkansas Crime Information Center to provide parents and local community members' rapid emergency notifications via cell phones, office telephones, faxes and emails using AlertXpress. To register with AlertXpress and receive emergency information search, **SAUMAG.edu/police/alertxpress** or Ctrl + click on this link <https://web.saumag.edu/police/alertxpress/>

Emergency Preparedness

The ultimate goal of emergency preparedness is to promote community safety, assure continuity of emergency response operations and restore normal University operations and services as quickly as possible following an emergency. The Emergency Operations Plan identifies key decision makers and their roles during a campus emergency. The plan established emergency command centers and describes procedures that will be utilized during specifically identified severities of emergency.

Response

Southern Arkansas University has established a multi-layered approach to emergency preparedness. This approach was developed and modeled with the Incident Life Cycle in mind. The Incident Life Cycle includes: Prevention, Preparedness, Response, Recovery, and Mitigation. Southern Arkansas University has established an Emergency Operations Plan to aid the university community in times of crisis and sets standards for continuous review of policies and procedures. The University Response and Resource Teams will immediately respond to campus emergencies in order to quickly mitigate the incident.

Emergency Evacuation

Buildings on campus have a notification system for emergency evacuation. In most buildings this is a fire alarm system. Some systems sound only an alarm while others give voice evacuation directions or announcements. Whenever the alarm system sounds and/or voice command for evacuation is sounded, everyone must leave the building or move to a safe location.

It is required of all departments to have an evacuation plan, which explains the emergency systems and evacuation procedures. This document is to be readily available and provide information such as emergency telephone numbers, evacuation personnel duties, designated meeting points, and building information such as whether the building has an automatic sprinkler system, smoke detection, and/or manual alarm pull stations. There is a designated building captain for all buildings on campus who serves as the key contact during an emergency. In high hazard buildings where several departments co-exist, there are Safety Committees to ensure that all departments work together during an emergency evacuation. The building captain is also responsible for coordinating an annual evacuation drill with the University Police Department. Contact the University Police Department at (870) 235-4100 to set up training or for assistance in development of an Evacuation Plan.

The Housing Office distributes the following documents to students residing in University housing, "Residence Hall Safety Procedures and Rules". The document contains emergency evacuation and safety procedures for natural disasters.

The University Emergency Operations Plan calls upon all employees to be familiar with the Employee Quick Reference Emergency Response Handbook. For additional information on University emergency procedures and safety resources, consult the handbook by searching the web, **Saumag.edu/police/emergency-preparedness-system** the handbook can also be accessed by Ctrl+click <https://web.saumag.edu/police/emergency-preparedness-system/>

University Website

Up-to-date information regarding the status of the University is always available on the University's website. During and following emergency situations, information as it applies to the University public will be posted on this Web page as it becomes available, including information about such things as University closure, etc. This Web page also provides links to department-specific information (i.e., entertainment venue and program changes, class schedules, and emergency operations procedures). In the event of an emergency situation or campus crisis, it is the responsibility of each department to update the Web page with department-specific information as it becomes available. Other information will be posted as deemed appropriate.

Outdoor Warning System

An outdoor warning system is located beside the Bruce Center on the University campus in order to alert students, faculty, staff, and visitors on University grounds of an emergency. Both warning tones and recorded voice messages will be used to direct those who are in audible range of the outdoor warning system. The audible tones and voice messages will direct all personnel to seek shelter inside or to evacuate as needed. Additional information will be provided through the AlertXpress system and through email.

University Email

Mass emails will be used to provide students, faculty and staff with information regarding potential threats to the safety and security of the campus community. Emails will also be used as a way to notify students, faculty and staff of emergency situations and keep them updated on the situation. The University employs the following types of emails:

- **Informational:** any communication that increases the awareness of campus activities, events, or services (i.e., parking disruptions).
- **Operational:** communication that requires some action on the recipient's part or a required notification by the University (i.e., a message about benefits eligible information).
- **Official:** a non-urgent communication from an executive officer (i.e., a message from the University president).
- **Emergency:** an emergency announcement from an executive officer regarding an imminent event, such as a tornado warning.

Testing and Evaluation

Southern Arkansas University will test the emergency response and evacuation procedures at least once per calendar year. The University Police Department will publicize these procedures in conjunction with this test and document the date and time of the event, as well as provide a description of the exercise and state whether it was announced or unannounced.

Campus Prevention Activities

Students, faculty, and staff should and are strongly encouraged to report potential safety or security hazards by calling the UPD at 235-4100 or the Physical Plant at 235-4065.

The University Police Department presents a variety of safety and crime prevention programs at least once a year and by request. These programs include **Basic Personal Safety, Introduction to Rape Aggression Defense, Arkansas Alcohol Laws, Arkansas Disorderly Conduct Laws, Personal Property Theft Deterrence, Public Property Theft Deterrence, and Crime Prevention through Environment Design, Internet Safety, and Who We Are: An Overview of University Police Services**. Information concerning safety and security is regularly provided to students, faculty, and staff by crime alert bulletins, posters, news releases, and presentations.

University Police provide the **Home Safe** escort service, which is available from dusk to dawn for the safety of anyone walking alone on campus. **Home Safe** also includes rides back to campus (local only) for students not comfortable riding or driving with possibly impaired drivers. This service is available for anyone at any time during weekends, holidays, and during summer sessions. This information is also presented at all residence hall orientations and BAM (Becoming A Mulerider) breakout sessions.

Campus safety and security programs are presented to incoming freshmen at orientation at the beginning of each semester, to the on-campus residents as part of their regular programming during the year, and to faculty and staff at back-to-school meetings and various other meetings throughout the year.

Campus Facilities Security and Access

Academic and Administrative Facilities: The responsibility for locking and unlocking doors rests with Custodial Services or designated department or unit staff members, depending on the use of the building. Times vary from building to building and are arranged with the building executive, dean or department head. For activities scheduled at times when a building is normally locked, arrangements need to be made in advance with one of those officials.

Athletic Facilities: The responsibility for locking and unlocking doors rests with the staff of the Southern Arkansas University Athletic Department. Times vary from building to building depending on the activity in the facility. For activities scheduled at times when a building is normally locked, arrangements need to be made in advance with the athletic department official responsible for the building.

Residence Halls and Dining Halls: The responsibility for locking and unlocking doors rests with University Housing and Campus Dining Services. All of the residence halls are secured with card access systems. Only those individuals given authority to enter a building may enter.

Apartments and Managed Properties: University Village Apartments, University Court Apartments, Mulerider Pointe Apartments, and other managed properties do not have card access systems. The responsibility for locking and unlocking doors rests with the resident(s) of each apartment.

Residence Halls Access

Access to residence halls is restricted to residents, their approved guests, and other approved members of the University community. The exterior doors of all residence halls are locked at all times. Students should not attempt to compromise residence hall security at any time. Residents are cautioned against permitting strangers to enter the buildings and are urged to require individuals seeking entry to provide a valid form of identification. SAUPD officers patrol the residence halls on a regular basis. Any student or guest found compromising the residence hall security will be documented and may be subject to sanctions. Housing staff, including residence coordinators and residence assistants, also enforce security measures in the halls and work with residents to achieve a community respectful of individual and group rights and responsibilities. Housing staff and SAUPD staff also conduct periodic educational sessions on prevention of various crimes, including sexual assault and acquaintance rape.

Resident Safety Policies

A number of policies have been implemented to promote safety and security on campus and in the residence halls:

- Non-residents are not permitted in the residence halls unless they are a guest of a resident, or have other legitimate purpose for visiting a hall.
- Alcohol and drugs are banned from campus. Students are not permitted to possess or consume alcohol or non-prescription drugs in the residence halls or other parts of the University campus.
- Weapons, firearms, and explosive devices are not allowed on campus or in the residence halls, outside the compliance with Arkansas ACT 562 of 2017 and ACT 859 of 2017 (see SAU Firearms Policy for additional information). SAU enforces a 10:00 p.m. quiet hour policy outside the residence halls.
- Residence hall exterior doors are locked and residents must use issued key to enter their building, except as authorized by law.
- Academic classroom buildings are normally locked after the last class or scheduled event.
- Non-students who come onto campus and violate University policies may be subject to being banned from campus or arrest, if a law is violated.

Maintenance of Campus Facilities

Proper lighting and building security are major factors in reducing crime on campus. The University Physical Plant maintains the University buildings and grounds with a concern for safety and security. Inspections of campus facilities are conducted regularly, and repairs are made as quickly as possible. Individuals should report potential safety and security hazards, such as broken locks and windows. All members of the campus community are encouraged to report safety and security hazards to the Physical Plant or University Police.

Access to Southern Arkansas University Grounds and Buildings

Southern Arkansas University grounds are open to visitors on a daily basis with tours available through the Office of Admissions. Vehicular access to campus is carefully controlled by uniformed officers of the University Police Department. Visitor parking is allowed in designated areas or by temporary permit only. To obtain parking permission, please call the University Police Department at (870)-235-4100.

University facilities are open only to members of the University community and escorted or authorized visitors. Academic and administrative buildings are locked after normal working hours and residence halls and the University Village apartment complex are controlled by University housing policy. Every effort is made to insure that all residence halls are free from uninvited guests. Residence halls are locked 24 hours a day. Visitation hours are from 12:00 noon to midnight Sunday- Thursday and noon to 1:00 a.m. Friday- Saturday. For extra security, a desk worker is on duty in all of the residence halls 24 hours a day. All visitors must check in at the desk and leave a picture ID, and they must be escorted by their host at all times.

Drug and Alcohol Abuse Education

SAUPD enforces all state and local liquor laws, including those for underage drinkers. SAUPD enforces all state and local laws regarding prescription drugs and controlled substances. SAUPD will work with federal agencies when needed to enforce any applicable federal laws.

Southern Arkansas University assists students in finding alternatives to alcoholic beverages for promoting social interaction and stress reduction. SAU also provides services for students who experience alcohol-related difficulties.

For students with substance abuse problems or concerns, assistance is available through the SAU Counseling Center. Experienced professional counselors offer support for students in an atmosphere of understanding and confidentiality. The Counseling Center offers individual assessment and referral to both on- and off-campus resources. Faculty and staff counseling is also available in the SAU Counseling Center.

Possession, use, or manufacture of illicit drugs is strictly prohibited at Southern Arkansas University. Students enrolled in Southern Arkansas University are subjected to disciplinary action

for violation of federal or state law regarding the possession, purchase, manufacture, use, sale, or distribution (by either sale or gift) of any quantity of any prescription drug or controlled substance, except for the use of any over-the-counter medication or for the prescribed use of medication in accordance with the instructions of a licensed physician. Possession of paraphernalia associated with the use, possession, or manufacture of a prescription drug or controlled substance is also prohibited.

Possession and use of alcoholic beverages in public areas of University facilities and at official University student functions held on campus must follow state and federal laws and University policies at all times. Irresponsible behavior while under the influence of alcoholic beverages is not condoned and may be subject to review and/or action by the appropriate judicial body. Each campus should develop alcohol awareness and use policy which shall be made available to its new and continuing students each fall.

Anyone aware of substance abuse problems that exist with friends, roommates, classmates, University personnel, or family members is encouraged to consult a counselor at the Counseling Center. Remaining silent or waiting until the situation is out of control is neither respectful nor responsible.

Drug Free Workplace Policy

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the use of drugs may impair the well-being of all employees, the public at large, and result in damage to state property. Therefore, it is the policy of Southern Arkansas University that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in a state agency's or institution's workplace is prohibited. Any employees violating this policy will be subjected to discipline up to and including termination.

Statement of Disciplinary Action

Students violating the University policy on alcohol or drugs are subject to sanctions up to and including expulsion from the University and referral for prosecution. Students who use or possess hard drugs or large quantities of marijuana are typically suspended from the University. Any student allowed to remain in the University will, at a minimum, be required to successfully complete a University sponsored alcohol and drug education course. Employees violating any criminal drug statute while in the work place will be subject to discipline up to and including termination.

Sexual Assaults: Reporting a Rape or a Sexual Assault

As soon as possible following an incident of rape or sexual assault, a victim should report the incident to the University Police at 235-4100. Reporting to the University Police helps:

- (1) Protect you and others from future victimization; (2) apprehend the assailant; (3) and opens options regarding criminal prosecution, action against the perpetrator, and University disciplinary action.

When you report a rape or sexual assault, a University Police officer will gather information from you concerning who, what, where, and when. These questions are necessary to obtain a description of your assailant, where the crime occurred, who may have been present, and other data pertinent to investigation and prosecution.

Do not shower, bathe, or change clothes. If you do, vital evidence may be lost. Do not brush your teeth. The evidence is needed when the medical examination is performed after the rape.

Reporting a rape or sexual assault and choosing to prosecute are two separate things. When you file a report, you are not obligated to continue with legal proceedings or with University disciplinary action, but you are encouraged to prosecute.

After the report is filed, a rape or sexual assault victim is escorted to a local hospital for a medical examination. The medical examination is necessary to assure that the victim is all right physically, that the possibility of venereal disease and other contagious diseases are eliminated, and that necessary lab specimens are obtained for prosecution.

The University Police report is important whether or not prosecution is desired. The University Police will also assist you in reporting a rape or sexual assault to the Magnolia Police Department or the Columbia County Sheriff's Department if the incident occurred in the jurisdiction of either of these agencies.

If you choose not to report rape or sexual assault to the Police: it should be reported to the director of Counseling and Testing. This can be done on a confidential basis. While reporting to the Police is the best method for dealing with rape and sexual assault, it is essential that it be reported to someone so that at least support activities can be provided to victims.

See Appendix C for Arkansas Criminal code definitions of Rape, Sexual Assault, and Domestic Battery

What to Do In the Event You Are Assaulted

- Although your personal safety is maximized when you take precautions, you may still someday be the victim of a crime. Your reaction can affect whether or not you are physically harmed. You should think NOW about how you might react under a variety of circumstances. Are you prepared to scream and yell? Are you prepared to use physical force to resist?
- If you are faced with an armed criminal, cooperating with his or her demands may minimize the risk of injury. Avoid sudden movements and do what he or she demands.
- If you believe your life is in danger, use any defense you can think of (screaming, kicking, biting, and running). Your objective should be to get away.
- If you have been the victim of a sexual assault or rape, CALL THE SAU POLICE IMMEDIATELY at 870-235-4100 or Dial 911.
- **Do not shower, bathe, or change clothes. If you do, vital evidence may be lost. Do not brush your teeth. The evidence is needed when the medical examination is performed after the rape.**

Rape Awareness Programs

Programs on rape, acquaintance rape, and sexual assault are offered by the SAU Police Department, the SAU Counseling Center, and other areas of the University. These Bystander Intervention Programs are offered each academic semester at residence halls, as well as awareness programs for all students. Programs are also offered any time during the semester by request of different organizations. The Counseling Center is located in Reynolds 216 and provides support to victims of rape, acquaintance rape or sexual assault which can be on a confidential basis. To reach the Center, call 235-4145.

Awareness programs are taught to all incoming students by way of a required Online Class and at the *Mulerider Roundup*. Mulerider Roundup is a required in-person orientation of all 1st semester students. All entering students, regardless of class standing, are automatically enrolled in, *Consent and Respect*, an online class consisting of 45 – 60 minutes of instruction covering Title IX issues and expected behavior for students. This also includes a pass/fail test to complete the course. Students are not allowed to register for a second semester until this course is completed.

Other agencies which provide assistance are the Union County Rape and Family Violence Center in El Dorado, 870-862-0929 or 888-880-0929; South Arkansas Regional Health Center, 412 N. Vine, Magnolia, 870-234-7500; the Women's Crisis Center, emergency number – 870-836-0325 or 888-836-0325 and business office- 870-836-0375; and the Compassion's Foundation in Magnolia, 870-235-1414 (Hotline). Further information can be found by searching the web for. **Saumag.edu/title-IX/resource**, or Ctrl+clicking this link <https://web.saumag.edu/title-ix/resources/regional-resources-and-contacts/>

Changing Classes and Living Accommodations for Sexual Assault Victims

If you are the victim of sexual assault, you are entitled to changes in academic and living situations if these changes are reasonably available. To request such changes, contact the dean of students, residence hall director, or director of Counseling and Testing.

Southern Arkansas University Policy on Sexual Harassment, Domestic Violence, Dating Violence and Stalking

It is the policy of Southern Arkansas University to prohibit Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking of its students, faculty, and staff and to make every effort to eliminate these offenses in the University. University policy prohibits Sexual Harassment, Sexual Assault, Domestic Violence, dating Violence and Stalking between or among students, faculty, staff, and others visiting or conducting official business on campus, and in all areas of the University's work and educational environments. Those who engage in these offenses may be subjected to legal consequences, including civil and criminal penalties and monetary damages.

It is the policy of Southern Arkansas University to prohibit Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence and Stalking, and to prevent sex offenses committed against students, employees, visitors to the campus, and other persons who use University facilities.

Sexual assault is an extreme form of sexual harassment. Sexual harassment is prohibited by University policy and is a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964 and by Title IX of the Education Amendments of 1972. Sexual assault is also a crime, defined by the Arkansas Criminal Code.

Domestic violence means a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; 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; or 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.

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship shall be determined based on a consideration of the following factors: 1) The length of the relationship. 2) The type of relationship. 3) The frequency of interaction between the persons involved in the relationship.

Stalking means 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.

Definitions for these types of violence, both as defined by Clery and the Arkansas Criminal Code can be found listed in Appendix b and c

The University has designated Dr. Debra Wilson as its Title IX Coordinator, with overall responsibility for oversight of the University's compliance with its obligations under Title IX, including but not limited to its obligations to investigate and respond to allegations of Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence and Stalking. For allegations against faculty, staff or other persons (other than students), the Title IX Coordinator coordinates with SAUPD and the University Health Center to ensure that allegations reported to University officials are investigated and that confirmed allegations are addressed through University personnel processes, as appropriate.

Title IX Grievance Process

- Step 1
 - Member of campus community complains of instance of sexual harassment, assault, violence, stalking to administrator or member of the Team. Seeks optional, informal, or informal grievance.
 - Team is notified
- Step 2
 - University police is notified (if appropriate and required)
 - Advocate is appointed
 - Issue is resolved @ optional as informal.
 - Issue is not resolved, formal grievance is sought
 - Investigator is assigned from Team
- Step 3
 - Hearing committee is assigned from Team
 - Hearing committee makes recommendation to Team Chair
 - Team Chair forwards Teams decision to VP for Administration
- Step 4
 - VP for Administration, in consultation/coordination with appropriate division VP, considers and carries out Team recommendations

Appeals

- Step 5
 - University Human Faculty/Appeals and Human Rights Committee, and/or
 - University President
 - Board of Trustees

Title IX Leadership Team

Coordinator



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Chair, Behavioral and Social Sciences

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Procedures to Follow if Sexual Harassment, Domestic Violence, Dating Violence or Stalking Occurs

How to report: If someone is the victim of any of these offenses the circumstances should be reported to SAUPD as soon after the incident as possible if the victim elects to, or is incapable of reporting. If the incident occurred off campus, SAUPD will assist the victim in notifying the proper law enforcement agency.

A victim may also report the incident to University officials such as their Resident Assistant (RA), Hall Manager, Academic Advisor, the Judicial Coordinator, the Dean of Students, or the Office of Human Resources or Office of Equal Opportunity and Compliance to name a few. A victim may go directly to a hospital and decide there what other agencies or resources to contact.

Preservation of Evidence: It is important that a victim of sexual assault does not shower, douche, brush, gargle, or use the restroom, and that they do not wash their clothes or any bedding on which a criminal act occurred. If they do so, important evidence might be lost. That is why it is so important that SAUPD be contacted as soon as possible. Evidence must be collected before it is lost or destroyed.

Assistance in Contacting Law Enforcement: Even if the victim reports the incident to an agency that is not law enforcement, they can still report the incident, even at a later time, to SAUPD or another law enforcement agency that has jurisdiction if the incident took place off campus. Any official on campus will be glad to assist a victim in contacting the proper law enforcement agency. This also applies to off campus agencies like Magnolia Regional Medical Center.

Notification of Counseling and Assistance: Counseling for victims of sexual harassment, sexual assault, domestic violence, dating violence or stalking can be found through Counseling Center, Reynolds 2nd floor and through off campus psychological services provided by local psychologists. Information is also available through the Commission on Child Abuse, Rape, and Domestic Violence at 501-661-7975.

Student Sanctions

Students found guilty of violations of the Conduct Standards relating to assault, sexual assault, rape and other forms of violence are subject to the full range of disciplinary sanctions outlined in the *Student Handbook*. Possible sanctions include, but are not limited to, expulsion, dismissal, suspension, probation, warning, restitution, fines, loss of privileges, and other possible sanctions. University disciplinary proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. **The officers of the Southern Arkansas University Police Department have full authority to enforce, no trespass and no contact orders issued by either Southern Arkansas University or through a district or circuit court of the State of Arkansas.**

The office of Counseling and Testing or the Office of Student Life will provide assistance to any accuser/victim in reporting crimes to law enforcement authorities.

Both the accuser and the accused may have a University advisor present during disciplinary proceedings who may give the student counsel or encouragement on matters either substantive or procedural and who may assist in the student's defense if requested by the student. Both will be informed simultaneously of the outcome of the disciplinary proceeding brought alleging sexual assault.

Procedures for On-Campus Disciplinary Action

Any member of the University community may submit charges, of violence or misconduct, against an offender, to be locally adjudicated. Charges shall be prepared in writing and directed to the dean of students. Detailed filing and hearing procedures and regulations are listed in the *Student Handbook* by searching ***Saumag.edu/student/file/2019/02/SAU-Handbook-2019.pdf*** or Ctrl+click this link <https://web.saumag.edu/students/files/2019/02/SAU-Handbook-2019.pdf>. The complainant and the accused have the right to be assisted by a University advisor and to have that advisor present during the hearing. University advisors may assist in the preparation for the hearing and speak for the parties. Following the final decision of the hearing body, both the victim and the accused will be informed of the determination and recommended sanctions, if any.

In some instances, it may be appropriate for University faculty and staff members to use the University's formal grievance procedures to address grievances related to allegations of sexual harassment, sexual assault, and domestic violence, dating violence or stalking. The faculty/staff grievance procedure is described in the *University Handbook* section 600. Search the web for ***saumag.edu/human-resources/policies*** or Ctrl+click this link <https://web.saumag.edu/human-resources/files/2017/08/2017-Handbook.pdf>

Procedurally both handbooks are the same. The following is taken directly from *The University Student Handbook*. (Pages 24-29)

2.5 Discipline Procedures

The disciplinary procedures of Southern Arkansas University, as all activities on the University campus, are designed to be a part of the teaching process. These cover a wide spectrum of disciplinary measures which may range from counseling to dismissal.

Southern Arkansas University recognizes the basic rights of the individual, and provides guarantees to the students, which grow out of the fundamental conception of fairness implicit in procedural due process. In order to protect the educational process, at the same time protecting the rights of all students, the University has authority to develop and enforce regulations. This includes the authority to impose disciplinary penalties on students found guilty of offenses or violations of rules and regulations.

The process for enforcement of University rules and regulations for student conduct shall conform to the procedures stated below. However, residence hall and apartment rules and motor vehicle regulations and procedures under which the University applies to collect monies, continue in force, and adjudication of questions arising under them need not comply with the following procedures when controversies are amenable to these procedures. Violations of University Housing regulations may be handled through the University Housing resident directors, director of University Housing, and/or referred to the dean of students for disciplinary procedures.

The appointed staff through the Office of Student Life is charged with the responsibility of initiating student disciplinary procedures and meeting with the student. In the process of meeting and counselling with the student, which may sometimes comprise two or more interview appointments, a determination of responsibility will be made, or the student affairs staff may request a hearing before the University Discipline Committee in the event of severe discipline. The determination of responsibility shall be made on the basis of whether it is more likely than not that the accused student violated University regulations.

All charges and possible disciplinary actions shall be presented to the accused student in written form sent or delivered to the student's University e-mail address. This shall constitute full and adequate notice. However, the University reserves the right to use other reasonable means to notify students. This includes, but is not limited to, the use of the student's University mailing address. The failure of a student to check his or her University e-mail account, provide an address change or forwarding address, or the refusal or inability to accept the electronic or mailed notice, shall not constitute good cause for failure to comply with the notification.

The student will be informed by written or electronic notice of the finding of responsibility and recommended action. Except when a hearing already has been requested by the student affairs staff, the notice shall offer student the choice of either abiding by the recommended action or requesting a hearing before the University Discipline Committee. The student's choice shall be made in writing and delivered to the dean of students on or before the date specified in the

notice that proposed the action. If no written notice of choice is received within the time specified, the action proposed and the procedure shall be considered final.

The staff member and the student may choose a less formal procedure by agreeing on the specific charges and the nature of the evidence upon which the recommended actions are based. The student will be informed of his procedural rights, including the right to a hearing and appeal. When there is agreement between the student and the staff member, the procedure shall be considered final.

The disciplinary actions the University may take include, but are not limited to, the following:

A. Expulsion: separation of the student from the University; the student is not eligible for readmission to the University.

B. Dismissal: separation of the student from the University for an indefinite period of time.

C. Suspension: separation of the student from the University for a definite period of time.

D. Disciplinary probation: official warning that the student's conduct is

1) In violation of the rules, requests, and policies stated in SAU publications, official correspondence, or announcement; or

2) In violation of Arkansas or federal criminal statutes. Disciplinary probation will be imposed for varying periods of time when a student enrolls following a period of disciplinary suspension, dismissal, or expulsion. Disciplinary probation can be imposed for varying periods of time and can include the following:

1. in eligibility to hold office in the University.
2. in eligibility to represent the University in any official function.
3. in eligibility to continue to receive a University-sponsored scholarship, grant, work and/or loan.
4. Placing an informational notice in the student's permanent file.
5. Continued enrollment depends upon the maintenance of satisfactory conduct throughout the period of probation.

E. Letter of enrollment block: a letter stating that the student may not reenter SAU without prior approval through the Office of Student Life if enrollment has been blocked for a previous disciplinary problem or for medical reasons.

F. Letter of reprimand: a written admonition of a student for actions unbecoming to the University community.

G. Loss of campus housing privileges: removed from University housing for disciplinary reasons.

H. Community Service Hours: Hours the student may be required to volunteer with an approved campus or community agency/department.

I. Work hours: hours that a student may be required to work in a specified area of service to the University.

J. Restrictions: the withdrawal of specified privileges for a definite period of time.

K. Restitution: the withdrawal of specified privileges for a definite period of time.

L. Monetary fines: a fine assessed by the University which is placed on the sanctioned student's account.

M. Educational sanctions:

All consequences of the student judicial process are intended to be educational. In this context, however, the term –educational sanctions specifically describe those tasks, assignments, or experiences that a student is obligated to complete as a result of the Discipline Committee or staff's decision. Educational sanctions may be imposed in combination with or as a condition of any other disciplinary sanction. Educational sanctions may, for example, require the student to prepare letters of apology, to research an issue related to the offense, to attend a workshop, lecture, or meeting, or to attend counseling.

Mandatory Leave of Absence In certain circumstances, the dean of students may impose a University or residence hall leave of absence prior to the hearing before a judicial body. The leave of absence shall become immediately effective without prior notice.

Interim suspension may be imposed only:

- a) To ensure the safety and will being of members of the University community or preservation of University property;
- b) If the student poses a definite threat of disruption of or interference with the normal operations of the University.

During the interim suspension, students shall be denied access to University housing and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the dean of students may determine to be appropriate. A leave of absence may be appealed to the Vice President of Student Affairs.

2.5.1 Discipline Committee Hearing

The circumstance, which results in a hearing before the University Discipline Committee, is the referral by the student affairs staff of a situation involving disciplinary action upon the request of the student involved or the student affairs staff.

Points involved in such hearings traditionally have been classified as:

- (1) Issues of fact (did a certain incident occur? Was the student involved in the incident?),
- (2) Issues related to the nature or character of the incident (Was it an accidental, careless, or intentional action? Was it spontaneous, or premeditated? Were there justifiable reasons or extenuating circumstances?),
- (3) Issues of degree or extent (Was it minor, moderate, or major?),
- (4) Issues of jurisdiction (Does the administration have jurisdiction over the incident and the persons involved?).

The purpose of the hearing is to allow the committee to judge whether a violation of regulations of student conduct has occurred and to recommend the appropriate action to be taken. The hearing procedure is an effort by the University to provide students with institutional due process and to provide an atmosphere in which students can both learn and practice rules and procedures of responsible social conduct. The University further seeks to apply in actual practice those principles and rules of justice and civic responsibility incubated by its faculty in academic process.

When a hearing is requested, the dean of students shall make arrangements for the hearing and shall notify the student of the time, date, and place of the hearing. Unless the student requests otherwise, the hearing will be closed except to participants. The student shall notify the dean of students in advance of the hearing if the student desires the hearing to be public.

At the hearing, the student is entitled to be present with a University advisor of his/her choice (Sec. 2.5.2) to testify on his or her own behalf, to present witnesses, to ask questions of witnesses who appear, and to examine all evidence presented to the committee. Attorneys are not permitted to be present or participate in the student discipline process unless the student is also facing criminal prosecution regarding the incident for which the hearing is being held or the student has been suspended from the university for 10 days or more. An audio recording shall be made of the hearing and shall be kept by the dean of students for one year. The chairperson of the University Discipline Committee shall preside over the hearing and shall rule on the admissibility of evidence, which may include hearsay, and on all other questions regarding the conduct of the hearing.

The appropriate hearing procedure is for the Office of Student Life designee to present a narration of the facts in the situation and specify any action they have recommended. The student then specifies the precise point at issue (the issue of fact, character, extent, or jurisdiction which occasions this hearing). After the point at issue is specified, the student affairs staff, assuming the burden of proof, presents its position. It may present whatever relevant evidence testimony, explanation, or argument it feels appropriate. After presentation of the student affairs' position, the student may present whatever relevant evidence, testimony, explanation, or argument the student feels appropriate.

Members of the discipline committee may ask questions to clarify issues at whatever point they feel necessary; however, such questions should not interrupt a speaker during the presentation

unless the questions are essential. All participants may ask questions after the initial presentations are made.

After all relevant matters have been placed before the committee, it shall deliberate in closed session and render a decision. In the decision, the committee may:

- affirm the original finding and sanction;
- affirm the original finding, but lessen the sanction;
- affirm the original finding and increase the sanction; or
- reverse the original finding.

The chairperson of the committee shall forward to the dean of students a written report of the decision and the reasons thereof. The Office of Student Life will report the decision of the hearing committee in a letter to the student and inform him or her of the right to appeal to the president of the university within 7 days, on or before a specified date. If no written notice of appeal is received within the time specified and the Office of the President does not choose to review the proceedings, the action proposed shall be imposed and the disposition shall be considered final.

An ad hoc hearing board may be established by the president whenever the University Discipline Committee is not constituted, is unable to obtain a quorum, or is otherwise unable to hear a case. An ad hoc hearing board shall be composed of three members, including at least one student. Appeal of the decision of the University Discipline Committee may be made in writing to the president of the university before the stated deadline. The appeal must state the grounds for believing the decision to be erroneous or unfair.

An appeal of the disciplinary decision may be made only on justifiable grounds, including irregularity in proceedings, punishment inconsistent with the nature of the offenses, additional pertinent evidence not available for the original hearing, or a question of fact. The president may deny a request for an appeal if the student fails to show sufficient grounds for an appeal. If sufficient grounds for the appeal are met, both parties may present additional evidence or other objections, not presented in previous proceedings, upon which the appeal is based in writing to the president of the university. Following these presentations, the president will review the previous proceedings along with the additional evidence or objections. The president will then determine whether the disciplinary rights have been properly observed. In the decision, the president may:

- affirm the decision of the discipline committee, which shall be effective as of the date specified by the committee;
- affirm the decision of the discipline committee and reduce the sanction, which shall be effective as of the date specified by the discipline committee;
- affirm the decision of the discipline committee and increase the sanction, which shall be effective as of the date specified by the discipline committee;
- reverse the decision against the student;
- reverse the decision against the student and order a new hearing by the discipline committee.

The president will notify the student and proceed appropriately.

2.5.2 Role of the University Advisor in Disciplinary Hearings

Service as a University advisor on behalf of a student appearing before the University Discipline Committee does not imply the presumption of either guilt or innocence of the student by the faculty member serving in such capacity. Such service merely recognizes the right of the student to have present with him during a period of potential emotional stress and mental anguish a person not under such pressures who may give him counsel or encouragement on matters either substantive or procedural and who may assist in the student's defense if requested by the student. The University advisor bears no responsibility for assuming the initiative in the student's defense.

When a faculty member serves as an advisor for a student appearing before the University Discipline Committee, no advance notice to the committee is necessary. However, both the student and the University advisor are welcome to discuss the committee procedures with the dean of students and/or the University Discipline Committee chair in advance of the hearing. Attorneys are not permitted to be present or participate in the student discipline process unless the student is also facing criminal prosecution regarding the incident for which the hearing is being held or the student is suspended for 10 days or more. Only the student, his or her University faculty advisor, and the student's witnesses are permitted to make presentations to the University Discipline Committee.

2.5.3 Failure to Appear

If a student notified to appear before University administration, staff, or the discipline committee fails to comply, and staff or the chairperson of the discipline committee, as the case may be, reasonably believes the failure to be inexcusable; the staff member or discipline committee will make a decision on the basis of information which is available, and shall impose the sanction considered appropriate. When it appears necessary to avoid undue hardship or to avoid injustice, the dean of students may extend the time to enable a student to respond to an accusation or prepare a defense.

Filing of False Reports

A grievant whose complaint is found to be both false and to have been made with malicious intent will be subject to disciplinary action which may include, but is not limited to, demotion, transfer, suspension, expulsion or termination of employment.

Duty to Cooperate

All students and employees whose assistance is needed in the investigation of a complaint or in the course of disciplinary action will be required to cooperate with the Title IX coordinator, any designated deputy Title IX coordinator, and other parties who are duly authorized to investigate or to discipline. Persons who are accused of having engaged in sexual misconduct will be entitled to such cooperation when necessary, to obtain witnesses in any formal disciplinary proceedings that may be initiated. Where necessary, adjustments will be made to work schedules, classroom schedules, and other academic or employment obligations.

Prohibition on Retaliation

Retaliation against any person in the SAU community for filing, supporting, providing information, or for cooperating in a sexual misconduct investigation in good faith, in connection with a complaint of sexual misconduct is strictly prohibited. Examples of retaliation may include, but are not limited to, adverse employment actions such as termination, refusal to hire, and denial of promotion. Additionally, retaliation in the form of harassment, intimidation, threats, or coercion, or in the form of any materially adverse harm that would dissuade a reasonable student or employee from filing a harassment complaint or participating in a harassment investigation is strictly prohibited. Any person who feels he/she has been subjected to retaliation should make a report to the Title IX coordinator.

Disclosures to Victims of Alleged Crimes

SAU adheres to disciplinary procedures when students are involved in any violent crime or sex offense. Pursuant to the Family Educational Rights and Privacy Act (FERPA) a school is permitted to disclose to the harassed student information about the sanction imposed upon a student who was found to have engaged in harassment when the sanction directly relates to the harassed student. Further, when conduct involves a crime of violence or sex offense, FERPA permits postsecondary institutions to disclose victims, upon written request, the final results of a disciplinary proceeding against the alleged perpetrator, regardless of whether the institution concludes a violation was committed. Additionally, the institution may, upon written request, disclose to anyone — not just the complainant — the final results of a disciplinary proceeding if it determines that the student is an alleged perpetrator of a crime of violence or sex offense, and, with respect to the allegation made, the student has committed a violation of the institution's rules or policies. The final results are limited to the name of the alleged perpetrator, any violation found to have been committed, and any sanction imposed against the perpetrator by SAU. SAU may not require a complainant from disclosing this information to others. If the complainant is deceased as a result of the crime or offense, SAU will provide the results of the disciplinary hearing to the victim's next of kin, if so requested. The records of deceased students may also be released or disclosed at the request of a parent, personal representative, or other qualified representative of the student's estate, or pursuant to a court order or subpoena.

Sex Offender Registration

In coordination with the Walsh Act, the University Police Department in conjunction with the Magnolia Police Department and the Columbia County Sheriff's Office, maintain records of all registered sexual offenders in Columbia County. If you wish information about those registered offenders call or visit the University Police Department in Childs 204 between the hours of 8 a.m. and 5 p.m. Monday through Friday during business hours; or call 870-235-4100 after hours. A departmental representative will be present to answer any questions you may have regarding the information. Sex offender information can also be obtained through the Arkansas Crime Information Center by searching **ARK.org/offender-search** or Ctrl+click the following link. <https://www.ark.org/offender-search/index.php>

ARKANAS CRIMINAL CODE, SEX OFFENDER REGISTRATION

Sex offenders are required to register in Arkansas. Details on the Sex Offender Registration Act of 1997 can be found in Arkansas Code Annotated §12-12-901 — 12-12-920.

WHO IS REQUIRED TO REGISTER?

Any individual who is convicted of certain sex offenses and offenses against children.

Any individual who was incarcerated, on probation or parole, or serving any other form of community supervision as the result of an adjudication of guilt for the listed offenses as of this Act's effective date.

Any person who is acquitted on the grounds of mental disease or defect for the listed offenses.

Any person who was required to register under the Habitual Child Sex Offender Registration Act, Arkansas Code Annotated §12-12-901.

A sex offender moving to or returning to this state from another jurisdiction shall register with the local law enforcement agency having jurisdiction within 3 business days of establishing residency.

FAILURE TO REGISTER

A person who fails to register, who fails to report changes of address or fails to comply with assessment as required, shall be guilty of a Class C felony.

REGISTERED SEX OFFENDERS ON THE WEB

All registered sex offenders in the State of Arkansas are required to submit to assessment by the Sex Offender Screening & Risk Assessment Program coordinated by the Arkansas Department of Correction. Each offender is assigned a risk level based on the results of the assessment. Offenders failing to submit to assessment are assigned default Risk Level 3.

Arkansas Code Annotated §12-12-913 (j)(1)(A), mandates that information on registered sex offenders determined to pose the highest level of risk to the public (Level 3 and Level 4), must be available on the Arkansas state website by January 1, 2004. Recent changes in the law have added public access to information regarding Level 2 offenders who were 18 or older and the victim was 14 or younger at the time of the offense.

Based on information obtained from the risk assessment process, offenders are assigned the following levels: Level 1: Low Risk; Level 2: Moderate Risk; Level 3: High Risk; Level 4: Sexually Violent Predator.

Fire Safety

Fire, on college campuses, claims lives and causes an extensive amount of property damage. Most lives can be saved by using common sense in a fire emergency.

The Southern Arkansas University Police Department urges you to follow these practical steps to protect yourself while working, living, or learning on campus.

Basic Fire Safety Survival Tips:

- Sleep with bedroom door closed: closed doors provide protection against heat and smoke.
- Teach everyone in your household to recognize the sound of your smoke alarm.
- Test doors before opening them with the back of your hand. *If it is hot, do not open.*
- Use windows as alternative exits.
- Crawl low under smoke.
- Call the fire department.
- If your clothes catch fire: Stop, Drop, and Roll.
- Cool a burn with cool running water.

Fire Safety Procedures

University buildings are equipped with fire alarm systems to provide warning in the event of a fire. These alarm systems provide a means to manually activate the alarm at a pull station in addition to the smoke detectors that are in place. Should a fire alarm be activated, occupants of the building should vacate the building in an orderly manner, even if no fire or smoke is readily apparent.

Fire Alarm Systems in University Residence Halls

University Housing utilizes Fire Alarm Systems in each of its facilities. The detectors deployed are intelligent and communicate with the primary processor, eliminating detector tampering or removal. Sounder bases are utilized in most of our facilities. These sounder bases activate at the onset of smoke and/or if the detector is removed from its base.

Communicating a False Alarm

It is a violation of state law and University policy to deliberately sound a false alarm and/or to tamper with fire safety equipment. Violators may face prosecution in the local criminal court system and the University judicial system. Such behavior will not be taken lightly. In the most severe cases it does endanger lives and at a minimum it disrupts the educational process.

Flammable Materials, Explosives, Fireworks and Open Flames

Dangerous items such as flammable materials, explosives and fireworks are not permitted on the University campus or in University buildings except in approved and supervised programs. Substances which have the potential to cause fires or explosions are not permitted inside the residence halls. No open flames are allowed. Smoking is not allowed in any residence hall. Halogen lamps are not allowed. Electrical appliances that have an exposed heating element are not allowed in residence halls. Fires in residence halls are known to have resulted from burning candles and/or incense. These items are not allowed in student rooms and/or public areas of the residence halls.

Fire Drills

The purpose of the fire drill is to acquaint residents with a rapid and orderly means of exit during an emergency. Each housing facility conducts one fire drill per semester. We also conduct one fire drill for summer camps/conferences that are considered “extended stay” programs. These are conferences that last several weeks. All persons in the building are required to participate in the fire drills and evacuate the building through the exit routes.

Each on-campus housing facility has one fire evacuation drill conducted and evaluated by University Housing with the University Police Department each semester.

Fire Evacuation Procedures

Evacuation procedures are posted on each floor of each residence hall. These plans and procedures include identification of no less than two evacuation routes and the location of severe weather shelter areas.

Fire Alarms and Evacuation

If you are in a room and the fire alarm has sounded, do not open the door until you check for smoke around the door cracks and feel the surface of the door. If it is hot, do not open it. If the door seems cool, open it cautiously with your body braced firmly against it. While one hand is on the knob, hold one hand over the door opening to detect any blast of in-rushing heated air. If there is none, and the passageway is safe, proceed quickly to a clear exit, closing all doors behind you.

If you are trying to escape through a smoke-filled room or corridor, proceed as follows:

- a) Heat and smoke rise, so move quickly in a crouching position to the nearest exit.
- b) Place a towel or other cloth over your head and face. Breathing through the towel will help cool the air and filter the air of debris.
- c) Take short breaths, breathing through your nose.
- d) Cover your body with something that can easily be discarded if it catches fire. An example would be a wool blanket.
- e) Try to remain calm.
- f) Never reenter a burning building for any reason.

Fire Prevention

Help Eliminate University Fire Hazards – The University Police Department is dedicated to providing a safe atmosphere for all members of the University community. However, as members of the community there are things that you can do to prevent fires from occurring and protect yourself.

Cooking

- Cook in approved areas only and attend to your food while cooking.
- Make sure cooking area is well ventilated, or if a stove is equipped with a fan, turn it on.
- Clean up grease and appliances after each use. Grease is considered a flammable liquid; do not allow it to accumulate in cracks and crevices of the stove top or oven.
- To avoid burning food, adjust the heat to a lower temperature.
- If food begins to smoke, turn to a lower heat. If fire alarm system is activated, turn stove off and meet the responding Public Safety officer to lead them to where you were cooking.

Appliances

- Appliances should never be left unattended.
- Unplug appliances when not in use.
- If an appliance becomes inoperable or appears to have internal damage, discontinue its use and **immediately** report the condition to the appropriate housing personnel.

Storage

- Boxes, bicycles, furniture, etc., should not be stored in hallways, stairwells, or block doors. These areas should be clear at all times to allow occupants to exit the facility in case of fire.
- Surplus furniture, paper, and equipment need to be disposed of in accordance to University regulations.

Smoking

- Smoking is not allowed on campus, per state law.
- Dispose of lit smoking materials and cigarette butts only in ash trays and not in trash cans, dumpsters, mulch beds, on grass lawns or fields.

Report Safety Hazards

- If you observe an unsafe practice or potential safety hazard, please report it immediately to University Police at 235-4100.

Fire Emergencies

If there is a Fire Emergency:

Sound the Alarm – If you discover or suspect a fire, sound the building alarm by activating the nearest pull station. If the building is not equipped with a fire alarm system, warn the other occupants by knocking on doors and shouting a warning as you leave.

Leave the Building – Try to help others only if you can do so without jeopardizing your personal safety. After exiting the building, keep at least 100 feet away from the building to allow clear passage of emergency personnel and equipment.

Do Not Go Back – Do not re-enter the building until safety officials give the “All Clear Signal” or says it is safe to return to do so.

Call University Police – On campus dial 4100, or 235-4100. This will connect you directly to the campus police department. If using an off-campus telephone, dial 911 for emergencies. Provide as much information as possible to the communications officer.

To Survive A Building Fire:

Get Down Low and Crawl if There is Smoke – If you get caught in smoke, get down on the floor and crawl on your hands and knees. Cleaner, cooler air can be found near the floor. In very low visibility environments, use your hands to feel for a wall then follow it around to an exit door.

Feel Doors Before Opening – Before opening any doors, feel the metal knob. If it is HOT, don't open the door. If it is cool, brace yourself against the door, open it slightly, and if heat or heavy smoke is present, do not enter and immediately close the door.

Go to the Nearest Exit or Stairway – If you are planning to sleep in a building, always survey the location of the nearest two (2) exit doors and routes. If the nearest building exit is blocked by fire, heat, or smoke, go to another exit. **DO NOT USE ELEVATORS.** Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Most elevators have features that deactivate the elevator during an alarm. Standing and waiting for an elevator wastes valuable time. Stairway fire doors will keep out fire and smoke, if they are closed, and will protect you until you get outside. Close as many doors as possible as you leave; this helps to confine the fire.

If You Get Trapped:

Keep the Doors Closed - If you are trapped in a room, open the windows from the top to let out the heat and smoke and from the bottom to let in fresh air. If the window only opens from the bottom, open the window and stay on the floor, away from the window. Seal cracks and vents so smoke cannot enter the room.

Signal for Help – Hang an object out the window (bed sheet, jacket, etc.) to attract attention. If there is a phone in the room, call the University Police Department dial 235-4100 and report you are trapped. Be sure to give your room number and location.

Do Not Jump from the Room – Any rescue attempts will be made by the Fire Department.

If You Are On Fire:

Stop, Drop, and Roll – If your clothes catch on fire, Stop, Drop, and Roll, wherever you are. Rolling smothers the fire.

Cool Burns – Use cool tap water on burns immediately. Do not use ointments, butter or lard. If you are burned, call the University Police at 235-4100 and they will dispatch an ambulance.

Reporting Fires on Campus

Every incident of fire should be reported immediately. Call 911 to get Magnolia Fire Department personnel and emergency responders to the scene. If a fire is discovered after it has been extinguished, it still needs to be reported. The fire department will inspect the area to prevent later flare-ups and to determine the cause of the fire. University officials should also be notified. The notification should be directed to UPD.

Fire Safety Education and Training Programs for Students, Faculty, and Staff

The University Police Department and/or University Housing provide training to housing staff including Resident Assistants, Community Advisors, Housing Ambassadors, and Resident Directors. The training includes information on fire protection features of facilities, fire prevention, emergency procedures, and conducting fire safety education sessions for residents. The University Police Department maintains a fire safety page for community education. Search **[SAUMAG.edu/police/fire-safety](https://web.saumag.edu/police/fire-safety/)** or Ctrl+click this link <https://web.saumag.edu/police/fire-safety/>

All university fire alarm systems and extinguishers are maintained and monitored by the University Physical Plant.

Fire Safety Amenities in Residence Facilities

Residential Facilities	Fire Alarm Monitoring Done on Site	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans and Placards	Number of Evacuation (fire) drills each calendar year
Bussey	JE Systems			X	X	X	1 Per Semester
Fincher	JE Systems		X	X	X	X	1 Per Semester
Greene	JE Systems			X	X	X	1 Per Semester
Harrod	JE Systems			X	X	X	1 Per Semester
Honors	JE Systems	X		X	X	X	1 Per Semester
Talbot	JE Systems			X	X	X	1 Per Semester
Talley	JE Systems			X	X	X	1 Per Semester
Univ. Hall	Simplex		X	X	X	X	1 Per Semester
Mulerider Pt	none			X		X	N/A
Univ. Court	Advanced			X	X	X	N/A
Univ. Village	JE Systems		X	X	X	X	1 Per Semester
Columbia	Simplex		X	X	X	X	1 Per Semester
Magnolia	Simplex		X	X	X	X	1 Per Semester
Burns-Harsh	Simplex		X	X	X	X	1 Per Semester
Eichenberger	Simplex		X	X	X	X	1 Per Semester
Arkansas	Simplex		X	X	X	X	1 Per Semester

Campus Fire Log

The University Police Department maintains a Fire Log. This log includes date, area, property, cause and remediation along with estimated cost of damage. This log is updated within two days of a reported fire. It is available for inspection upon request at the UPD offices, Childs Hall 204, during normal business hours or after hours by contacting officers on duty at 870-235-4100.

Incident #

19-00218 10/25/2019 Harrod Hall common area, Washing machine overloaded, belt smoke, cleared by Magnolia Fire Dept. Damage est. less than \$250

19-00260 12/11/2019 Bussey/Fincher Hall parking lot, Car fire, engine compartment, extinguished by both campus personnel using fire extinguishers and Magnolia Fire Dept. Damage est. TBD by owner

18-00036 02/18/2018 UVA Bldg #3 Oven fire
Reported and extinguished by resident. Damage TBD by SAU Housing

18-00111 06/10/2018 104 Crescent Drive
Downed power line caused small grassfire extinguished by reporting party
Minimal damage

18-00121 08/06/2018 Engineering Building pond
Equipment Fire- lawnmower. Zero turn lawnmower being used by landscape crew caught fire. MFD responded and extinguished. Damage/loss TBD by Physical Plant.

No fires reported in 2017

Shelter-in-Place Procedures- What it means to “Shelter-in-Place”

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, identification, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest University building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may be communicated to the SAU community via the SAU Alert system or the outdoor warning siren and voice annunciation system. Remember, if you hear the sirens, “shelter-in-place and stay alert.”

How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside.

It should be:

- below ground level, **BUT** if above ground level it should be;
- an interior room;
- without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.

3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (University staff will turn off the ventilation system as soon as possible if applicable.)
6. Make a list of people with you and ask someone (housing staff, faculty, or other staff) to call the list in to SAUPD so they know where you are sheltering. If only students are present one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

Procedure If a Student Is Reported Missing

In accordance with § 485(j) of the Higher Education Act, 20 U.S.C. § 1092(j), Southern Arkansas University has developed this investigation and notification policy regarding students who reside in on-campus housing who have been reported as missing.

Any report to a University official indicating that a student who resides in on-campus housing is missing shall be referred immediately to the Southern Arkansas University Police Department, the Office of the Vice Provost/Dean of Students, and University Housing, if applicable and an investigation shall be conducted. If the investigation determines that a student is missing, the following persons shall be notified within twenty-four hours:

1. A confidential contact person designated by the student.
 - A. Students have the option of identifying an emergency contact person of their choice. This emergency contact information can be updated in the Southern Arkansas University Admissions Office. The information shall be considered confidential and is only to be accessed by University officials for official purposes. This confidential contact person is specific for a case of a missing student and does not have to be the same as an emergency contact.
2. If a student is under 18 and not an emancipated minor, the student's custodial parent(s) or legal guardian(s).
3. Local law enforcement authorities.

The Southern Arkansas University Police Department will work with other law enforcement agencies, if necessary, once a student is determined to be missing. University officials may elect to notify additional persons determined to be appropriate consistent with the Family Education Rights and Privacy Act, 20 U.S.C. §1232 g.

Students are encouraged to share pertinent information with family and friends when leaving campus or taking trips. Sharing this information will enable University staff, as well as family and friends, to contact you if the need arises. In addition, students are encouraged to periodically update their emergency contact information.

Annual Disclosure and Distribution

The Chief of Police at Southern Arkansas University is responsible for the collection, reporting, and disseminating of the annual crime statistics from the local police agencies and campus security authorities for inclusion in the Annual Crime Report following the guidelines of the Code of Federal Regulations.

By October 1 of each year, notification of the new annual disclosure report is provided to current students and employees by electronic mail with one-click hyperlinks to the report on the University web page. A paper copy of the report is available at the University Police Department, Office of Student Affairs, and the Admissions Office. The crime statistics are also submitted to the U.S. Department of Education every year as prescribed by the Department of Education.

Safety Tips on Campus

Personal Safety

The keys to personal safety are *awareness* and *assertiveness*.

Look assertive, confident, and aware of your surroundings.

Trust your intuition. If a particular situation makes you feel uncomfortable or unsafe, choose an alternative. Don't be afraid to ask for help.

Keep keys accessible and wear comfortable clothing for added safety and defense.

Turn around, and confront someone you think is following you; the surprise of a hostile look will deter most assailants.

In attempted sexual assaults, approximately 50 percent of the women escape if they yell, and up to 85 percent escape if they physically resist quickly and vigorously. Trust your instincts.

Know vulnerable targets of the assailant; eyes, nose, throat, stomach, kneecaps, and groin.

Home Safety

Make a habit of keeping your doors locked. Lock your doors when sleeping, or when leaving a roommate asleep inside.

Do not leave valuables in open view. Take valuables home during vacation.

Never prop open doors.

Never allow unknown persons to enter your room. Report suspicious individuals to the UPD.

Require identification and authorization from maintenance staff requesting access to your room.

Report to the residence hall staff all doors, locks, and windows that are in need of repair.

Be suspicious if an unknown person is loitering or checking doors in your hall and call UPD, 235-4100.

Backpacks, purses, book bags, etc., should never be left unattended.

Appendices

Appendix a

Campus Security Authorities

President	Office of the President
VP for Student Affairs	Student Affairs
Provost/VP for Academic Affairs	Academic Affairs
VP for Administration and General Counsel	Administration
VP for Finance	Finance
VP for Development	Development
Dean	Student Life and Conduct
Dean	Student Housing
Dean	Enrollment Services
Dean	International Student Services
Dean	Advising and Recruitment
Dean	University Communications and Marketing
Dean	College of Business
Dean	College of Science and Engineering
Dean	College of Liberal and Performing Arts
Dean	College of Education
Dean	School of Graduate Studies
Chair	Accounting, Finance and Economics
Chair	Management/Marketing/Information System
Chair	Agriculture
Chair	Biology



Chair	Biochemistry and Chemistry
Chair	Engineering and Engineering Physics
Chair	Mathematics and Computer Science
Chair	Nursing
Chair	STEM center
Chair	Art and Design
Chair	Behavioral and Social Sciences
Chair	English and Foreign Language
Chair	English as a Second Language
Chair	History, Political Science and Geography
Chair	Performing Arts and Mass Communication
Chair	Health, Kinesiology, and Recreation
Chair	Honors College
Registrar	Office of the Registrar
Director	Foundation
Director	Physical Plant
Director	Athletics
Director	Alumni Relations
Director	Economic Development
Director	Farm Operations
Director	Rodeo
Director	Greek Life
Director	Mulerider Activity Center
Director	Intramurals
Director	Multicultural Services
Director	Reynolds Center
Director	University Health Services
Director	Writing Center

Director	Community Involvement and Parent Service
Director	Employment Resource Center, ADA, Testing
Director	Counseling Center
Director	Early Intervention Services
Director	Food Services
Director	Financial Aid
Director	Student Support Services
Director	Upward Bound
Director	Talent Search
Director	Student Success
Director	Small Business Development Center
Director	Center for Economic Education & Research
Director	Horton Theatre
Director	Band
Director	Choir
Director	Aquatics Center
Director	Counseling and Professional Studies
Director	Teacher Education
Director	Educational Renewal Zone
Director	Admissions, Field Experience & Licensure
Director	Library and Information Services
Director	Continuing Education
Director	Transitional Studies
Director	Information Technology Services
Manager	University Book Store
Manager	Human Resources
Advisors	Registered Student Organizations
Coaches	Athletic Department

Librarian	Library Services
Resident Directors, Resident Assistants,	Housing
Complex Directors, Complex Assistants	Housing
Managers, Assistant Managers	Farm

Appendix b

As per the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program:

SEX OFFENSE DEFINITIONS

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.

A. Rape

The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

B. Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, 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 because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. Incest

Non-forcible sexual intercourse between persons who are related to each other within the degree wherein marriage is prohibited by law.

A. Statutory Rape

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Note: Consent is not defined in the Arkansas Code Annotated.

Consent: Consent is a clear, knowing and voluntary decision to engage in sexual activity. Because consent is voluntary, it is given without coercion, force, threats, or intimidation. It is given with positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions consist of an affirmative, unambiguous, conscious decision by each participant to engage in mutually agreed-upon sexual activity. Consent is revocable, meaning consent can be withdrawn at any time. Thus, consent must be ongoing throughout a sexual encounter. Once consent has been revoked, sexual activity must stop immediately. Consent can be limited, meaning consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Use of alcohol or other drugs will never function as a defense to a violation of this Policy. Further, previous relationships or prior consent cannot imply consent to future sexual acts. Consent cannot be given when a person is incapacitated, such as when a person is physically or mentally unable to make informed, rational judgments, or lacks the ability to understand the “who, what, when, where and how” related to the sexual activity. States of incapacitation include, but are not limited to, unconsciousness and sleep. Where alcohol or drugs are involved, incapacitation is determined by how the alcohol or other drugs have impacted a person’s decision-making capacity, awareness of consequences, and/or ability to make fully informed judgments. In sum:

1. Silence does not equal consent.
2. Lack of verbal resistance does not constitute consent.
3. Lack of physical resistance does not constitute consent.
4. There is no consent when there is force, coercion, intimidation, threats or duress.
5. Consent may be withdrawn at any time, and sexual activity must cease when consent is withdrawn unless or until additional consent is given.
6. Consent to one form of sexual activity does not indicate consent to another form of sexual activity.
7. A prior sexual relationship does not indicate current or future consent.
8. Minors cannot give consent.
9. Physically or mentally incapacitated persons cannot give consent.
10. Consent may be determined by whether the accused knew, or a reasonable person should have known, that the alleged victim was incapacitated

Appendix c

Arkansas Law Definitions

The following definitions are taken from the Arkansas Code Annotated.

Sexual Assault, First Degree – Ark. Code Ann. § 5-14-124

(a) A person commits sexual assault in the first degree if:

(1) The person engages in sexual intercourse or deviate sexual activity with a minor who is not the actor's spouse and the actor is:

- (A) Employed with the Department of Correction, the Department of Community Correction, the Department of Human Services, or any city or county jail or a juvenile detention facility, and the victim is in the custody of the Department of Correction, the Department of Community Correction, the Department of Human Services, any city or county jail or juvenile detention facility, or their contractors or agents;
- (B) Employed by or contracted with the Department of Community Correction, a local law enforcement agency, a court, or a local government and the actor is supervising the minor while the minor is on probation or parole or for any other court-ordered reason;
- (C) A mandated reporter under § 12-18-402(b) and is in a position of trust or authority over the victim and uses the position of trust or authority to engage in sexual intercourse or deviate sexual activity; or
- (D) An employee in the victim's school or school district, a temporary caretaker, or a person in a position of trust or authority over the victim; or

(2) The person is a teacher, principal, athletic coach, or counselor in a public or private school in kindergarten through grade twelve (K-12) and the actor:

(A) Engages in sexual intercourse or deviate sexual activity with a person who is not the actor's spouse and the victim is:

- (i) Less than twenty-one (21) years of age; and
- (ii) A student enrolled in the public or private school employing the actor; and

(B) Is in a position of trust or authority over the victim and uses his or her position of trust or authority over the victim to engage in sexual intercourse or deviate sexual activity.

- (b) It is no defense to a prosecution under this section that the victim consented to the conduct.
- (c) It is an affirmative defense to a prosecution under subdivision (a)(1)(D) of this section that the actor was not more than three (3) years older than the victim.
- (d) Sexual assault in the first degree is a Class A felony.

Sexual Assault, Second Degree – Ark. Code Ann. § 5-14-125

- (a) A person commits sexual assault in the second degree if the person:
 - (1) Engages in sexual contact with another person by forcible compulsion;
 - (2) Engages in sexual contact with another person who is incapable of consent because he or she is:
 - (A) Physically helpless;
 - (B) Mentally defective; or
 - (C) Mentally incapacitated;
 - (3) Being eighteen (18) years of age or older, engages in sexual contact with another person who is:
 - (A) Less than fourteen (14) years of age; and
 - (B) Not the person's spouse;
 - (4) (A) Engages in sexual contact with a minor and the actor is:
 - (i) Employed with the Department of Correction, the Department of Community Correction, any city or county jail, or any juvenile detention facility, and the minor is in custody at a facility operated by the agency or contractor employing the actor;
 - (ii) Employed by or contracted with the Department of Community Correction, a local law enforcement agency, a court, or a local government and the actor is supervising the minor while the minor is on probation or parole or for any other court-ordered reason;
 - (iii) A mandated reporter under § 12-18-402(b) and is in a position of trust or authority over the minor; or
 - (iv) The minor's guardian, an employee in the minor's school or school district, a temporary caretaker, or a person in a position of trust or authority over the minor.(B) For purposes of subdivision (a)(4)(A) of this section, consent of the minor is not a defense to a prosecution;
- (5) (A) Being a minor, engages in sexual contact with another person who is:
 - (i) Less than fourteen (14) years of age; and
 - (ii) Not the person's spouse.(B) It is an affirmative defense to a prosecution under this subdivision (a) (5) that the actor was not more than:
 - (i) Three (3) years older than the victim if the victim is less than twelve (12) years of age; or
 - (ii) Four (4) years older than the victim if the victim is twelve (12) years of age or older; or(6) Is a teacher, principal, athletic coach, or counselor in a public or private school in a grade kindergarten through twelve (K-12), in a position of trust or authority, and uses his

or her position of trust or authority over the victim to engage in sexual contact with a victim who is:

(A) A student enrolled in the public or private school; and

(B) Less than twenty-one (21) years of age.

(b) (1) Sexual assault in the second degree is a Class B felony.

(2) Sexual assault in the second degree is a Class D felony if committed by a minor with another person who is:

(A) Less than fourteen (14) years of age; and

(B) Not the person's spouse.

Sexual Assault, Third Degree – Ark. Code Ann. § 5-14-126

(a) A person commits sexual assault in the third degree if the person:

(1) Engages in sexual intercourse or deviate sexual activity with another person who is not the actor's spouse, and the actor is:

(A) Employed with the Department of Correction, the Department of Community Correction, the Department of Human Services, or any city or county jail, the victim is in the custody of the Department of Correction, the Department of Community Correction, the Department of Human Services, or any city or county jail, and the actor is in a position of trust or authority over the victim and uses the position of trust or authority to engage in sexual intercourse or deviate sexual activity;

(B) Employed by or contracted with the Department of Community Correction, a local law enforcement agency, a court, or a local government and the actor is supervising the person while the person is on probation or parole or for any other court-ordered reason;

(C) Employed or contracted with or otherwise providing services, supplies, or supervision to an agency maintaining custody of inmates, detainees, or juveniles, the victim is in the custody of the Department of Correction, the Department of Community Correction, the Department of Human Services, or any city or county jail, and the actor is in a position of trust or authority over the victim and uses the position of trust or authority to engage in sexual intercourse or deviate sexual activity; or

(D) A mandated reporter under § 12-18-402(b) or a member of the clergy and is in a position of trust or authority over the victim and uses the position of trust or authority to engage in sexual intercourse or deviate sexual activity; or

(2) (A) Being a minor, engages in sexual intercourse or deviate sexual activity with another person who is:

(i) Less than fourteen (14) years of age; and

(ii) Not the person's spouse.

(B) It is an affirmative defense under this subdivision (a)(2) that the actor was not more than three (3) years older than the victim.

- (b) It is no defense to a prosecution under this section that the victim consented to the conduct.
- (c) Sexual assault in the third degree is a Class C felony.

Sexual Assault, Fourth Degree – Ark. Code Ann. § 5-14-127

- (a) A person commits sexual assault in the fourth degree if the person:
 - (1) Being twenty (20) years of age or older:
 - (A) Engages in sexual intercourse or deviate sexual activity with another person who is:
 - (i) Less than sixteen (16) years of age; and
 - (ii) Not the person's spouse; or
 - (B) Engages in sexual contact with another person who is:
 - (i) Less than sixteen (16) years of age; and
 - (ii) Not the person's spouse; or
 - (2) Engages in sexual contact with another person who is not the actor's spouse, and the actor is employed with the Department of Correction, Department of Community Correction, Department of Human Services, or any city or county jail, and the victim is in the custody of the Department of Correction, Department of Community Correction, Department of Human Services, or a city or county jail.
- (b) (1) Sexual assault in the fourth degree under subdivisions (a)(1)(A) and (a)(2) of this section is a Class D felony.
(2) Sexual assault in the fourth degree under subdivision (a)(1)(B) of this section is a Class A misdemeanor if the person engages only in sexual contact with another person as described in subdivision (a)(1)(B) of this section

Stalking – Ark. Code Ann. § 5-71-229

- (a) (1) a person commits stalking in the first degree if he or she knowingly engages in a course of conduct that would place a reasonable person in the victim's position under emotional distress and in fear for his or her safety or a third person's safety, and the actor:
 - (A) Does so in contravention of an order of protection consistent with the Domestic Abuse Act of 1991, § 9-15-101 et seq., or a no contact order as set out in subdivision (a)(2)(A) of this section, protecting the same victim, or any other order issued by any court protecting the same victim;
 - (B) Has been convicted within the previous ten (10) years of:
 - (i) Stalking in the second degree;
 - (ii) Terroristic threatening, § 5-13-301, or terroristic act, § 5-13-310; or
 - (iii) Stalking or threats against another person's safety under the statutory provisions of any other state jurisdiction; or

(C) Is armed with a deadly weapon or represents by word or conduct that he or she is armed with a deadly weapon.

(2) (A) Upon pretrial release of the defendant, a judicial officer shall enter a no contact order in writing consistent with Rules 9.3 and 9.4 of the Arkansas Rules of Criminal Procedure and shall give notice to the defendant of penalties contained in Rule 9.5 of the Arkansas Rules of Criminal Procedure.

(B)The no contact order remains in effect during the pendency of any appeal of a conviction under this subsection.

(C)The judicial officer or prosecuting attorney shall provide a copy of the no contact order to the victim and the arresting law enforcement agency without unnecessary delay.

(D)If the judicial officer has reason to believe that mental disease or defect of the defendant will or has become an issue in the case, the judicial officer shall enter orders consistent with § 5-2-327 or § 5-2-328, or both.

(3) Stalking in the first degree is a Class C felony.

(b) (1) A person commits stalking in the second degree if he or she knowingly engages in a course of conduct that harasses another person and makes a terroristic threat with the purpose of placing that person in imminent fear of death or serious bodily injury or placing that person in imminent fear of the death or serious bodily injury of his or her immediate family.

(2) (A) Upon pretrial release of the defendant, a judicial officer shall enter a no contact order in writing consistent with Rules 9.3 and 9.4 of the Arkansas Rules of Criminal Procedure and shall give notice to the defendant of penalties contained in Rule 9.5 of the Arkansas Rules of Criminal Procedure.

(B)The no contact order remains in effect during the pendency of any appeal of a conviction under this subsection.

(C)The judicial officer or prosecuting attorney shall provide a copy of the no contact order to the victim and arresting law enforcement agency without unnecessary delay.

(D)If the judicial officer has reason to believe that mental disease or defect of the defendant will or has become an issue in the case, the judicial officer shall enter orders consistent with § 5-2-327 or § 5-2-328, or both

(3)Stalking in the second degree is a Class D felony.

(c) (1) A person commits stalking in the third degree if he or she knowingly commits an act that would place a reasonable person in the victim's position under emotional distress and in fear for his or her safety or a third person's safety.

(2) (A) Upon pretrial release of the defendant, a judicial officer shall enter a no contact order in writing consistent with Rules 9.3 and 9.4 of the Arkansas Rules of Criminal Procedure and shall give notice to the defendant of penalties contained in Rule 9.5 of the Arkansas Rules of Criminal Procedure.

(B)The no contact order remains in effect during the pendency of any appeal of a conviction under this subsection.

(C)The judicial officer or prosecuting attorney shall provide a copy of the no contact order to the victim and arresting law enforcement agency without unnecessary delay.

(D)If the judicial officer has reason to believe that mental disease or defect of the defendant will or has become an issue in the case, the judicial officer shall enter orders consistent with § 5-2-327 or § 5-2-328, or both.

(3) Stalking in the third degree is a Class A misdemeanor.

- (d) It is an affirmative defense to prosecution under this section if the actor is a law enforcement officer, licensed private investigator, attorney, process server, licensed bail bondsman, or a store detective acting within the reasonable scope of his or her duty while conducting surveillance on an official work assignment.
- (e) It is not a defense to a prosecution under this section that the actor was not given actual notice by the victim that the actor's conduct was not wanted.
- (f) As used in this section:
 - (1) (A) "Course of conduct" means a pattern of conduct composed of two (2) or more acts, separated by at least thirty-six (36) hours, but occurring within one (1) year, including without limitation an act in which the actor directly, indirectly, or through a third party by any action, method, device, or means follows, monitors, observes, places under surveillance, threatens, or communicates to or about a person or interferes with a person's property.
 - (B) (i) "Course of conduct" does not include constitutionally protected activity.
 - (ii) If the defendant claims that he or she was engaged in a constitutionally protected activity, the court shall determine the validity of that claim as a matter of law and, if found valid, shall exclude that activity from evidence;
 - (2) (A) "Emotional distress" means significant mental suffering or distress.
 - (B) "Emotional distress" does not require that the victim sought or received medical or other professional treatment or counseling; and
 - (3) "Harasses" means an act of harassment as prohibited by § 5-71-208.

Domestic Battering, First Degree – Ark. Code Ann. § 5-26-303

Note: Arkansas law does not provide a statutory definition of “dating violence” or “domestic violence,” but does provide a definition for “domestic battering” in various degrees.

- (a) A person commits domestic battering in the first degree if:
- (1) With the purpose of causing serious physical injury to a family or household member, the person causes serious physical injury to a family or household member by means of a deadly weapon;
 - (2) With the purpose of seriously and permanently disfiguring a family or household member or of destroying, amputating, or permanently disabling a member or organ of a family or household member's body, the person causes such an injury to a family or household member;
 - (3) The person causes serious physical injury to a family or household member under circumstances manifesting extreme indifference to the value of human life;
 - (4) The person knowingly causes serious physical injury to a family or household member he or she knows to be sixty (60) years of age or older or twelve (12) years of age or younger;
 - (5) The person:
 - (A) Commits any act of domestic battering as defined in § 5-26-304 or § 5-26-305; and
 - (B) For conduct that occurred within the ten (10) years preceding the commission of the current offense, the person has on two (2) previous occasions been convicted of any act of battery against a family or household member as defined by the laws of this state or by the equivalent laws of any other state or foreign jurisdiction; or
 - (6) With the purpose of causing physical injury to a family or household member, the person causes physical injury to a family or household member by means of a firearm.
- (b) (1) Domestic battering in the first degree is a Class B felony.
(2) However, domestic battering in the first degree is a Class A felony upon a conviction under subsection (a) of this section if:
- (A) Committed against a woman the person knew or should have known was pregnant; or
 - (B) The person committed one (1) or more of the following offenses within five (5) years of the offense of domestic battering in the first degree:
 - (i) Domestic battering in the first degree;
 - (ii) Domestic battering in the second degree, § 5-26-304;
 - (iii) Domestic battering in the third degree, § 5-26-305; or
 - (iv) A violation of an equivalent penal law of this state or of another state or foreign jurisdiction.

Domestic Battering, Second Degree – Ark. Code Ann. § 5-26-304

- (a) A person commits domestic battering in the second degree if:
- (1) With the purpose of causing physical injury to a family or household member, the person causes serious physical injury to a family or household member;
 - (2) With the purpose of causing physical injury to a family or household member, the person causes physical injury to a family or household member by means of a deadly weapon;
 - (3) The person recklessly causes serious physical injury to a family or household member by means of a deadly weapon; or
 - (4) The person knowingly causes physical injury to a family or household member he or she knows to be sixty (60) years of age or older or twelve (12) years of age or younger.
- (b) (1) Domestic battering in the second degree is a Class C felony.
- (2) However, domestic battering in the second degree is a Class B felony if:
- (A) Committed against a woman the person knew or should have known was pregnant;
 - (B) The person committed one (1) or more of the following offenses within five (5) years of the offense of domestic battering in the second degree:
 - (i) Domestic battering in the first degree, § 5-26-303;
 - (ii) Domestic battering in the second degree;
 - (iii) Domestic battering in the third degree, § 5-26-305; or
 - (iv) A violation of an equivalent penal law of this state or of another state or foreign jurisdiction; or
 - (C) The person committed two (2) or more offenses of battery against a family or household member as defined by a law of this state or by an equivalent law of any other state or foreign jurisdiction within ten (10) years of the offense of domestic battering in the second degree.

Domestic Battering, Third Degree – Ark. Code Ann. § 5-26-305

- (a) A person commits domestic battering in the third degree if:
- (1) With the purpose of causing physical injury to a family or household member, the person causes physical injury to a family or household member;
 - (2) The person recklessly causes physical injury to a family or household member;
 - (3) The person negligently causes physical injury to a family or household member by means of a deadly weapon; or
 - (4) The person purposely causes stupor, unconsciousness, or physical or mental impairment or injury to a family or household member by administering to the family

or household member, without the family or household member's consent, any drug or other substance.

- (b) (1) Domestic battering in the third degree is a Class A misdemeanor;
- (2) However, domestic battering in the third degree is a Class D felony if:
 - (A) Committed against a woman the person knew or should have known was pregnant;
 - (B) The person committed one (1) or more of the following offenses within five (5) years of the offense of domestic battering in the third degree:
 - (i) Domestic battering in the first degree, § 5-26-303;
 - (ii) Domestic battering in the second degree, § 5-26-304;
 - (iii) Domestic battering in the third degree;
 - (iv) Aggravated assault on a family or household member, § 5-26-306; or
 - (v) A violation of an equivalent penal law of this state or of another state or foreign jurisdiction; or
 - (C) The person committed two (2) or more offenses of battery against a family or household member as defined by a law of this state or by an equivalent law of any other state or foreign jurisdiction within ten (10) years of the offense of domestic battering in the third degree.

Appendix d

Crime definitions from the Uniform Crime Reporting Handbook

Aggravated Assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by person not having lawful access even though the vehicles are later abandoned-including joy riding).

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Robbery: The taking or attempting to take anything of values from the care, custody, or control of a person or persons by force or threat of force, violence, and/or causing the victim fear.

Weapon Law Violations: the violation of law or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempt to commit any of the aforementioned.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non- narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintain unlawful drinking places; bootlegging; operating a still; furnishing liquor to 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).

Appendix e

Geography Definitions from the Clery Act

On-Campus-Defined as: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's education purposes, including residence halls; and (2) any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, if frequently used by students and supports institutional purposes (such as a food or retail vendor).

Non-Campus Building or Property-Defined as: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property- Defined as: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

The Southern Arkansas University crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

Appendix f

Emergency Number

Quick References

Emergency – Call 911

for Ambulance, Fire, or Crimes in Progress

Non-Emergency – Call University Police – 870-235-4100

To report a crime or other non-emergency communication

Office of Student Life – 870-235-4041

Central Dispatch for all Law Enforcement Agencies in Columbia County

Non-Emergency – 870-235-5655

Magnolia Police Department – 870-235-2323 Tickets and Fines

Columbia County Sheriff's Department – 870-235-3756 Jail Control Room

Arkansas State Police – 501-618-8000

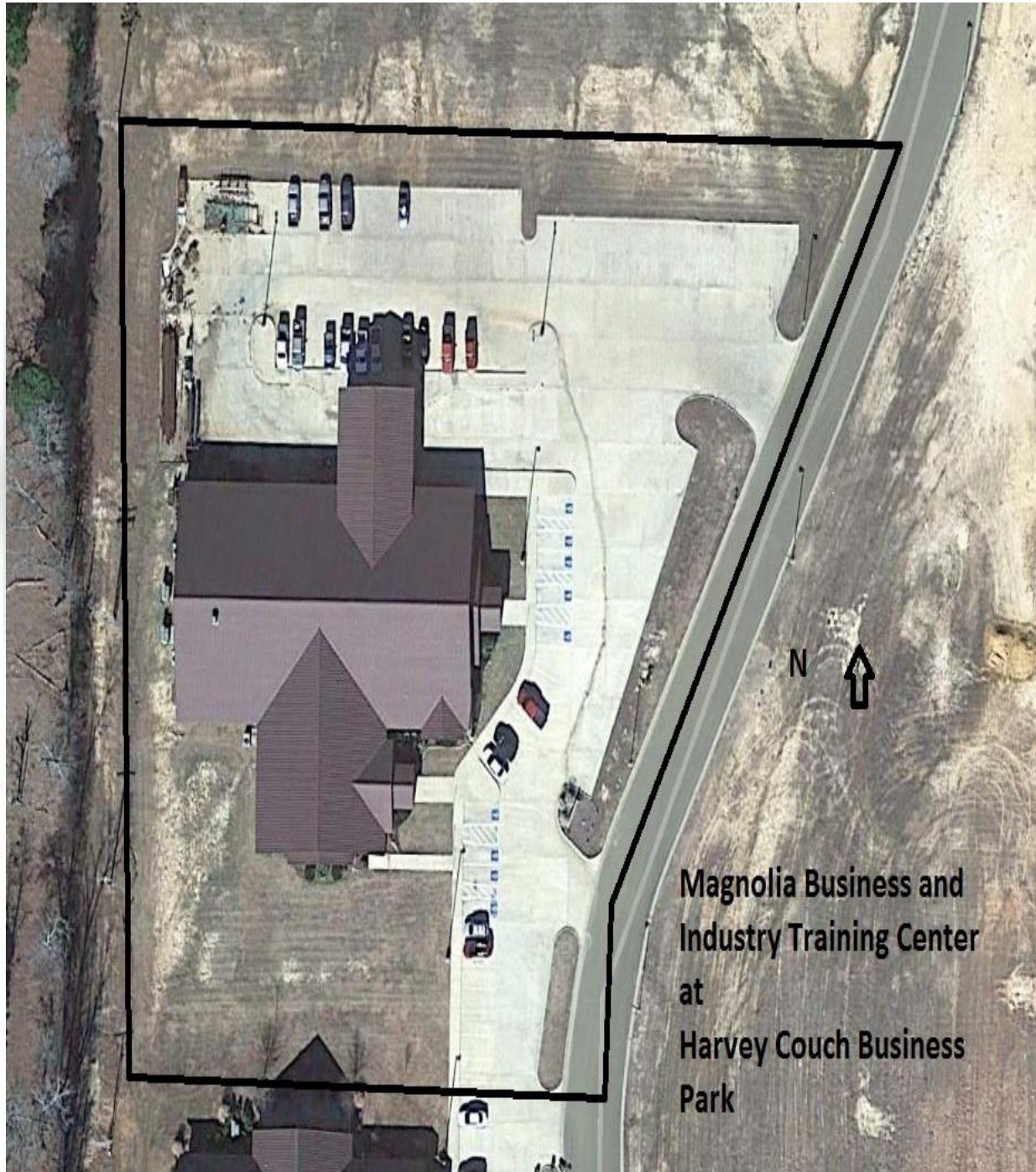


Southern Arkansas University Campus Maps

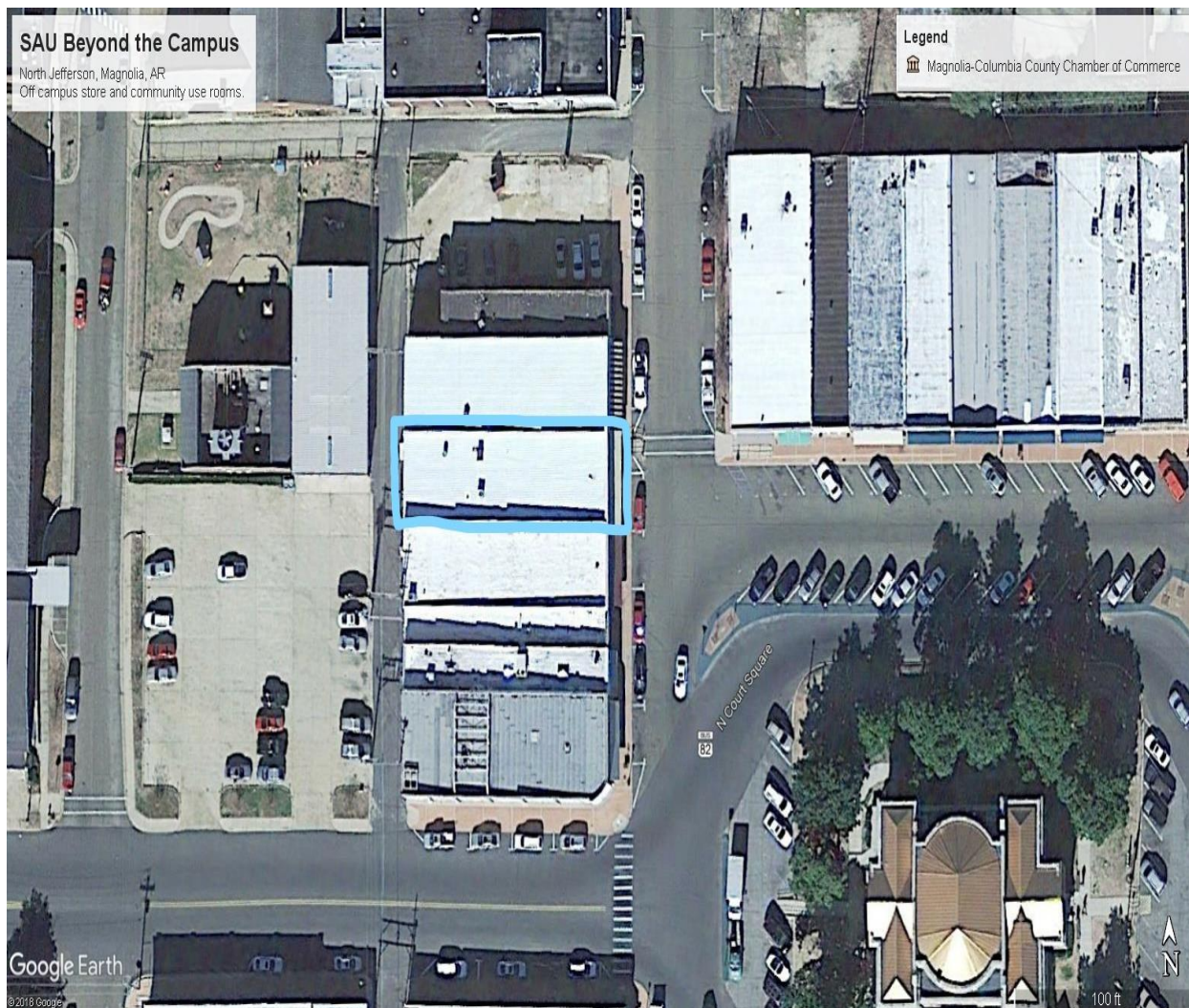




Story Arena and Mulerider Stables located north of US 82



**Magnolia Business and
Industry Training Center
at
Harvey Couch Business
Park**



SAU Beyond the Campus

113 North Jefferson Magnolia, AR

A University-branded merchandise store with community accessible meeting rooms

Opened 21/Aug/2018

