

HANOVER COLLEGE
ANNUAL SECURITY AND FIRE
REPORT
2019



Prepared by:

Hanover College Department of Campus Safety

Dear Campus Community,

The mission of the Hanover College Campus Safety Department is to provide a safe and welcoming environment to enhance the wellbeing of the Students, Faculty, Staff, and Visitors. This will be accomplished by means of a community-friendly approach that recognizes the value of a diverse community. We will work with all members of the Campus Community to preserve life, protect property, investigate crime, promote individual responsibility and fulfill community commitments. The Campus Safety Department is committed to providing the highest quality service through teamwork, leadership and continuous improvements. We will strive to achieve our mission through 24-hour accessibility, preventative patrols, detailed incident reporting, positive conflict resolution, problem solving and crime prevention and awareness programs.

This 2019 campus safety and security report discusses the steps that Hanover College takes to provide a safe and secure environment. It will outline the various programs that the college promotes to address prevention of crime, substance abuse, and sexual assault. It will also detail the various procedures for reporting crimes and other incidents on campus. It will also address the authority of the campus safety department and the relationship with the local law enforcement authorities.

A copy of the Campus Security and Fire Report will be provided to anyone upon request. An electronic copy can be viewed on the Hanover College website. www.hanover.edu

James E. Hickerson

Director of Campus Safety
Hanover College

INTRODUCTION

Department Overview

In 1994, the President and Dean of Students of Hanover College had a risk assessment performed on the Hanover College campus by Cline and Associates, Safety Consultants. After conducting a study of risk on campus, Cline and Associates recommended that the college create a security department to diminish their risk. The College decided to employ Robert Cline to develop and staff the Security Department. The security members are directed by a comprehensive operating procedures and special orders manual. Each patrol and shift assignment is designed and geared to give the maximum protection and service possible. In 2012 it was decided that the Campus Security Department would become a Campus Safety Department. The decision was made to change our name to better reflect what we actually do as a team. Our responsibilities go far beyond security of the campus. Our basic mission is threefold, as our responsibilities include security, medical response, and fire safety. Our jobs are far beyond gatekeeping responsibilities and it is my hope that this name change will enhance our image of professionalism. I am very proud of what this team has accomplished and we have moved far beyond the “security guard image”. A professional campus safety officer reflects an officer that not only is reactive, but is proactive. The promotion and execution of preventative programs can only improve the overall safety of our campus. A focus on problem solving rather than report taking is also reflective of a Campus Safety Department. This name change will move us forward and bring us in-line with what a lot of other colleges and universities are currently doing. Hanover College is a vibrant and progressive community and we must move forward and improve on the past to be a contributing member of this community.

Campus Safety policy requires that rules and regulations be firmly adhered to, and also that employees and students are treated in a fair and understanding manner.

The basic functions of the Campus Safety force are:

- Protect Life and Property
- Enforce Hanover College rules and policies.
- Control of entrances and movement of pedestrian and vehicle traffic.
- Patrol of buildings and perimeters.
- Escort of materials and personnel.
- Inspection of security and fire exposures.
- Insure the safety of all Hanover College students, staff, administrators and visitors
- Special assignments.
- Educate the campus community on safety and security issues.
- Problem solving

On average, through a nine month academic year the Campus Safety Department will make over 1,800 service calls to students, faculty, staff and vendors. They will also lock and unlock over 290,000 doors. In calendar year 2018, the Campus Safety Department documented 217 incident reports. So far, in 2019, 155 incidents reports are documented as of 9-24-2019.

The Hanover College Department of Campus Safety is committed to providing a safe environment for all members of the campus community. The department staff consists of a director, five full time Campus Safety officers and 1 part time officer. A fully trained, uniformed safety officer is on duty 24 hours a day, seven days a week, 365 day a year. The Campus Safety office is located at 371 College Avenue, next to the west entrance of the college.

The Director, Jim Hickerson, is a 1978 graduate of Hanover College, the Indiana State Police Academy and the Southern Police Institute and is veteran law enforcement professional with 32 years of service with the Indiana State Police. All officers are trained in patrol procedures, emergency response, investigation techniques, and other various skills. All officers are trained in CPR, first aid and AED use. Two officers are certified Emergency Medical Technicians (EMT) and the other four safety officers are trained as first responders.

The department consists of non-sworn officers who work closely with the Hanover Police Department, Jefferson County Sheriff's Department and the Indiana State Police Service. The Campus Safety Department also works closely with the Office of Student Life (Residence Life, Fraternity/Sorority Life, Counseling Services, Health Services, and Student Involvement) and Physical Plant.

HANOVER COLLEGE CAMPUS SAFETY PROGRAMS AND SERVICES

Hanover Campus Safety operates 24 hours a day, 365 days a year and we may be contacted at one of the following numbers:

- Main Office Number 1-812-866 7175
- Emergency Number 1-812-866-7999 (7999 from any campus phone)
- Cell Phone 1-812-801-1533
- Director 1-812-866-6741
- Fax 1-812-866- 6743

Public Safety Patrols: Uniformed Campus safety Officers patrol all Hanover College buildings, parking areas and campus grounds to deter crime. Our Campus safety officers are not sworn law enforcement officers and do not have police arresting authority. Officers are designated representatives for Hanover College and are authorized by the college to ask students for identification and to perform their various duties and students are expected to comply. When necessary, Campus Safety will notify law enforcement authorities of person who are engaged in unlawful activities.

Law Enforcement: The Campus Safety Department is responsible for the enforcement of Federal and State laws on Hanover College property. The Campus Safety Department also enforces college rules and policies and is responsible for crime reporting in compliance with the Clery Act.

Escorts: The College Escort Program was developed to ensure that any student, faculty or staff member or visitor, that feels uncomfortable about walking across the campus for any reason, may contact the Campus Safety Department and will be subsequently escorted to their requested on campus destination. The program also includes a shuttle service provided at certain events (i.e. graduation, the Gala, etc.).

Vehicle Unlocks: The Campus Safety Department offers a vehicle unlock service to the campus community. All individuals making the request must sign a waiver of liability before the service is rendered.

Jump Start: The Campus Safety Department offers a vehicle jump start service to the campus community. All individuals making the request must sign a waiver of liability before the service is rendered.

Wellness Checks: Occasionally the Campus Safety Department is asked to look into the welfare of a Hanover College student by a parent, friend, colleague or staff member who is concerned about the student's well-being. The Campus Safety Department will locate the student, make the appropriate inquiries and refer the student to the appropriate campus service or appropriate contact person.

Emergency Messages: Emergency messages for Hanover College students, faculty or staff will be accepted by the Safety Department. Callers will be asked the nature of the emergency and a call back telephone number. The Campus Safety Department will then locate the individual and relay the message and the call back telephone number.

Medical Assistance and notification after hours: Response to call of potential medical needs, the Safety Officers are certified as either Emergency Medical Technicians or First Responders and with the scope of their training provide basic life support that consists of essential non-invasive life-saving procedures including CPR, bleeding control, splinting broken bones, artificial ventilation, and basic airway management. Based on the condition of the individual victim, they may make recommendations from going to Health Services the next day or contacting an ambulance for transport.

Money Deposit Escorts (Bank, Shoebox, and ATM): The Hanover College Campus Safety Department will assist Hanover College, Sodexo Services, Main Source Bank and the River Valley Bank in the protection of monies utilized to conduct business on the Hanover College

campus. Upon contact the Safety department provides an escort for each business of monies to preset secure locations.

Self-Defense Course: Based on the National Rape Aggression Defense System (RAD), a member of the Safety Department provides a comprehensive self-defense course for women that begins with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of hands-on defense training. The defense is based on the premise that a spontaneous violent attack will stimulate a natural desire to resist on the part of the victim. The women are educated by enhancing their options of physical defense as not only prudent, but also necessary if a natural resistance is to be effective. The training empowers women to make their own decisions regarding self-preservation and self-defense options.

Parking Management: Hanover College has developed motor vehicle polices that apply to all individuals who operate motor vehicles on campus. All Indiana state traffic laws apply while on the Hanover Campus. The Campus Safety Department has been designated and authorized to enforce these procedures and regulations in the interest of the safety of individuals and property, as well as, the orderly parking of vehicles in designated areas.

First Aid and CPR instruction: Campus Safety provides courses in first aid and CPR to various members of the campus community. In addition, the Campus Safety Department now offers a Safe Sitter course for young people that want to be baby sitters.

Lost and Found: The central repository where articles can be kept until the owners can be located within a reasonable time within the Campus Safety Office. An Excel spreadsheet is utilized to keep track of all of the articles. If the article(s) is not claimed within 90 days, it is returned to the finder or donated to charity.

Fire Safety and Emergency Response: Campus Safety is responsible for fire prevention on campus. Informational programs are provided to the campus community on all aspects of emergency response. Campus Safety also will conduct annual fire and tornado drills and inspect campus facilities for hazards.

HOW TO REPORT A CRIME OR EMERGENCY

If members of the Hanover College Community become victims of a crime, they should report it immediately to Hanover Campus Safety at 7999. If anyone observes any suspicious activity or suspicious persons they should contact Campus Safety at 7999. Alternatively reports of suspicious or criminal behavior can also be reported to any member of the Hanover College Student Life Staff, who will then notify Campus Safety. Reports can also be made to any Assistant Director or Residence Advisor who will then contact Campus Safety. If a person is off campus or on a cell phone they can dial the Hanover College Emergency Line at 812-866-7999.

Any safety or security concern can be discussed directly with the Director of Campus Safety at 812-866-6741.

Any life threatening emergency can be reported directly to Local Law Enforcement by dialing 911. Campus Safety can also be notified and can contact Local Law Enforcement or Emergency Medical Service.

RELATIONSHIP WITH LOCAL LAW ENFORCEMENT AND LEGAL AUTHORITY

The Hanover College Department of Campus Safety has an excellent relationship with the Hanover Police Department, Jefferson County Sheriff Department and Indiana State Police and all other local criminal justice entities. Relevant information is exchanged routinely and the Hanover Police Department recognizes Hanover College as part of its emergency response obligation. These local agencies provide support to Hanover Campus Safety when requested. They also provide training to Hanover Campus Safety Officers. While Campus Safety Officers do not have law enforcement authority, they do have legal authority to detain and investigate persons that commit crimes on campus. These persons can then be transferred to Local Law Enforcement and prosecuted.

The Jefferson County Sheriff Department is also the source of sex offender information in the vicinity of the Hanover College Campus. The Jefferson County Sheriff Department Website contains a link to the sex offender website. There are also links to several other types of information.

The website is <http://jefferson.indianasheriffs.net/sheriff.html>

CRIME REPORTS

The Hanover College Department of Campus Safety maintains statistics on crimes and other incidents that occur on campus as required by the Clery Act. Campus Safety Officers are available to discuss any matter related to questions about security on Campus. Statistics are compiled utilizing shift reports and incident reports. A daily crime log is maintained as per the requirement by the Clery Act and is available for anyone to view at the Campus Safety Office or on the Campus Safety website.

An annual Clery Campus Security Report is compiled and maintained. This report is a comprehensive report of statistical information crime related and fire statistics. This report is compiled from the Hanover Campus Safety incidents reports, Hanover Campus Judicial information, and statistics from Local Law Enforcement agencies that have responded to details on campus. The Hanover College annual report can be viewed at <http://ope.ed.gov/security/>

A copy of this report can also be obtained from the Hanover College Campus Safety Department located at 371 College Avenue.

TIMELY WARNINGS AND CAMPUS CRIME ALERTS

Campus crime alerts and timely advisories are utilized to alert the Campus Community to the occurrence of a crime or incident that poses an ongoing threat to the campus Community and / or to heighten the safety awareness of students and employees in a manner that will aid in the prevention of similar crimes. The Director of Campus Safety will consult with the Hanover College Administration on whether to disclose an incident through a public notice via print and electronic means. The circumstances of an incident and the threat potential will dictate the need and manner of the Campus Crime Alert. If there has been a report of a violent crime or any significant event that poses an imminent threat to the Campus Community, an alert shall be issued.

The crime alert shall contain the following information if it is available:

- Immediate safety/security actions the Campus Community should take or initiate
- Description of the incident (type of crime, time , date, and location)
- Physical description of the offender
- Composite drawing or photograph of the offender
- Connection to previous reported incidents
- Descriptions of injuries or use of force, if relevant
- Crime prevention tips
- Emergency contact information
- Date alert was issued

EMERGENCY NOTIFICATION SYSTEM

Hanover College has an Emergency Notification System that can notify all of the Campus Community members that have signed up of an emergency incident via text messaging, voice and email. Hanover College utilizes the RAVE system and member of the Campus Community can sign up for RAVE to receive the messages on MY Hanover as follows:

Register for approved Hanover College emergency communications and other important information via text message and email. Entering your mobile or home number and/or additional email addresses will allow you to receive emergency information needed and will keep you in the loop. Your Hanover College email address has already been added to the system. Your HC username and password is all you need to enter to gain access.

Rave does not charge subscribers to send or receive SMS messages. Standard or other messaging charges apply depending upon your wireless carrier plan and subscription details. Once registered, you can opt out of SMS messages at any time by texting STOP to 67283 or 226787

PROCEDURES FOR TESTING EMERGENCY RESPONSE AND EVACUATION

Fire and tornado drills are conducted for all student residence halls, administrative buildings and classrooms at Hanover College consistent with federal requirements. The fire drills are conducted in the fall and the tornado drills are conducted during the spring. Students learn the locations of locations of the emergency routes and exits in the building and are provided guidance by the Student Life Staff. The Student Life Staff and Residence Advisors receive training for the Department of Campus Safety. Scenario training on emergency procedures and other potential incident types are conducted for the residence advisors by Student Life Staff and Campus Safety annually, prior to the start of the school year. Emergency response and emergency procedure training is conducted annually for all of the Hanover College Physical Plant Staff. Campus meetings and administrative staff meetings are utilized to provide information on emergency response and procedures.

Hanover College also has an active Environmental and Safety Committee the meets monthly to discuss relevant safety and emergency response issues. This committee is chaired by the Hanover College Director of Environmental, Health and Safety. Safety reports are given monthly by the following departments:

- Food Services
- Human Resources-Workman's Comp
- Athletics
- Physical Plant
- Health Services
- Academics
- Campus Safety

HANOVER COLLEGE SHELTER IN PLACE PROCEDURE

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 (i.e. barricade, lock doors) until it is safe to go outside. You will need to stay in place until you are advised that the emergency is over or you are given

specific instructions from authorities. A "Shelter-in-Place" notification may come from any of the following sources:

- Hanover College RAVE Emergency Notification System
- Hanover Campus Safety
- Housing Staff Members or any Hanover College Employee
- Fire Department
- Local, County or State law enforcement officers

HANOVER COLLEGE QUICK REFERENCE GUIDE FOR EMERGENCY RESPONSE

Telephone Numbers

Campus Safety Department Emergency Line: 7999 or 812-866-7999

Outside emergency 8-911

Physical Plant: 812-866-7061

In the event of any emergency all persons should contact the Campus Safety Department ASAP at 7999.

Fire

- Activate the nearest fire alarm pull station and call Campus Safety at 7999.
- Confine the fire by closing the door as you exit and evacuate the building.
- Do not use elevators or re-enter the building
- Assist in moving all occupants to a safe area that is away from the building.
- Assist in the evacuation of those with special needs.

TORNADO

- The tornado alarm will only sound in the event of a tornado warning.
- Go to a windowless, interior room, or lowest level in the building.
- If in a basement with windows, go to an inner hallway or inner room without windows such as a bathroom or closet.
- Avoid places with wide-span roofs such as auditoriums or gymnasiums.
- Use arms to protect head and neck.
- If caught outside lie in a ditch or low area and use arms to protect head and neck.
- Never take shelter in a vehicle and if you are in a vehicle stop and find shelter.

EARTHQUAKE

- If indoors, take cover immediately under a sturdy object covering your head, neck and face. Stay away from windows and objects that can fall.
- Do not attempt evacuation during the earthquake and be prepared for aftershocks.
- If you are outdoors stay away from power lines and any other objects that may fall.

GAS LEAKS, FUMES, VAPORS

- Do not pull fire alarms, touch light switches or operate electrical equipment.
- Call Campus Safety at 7999
- Clear the area immediately and provide your location and the location of the odor.
- Provide as many details as possible.

HAZARDOUS MATERIAL SPILL

- If the incident is indoors, close all doors to isolate spill area if it is safe to do so.
- Evacuate the area if necessary.
- From a safe location, call security and provide them with as much information as possible.
- Follow instructions given by emergency responders.

MEDICAL EMERGENCIES

Cardiac arrest/heart attack

- Call or instruct someone to call Security at 7999 or EMS at 8-911
- Check victim
- Perform CPR or utilize AED if available.

Burns

- Access the scene for danger (location of fire, etc.)
- Call or instruct someone to call Security at 7999 or EMS at 8-911.
- Remove cause of burn
- Flush the area with water
- Do not apply a dressing, creams or lotions

Bleeding

- Put on personal protection equipment (Gloves, mask, etc.)
- Apply firm but gentle pressure to the wound with a clean cloth or dressing.

- Immobilize the body part and kept the person lying down.
- Call or instruct someone to call Security at 7999 Or EMS at 8-911.

BOMB THREAT

- Remain Calm and get as much information as possible from the caller and write it down.
- Be sure and ask for the location of the bomb and when it is supposed to be detonated.
- Contact Campus Safety at 7999

ACTIVE SHOOTER

If shooter is outside your building:

- Get to a room that can be locked. Close and lock all of the windows and doors, and turn off all the lights. **Barricade the door if possible.**
- Get down on the floor and make sure no one is visible from outside the room.
- Call 8-911 and tell them what is taking place and give them your location.
- Remain in place until the police give the “all clear.” Do not respond to any unfamiliar voice.

If shooter is in same building as you:

- Lock the door if possible and follow the same procedures as above.
- If the room can't be locked, see if there is a nearby location that can be reached safely and secured, or if you can, safely exit the building.
- If you decide to move from your current location, be sure and follow the instructions below.

If the shooter enters your office or classroom:

- Remain calm.
- If possible dial 8-911 and alert police to the shooter's location.
- If you can't speak leave the line open so that the dispatcher can listen to what's taking place.
- If you can't escape or hide, you may be able to negotiate with the shooter.
- Do not attempt to overpower the shooter with force unless absolutely necessary.
- If the shooter leaves the area, move to a safer location and do not touch anything that was in the vicinity of the shooter.

BUILDING EVACUATION PROCEDURES

- When the fire alarm is activated, evacuation is mandatory.
- Do not use elevators.
- Close doors as you exit
- Move all occupants to a safe area away from the building.

CAMPUS WIDE EMERGENCY ALERT SYSTEM

- All employees are eligible to get on the Campus Wide Emergency Alert System and receive emergency alerts via cell phone.
- Go to My Hanover and click on the resources tab.
- Go the Emergency Alert Sign Up and follow instructions.

For additional information you can go to the Campus Safety Web Site on My Hanover or contact the Director of Campus Safety at 812-866-6741.

ACCESS TO CAMPUS BUILDINGS

Hanover College is a private, liberal arts college that restricts access to all facilities, including residence halls, to Hanover College students, faculty, staff and their guests. Exterior doors to all campus residence halls are designed and equipped to be locked 24 hours a day. Campus Safety officers and student life staff patrol the residence halls.

Administrative and academic buildings are secured after their scheduled use times. After-hour access is granted to authorized persons with authorized keys or who have received permission for special use. Campus Safety patrols these facilities seven days a week.

CRIME PREVENTION AND PERSONAL SECURITY PROGRAMS

Hanover College advocates that it is better to prevent crimes than to just react to them. The main methodology of the Campus Safety department is to provide information on crime prevention through on campus programs and published information to all members of the Campus Community. For any crime to occur there must be three elements and they are:

- Opportunity to commit the crime
- Desire to commit the crime
- Motivation to commit the crime

Crime prevention at Hanover College is based on preventing or limiting the opportunity for a crime to be committed. Crime prevention and personal security is a shared responsibility of all members of the Campus Community. The following is a list of some of the crime prevention and personal security programs offered at Hanover College

- Crime prevention and personal safety presentations and published crime prevention tips.
- New student orientation
- New employee orientation
- Self-defense training
- Vehicle and Bicycle Registration
- Electronic device registration
- Card swipe systems
- 24 hour security patrols
- RA and PA training
- Local law enforcement patrols
- Residence hall security awareness

ALCOHOL AND DRUG POLICY

The goal of Hanover College's Alcohol Policy is to promote an environment in which community members are responsible in their alcohol use and the misuse of alcohol is not tolerated.

Because Hanover College resides in the town of Hanover, Indiana, all people on the HC campus are subject to the jurisdiction of the Hanover Police Department. Thus, any violation of federal, state or local laws is subject to police involvement including arrest, criminal prosecution, and municipal adjudication. Hanover College complies with all state and local laws (<http://www.in.gov/legislative/ic/code/>) concerning the consumption of alcohol as well as adhering to the guidelines mandated by the Drug Free Schools and Communities Act Amendment (Public Law 101-226). In particular, the following are prohibited by law:

**** Possession and consumption of alcoholic beverages at any time by individuals under the age of 21, as well as the sale/distribution of such beverages to those individuals.***

**** Driving a motor vehicle while intoxicated.***

**** Possession/use of false identification.***

**** Illegal possession, use or distribution of drugs.***

Committed to the safety and wellness of the campus community, Hanover College has further imposed restrictions on the possession and consumption of alcohol on campus. Specifically, the following are prohibited on the campus grounds:

- * The use or possession of common source containers (such as kegs, mixed drinks, or punch served in large quantities)***
- * Possession or use of alcohol-related paraphernalia, including beer bongs and funnels, or engagement in activities and/or drinking games that contribute to high-risk drinking behavior.***
- * Active participation in or facilitation of dangerous drinking or drug use.***
- * Any conduct occurring when the student is under the influence of alcohol that violates the rights of others or leads to disorderly or dangerous behavior.***
- * Students may consume alcohol on campus ONLY in designated private living units, the Shoebox or at Sanctioned Wet Events.***

It is the responsibility of the officers and members of any chartered campus group or residence unit officer to facilitate the compliance of the College alcohol policy within a living unit and/or Greek Chapter house. Failure to do so may result in administrative sanctions against the group or individuals within the group. The Chapter house or living unit, (suite, room, or theme house) may be held responsible for the activities taking place within it.

Student Housing Policy

- * If over 21 years of age, students residing in campus housing may possess and consume alcohol inside private living units provided that they have successfully completed a 90-minute session conducted by the Office of Student Life on responsible alcohol consumption. Private living units are defined as individual rooms, or individual suites. The use of alcohol by students over the age of 21 will be respected as a personal choice as long as it does not violate the Alcohol and Drug policy or any other college policies.***
- *Each of-age student is permitted to have a reasonable amount of beer and wine for personal use. However, the expectations for reasonable possession are secondary to the College's expectations for reasonable and healthy behavior. In no circumstances should a student's blood alcohol content (BAC) exceed the statutory level of impairment as defined by the State of Indiana.***
- * Open containers of alcohol are restricted to private living units (individual rooms or suites.)***
- * All first-year housing will be alcohol free.***
- * A student who is hosting a visitor who is not connected to the college is responsible for the behavior of her/his guest.***
- *Substance-free housing will be provided for students who desire this option.***

Campus Judicial Sanctions

Violations of the College alcohol and drug policies that are adjudicated on campus will be brought before a Chief Judicial Officer and/or the Community Board of Standards. The specific sanctions for violations will depend upon the nature of the incident and the number of previous violations.

Minor Violations:

- public consumption
- public intoxication
- possession by a minor or by an of-age student who has not completed the alcohol education class

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| Written Warning: | Documentation but no sanctions |
| Tier 1: | Alcohol Education, \$100.00 fine, 8-10 hours of work for the college, meeting with Dean of Students |
| Tier 2: | BASICS-Alcohol Assessment, \$200.00 fine , 10-20 hours of work for the college, Parental Notification, |
| The next Alcohol Policy violation of any kind will be classified as the First Offense, Major Violation | |

*The Chief Judicial Officer or designed reserves the right to elevate sanctioning based on the severity of the situation or the effects to the community at large.

* **Parent/Guardian Notification:** Parents or guardians of dependent students are informed of the violation and sanctions of an incident. This may occur in one of three ways: a) a student is required to contact parents/guardians and the parents/guardians must contact the Dean of Student Life or designee to note that they have been informed of the incident; b) written notification is sent home to the parents/guardians by the Dean of Student Life or designee; c) parents/guardians are contacted by the Dean of Student Life or designee over the phone.

Major Violations:

- serving to minors
- serving to individuals already intoxicated
- driving under the influence and driving while intoxicated either on or off campus
- intoxication leading to harm to self or others
- intoxication leading to property damage, disruption to the community, or other violations of Hanover College Policy

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| Tier 3 | Alcohol Education, \$300.00 fine, 20-30 hours of work for the college, meeting with Dean of Students, Parental Notification, |
| Tier 4 | Alcohol Assessment, \$500.00 fine, 30-40 hours of work for the college, meeting with Dean of Students, parental notification, Disciplinary Probation |
| Tier 5 | Alcohol Assessment by outside agency, Parental Notification, \$500.00 fine, Suspension is recommended* |
| *Students who are suspended for alcohol or drug related issues will be required to show proof of completion of a substance abuse program before readmission is granted. | |

SEXUAL MISCONDUCT POLICY AND PROTOCOL

It is the policy of Hanover College to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the College's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. Hanover has designated Title IX Coordinators to coordinate Hanover's compliance with and response to inquiries concerning Title IX. A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting: the [U.S. Department of Education's website](#) or calling 1-800-421-3481.

The mission of Hanover College is to educate the whole person in a context that fosters the development of humane values. Hanover College expects that all members of the college community will conduct themselves in a responsible manner that shows respect for others and for the community at large. As a part of the larger community, Hanover College is subject to, abides by, and supports federal statutes, Indiana state statutes and local ordinances regarding criminal conduct.

Hanover College is committed to fostering a safe and supportive environment conducive to the academic pursuit and healthy personal development of all students. It is the intent of the College to provide safety and support to victims of sexual misconduct. Reports of sexual misconduct will be taken seriously and incidents will be responded to appropriately and in a timely manner.

This policy strictly prohibits sexual misconduct by a student whether occurring on or off campus. Policy provisions for faculty and staff are contained in the employee handbooks. The College encourages individuals who believe they have been the victims of sexual misconduct to pursue on campus and criminal action against the alleged perpetrator

Title IX Coordinators & Contact Information

If you have a complaint involving sex discrimination, sexual harassment, or sexual violence, or if you have questions about Hanover's policies or procedures in these areas, please contact the Title IX Coordinator or Deputy Coordinator listed below.

Hanover's designated Title IX Coordinator and Deputy Coordinators oversee Hanover's compliance with Title IX, including coordinating the investigation of and response to sex discrimination complaints, responding to inquiries concerning Title IX, tracking incidents and trends involving sexual misconduct, coordinating equity in athletics compliance, publicizing Hanover's policies and providing training on preventing sex discrimination, sexual harassment, and sexual violence.

Title IX Coordinator

Casey Heckler

Brown Campus Center 214

812-866-6740

heckler@hanover.edu

Student on Student Complaints

Title IX Deputy

Shelley Preocanin

Long Administration Building 102

812-866-7097

preocanins@hanover.edu

What is Sexual Misconduct? As regards students, sexual misconduct is an umbrella term that covers several inappropriate sexual activities. These activities include

- Sexual exploitation-which is the unauthorized posting of visual representations of an individual; the refusal to refrain from such postings when requested; and actions that could be construed as voyeurism.
- Sexual harassment-which includes but is not limited to verbal or written conduct of a sexual nature, stalking, and other forms of non-physical, unwelcome attention.
- Sexual assault-which can be either non-consensual sexual contact or non-consensual intercourse. Non-consensual sexual contact is defined as intentional sexual contact without consent to any body part. Non-consensual intercourse is defined as intercourse without consent (whether by an acquaintance or a stranger); attempted rape; sodomy (oral sex or anal intercourse) without consent; or sexual penetration with an object without consent.

As regards faculty and staff, sexual misconduct is defined in employee handbooks and Hanover College policy statements.

What is Consent? Effective consent is informed, freely and actively given, mutually understandable words or action, which indicate a willingness to engage in mutually agreed upon sexual activity.

Lack of consent is the absence of effective consent and/or sexual activity committed by force, intimidation or through use of the victim's mental incapacity or physical helplessness, including intoxication.

A person who may be physically incapacitated as a result of alcohol or other drug consumption (voluntary or involuntary) is incapable of giving consent. A person, who is unconscious, unaware or otherwise physically helpless, is incapable of giving consent. One may not engage in

sexual activity with another whom one knows or should reasonably know to be physically incapacitated.

Filing a Complaint A complaint of sexual misconduct against a student by a student must be made in writing to the College's Chief Judicial Officer within Student Life within one calendar year of the time the reporting person first knew or should have known the identity of the accused. The Complaint may be lodged by the accuser or through Campus Safety Department Incident Reports. In extenuating circumstances (e.g., repeat offenders or presence of threat to the community), if the complainant chooses not to proceed with a hearing by the Sexual Misconduct Hearing Board, the College reserves the right to proceed with a hearing on behalf of the community. For good cause shown, the Chief Judicial Officer may extend the above time period. Good cause is determined in the Chief Judicial Officer's sole discretion, and shall include consideration of whether a lengthy delay will allow the rights of the accused student to be respected.

Any student found responsible for acts of sexual misconduct could face sanctions including probation, suspension or expulsion.

A complaint of sexual misconduct against a faculty member, staff member or contract employee by a student may be reported to any member of the Student Life staff. These complaints will then be referred to Human Resources.

The College's procedures for reviewing sexual misconduct complaints are currently under review and will be made available soon.

Other Resources Sexual Misconduct Hotline: (812) 701-5051.

Sexual Assault Response Protocol

Protocol

- I. Student reports assault to staff member via the On-Call Student Life Cell Phone
- II. Director on-call asks for first name of caller and a number where they can be reached
- III. Director contacts Catherine LeSaux with information.
- IV. The notified Counseling Services member will provide crisis services and assist victim in understanding options and getting appropriate help.
- V. If the student wishes to seek medical assistance at the hospital or Health Services, a staff member will arrange transportation and escort.

- VI. Follow-up services will typically be coordinated by Counseling Services. The counselor then becomes the primary contact for the student and may serve as an advocate for the victim. A victim may request to be appointed an advocate other than a counselor. In which case, that staff member/advocate becomes the point of contact for the victim.

Basic Information

A victim may do any of the following:

- a) Report the crime to Campus Safety
- b) Report the crime to the Police Department
- c) File criminal or civil charges against the perpetrator
- d) File judicial charges within the college system (if perpetrator is also a student)
- e) Seek medical assistance (on campus or off campus)
- f) Speak to a counselor
- g) All or None of the above

Utmost attention should be given to providing the victim with as much control over the situation as possible. Additionally, great sensitivity must be exercised in safeguarding the victim's privacy and respecting her/his physical boundaries (e.g. do not touch without permission to do so). A victim has the right not to report or prosecute the crime and has the right to change her/his mind. It is essential that the choices be determined by the victim. However, if the victim does not report the crime, you are obligated to report the crime anonymously to Campus Security.

Emphasize to a victim the importance of seeking medical assistance (testing for STDs, pregnancy, or injuries) even if she/he does not wish to report the crime. Health Services can provide such services, although they cannot collect evidence.

Be prepared to assist student with basic information about how her/his rights and options. Refer to the Student Handbook for policies and procedures. Keep in mind that a traumatized person will probably be overwhelmed by too much information. Thus, it is best to attend to the most immediate concerns first and provide the victim a copy of written detailed information (policies and procedures, victim rights, "What to Do if You are Raped" booklet, resource information) to review later.

Amnesty

If a sexual assault victim is intoxicated at the time of the crime and/or at the time of reporting the crime, the victim should generally be immune from judicial sanctions associated with their drug or alcohol consumption. Similarly, students who seek assistance on behalf of a victim or potential victim will generally be immune from judicial sanctions (see Medical Amnesty under the Drug and Alcohol Policy).

Rights of Accused

If a victim pursues judicial action against another student, the accused student will be notified by the judicial officer. This notification should also include informing the accused students of his/her rights (e.g. the right to confer with an advocate). See Student Handbook for more details.

The Campus Sexual Assault Victim Bill of Rights (amends the Campus Security Act of 1990) 20 U.S.C. § 1092(f)(8); 34 C.F.R. § 668.46(b)(11)

The sexual assault provisions of the Campus Security Act require each institution of higher education to distribute as part of the Campus Security Report, a statement regarding the campus sexual assault prevention programs, the procedures following sex offenses, education programs aimed at preventing sex offenses, possible sanctions imposed for sex offenses, procedures for on-campus disciplinary action in cases of alleged sexual assault, notification of on- and off-campus counseling, mental health or other student services for victims of sex offenses, and notification to students that the institution will change a victim's academic and living situations after an alleged sex offense and the options for those changes. If a victim of campus crime alleges a sexual assault, both the accuser and the accused must be informed of the outcome of any campus disciplinary proceeding. The notification requirement in the regulations covers all allegations of "sex offenses." Compliance with this section does not violate the **Family Educational Rights and Privacy Act (FERPA)**

Physical Abuse and Harassment Policies

Physical Abuse

Physical abuse and attempted physical abuse are prohibited. Physical abuse is defined as follows:

Acts which restrict the freedom of action of another person or endanger the health or safety of another person. These acts may include unauthorized physical contact, use of physical force, or violence.

Harassment

Hanover College is a principle-based community that seeks to promote the academic, personal, and moral growth of its members within a safe, challenging and responsive environment. As such, the College seeks to maintain an environment in which individuals can live, learn and work free from discrimination and harassment of any kind. Such behavior is an affront to the whole community and a betrayal of the ideals of community which the College seeks to foster. The Hanover College Principles leave no room for behavior that denies a person or persons the full and free exercise of their rights and privileges as members of the College community or creates an intimidating or hostile environment.

Specifically, principles 2, 5, 6 and 9 have this to say:

- I will participate in the open and free exchange of ideas necessary for a meaningful education and a successful democracy.
- I will work to create a safe campus community, free from unjust coercion, harassment, and other threats to persons or property.
- I will practice honesty toward, tolerance of, and compassion for others, working to support the well-being of other members of the College community.
- I will know and adhere to the rules of the College and to state and federal laws, accepting accountability for my own actions and encouraging others to be accountable for theirs.

Discrimination and harassment of any kind conflict with the educational and communal interests of the College. Sexual harassment is a particular form of harassment that falls under a different College policy (for Sexual Harassment Policy please see the policy stated below). This policy deals with student-on-student harassment. If a student feels s/he has been harassed by an employee or vendor of the college, s/he should refer to the policy in the Faculty/ Staff Handbook.

Harassment is defined as follows:

Acts which have the effect of harming, intimidating, or humiliating a member of the community, through the use of physical force, the threat of force, or verbal, visual, or physical

abuse, on the basis of race, color, religion, gender, gender identity, marital status, sexual orientation, national origin, age, disability or any other characteristic protected by law. These acts can also be based on no one specific characteristic or combination of characteristics protected by law, but can also be acts which have the effects listed above and violate the basic respect that we owe to one another as members of the Hanover College community.

Because the College affirms the right to freedom of expression, speech and thought, any idea can be expressed, unless it is deemed by a judicial body representing the College community to amount to harassment of an individual or group of individuals. There are multiple resources available for any student who feels s/he has been harassed or has witnessed harassment:

The **Community Alliance and Resource Team (CART)** supports the Hanover College community (students, faculty, and staff) who witness or experience acts of discrimination or harassment based on sexual orientation, gender identity, national origin, race, religion or disability. Team members are committed to working confidentially as allies with individuals or groups as they process, evaluate, mediate, and respond to incidents of discrimination.

The Community Alliance and Resource Team also seeks to serve as a resource for the professional and cultural development of the Hanover College community. The team will work collaboratively with campus departments and student organizations to provide a) comprehensive and interactive diversity training sessions, b) safe zone training certification, c) intergroup dialogue and mediation sessions, and d) culturally inclusive programming.

Although the Community Alliance and Resource Team includes representation from Hanover College Title IX officials, reported incidents regarding sex or gender based discrimination shall be referred directly to the college's Title IX officials.

What is a bias incident?

Bias is a pre-conceived, negative attitude about a person or group based on their sex, gender identity, sexual orientation, national origin, race, religion or disability.

- **Bias incidents** are *any actions* committed against a person or group that are motivated, in whole or in part, by bias against the person's or group's sex, gender identity, sexual orientation, national origin, race, religion, or disability.
- **Hate crimes** are *criminal offenses* committed against a person or group that are motivated, in whole or in part, by bias against the person's or group's sex, gender identity, sexual orientation, national origin, race, religion, or disability.

All hate crimes are bias incidents, but not all bias incidents are hate crimes. Examples of bias incidents that fall short of hate crimes:

- Comments that express harmful stereotypes about the above categories, e.g., racial jokes.
- Graffiti on a dorm room white board that expresses bias against the above categories, e.g., sexist or racist language or images. (Note: If the graffiti constitutes criminal vandalism or property damage, it can constitute a hate crime.)
- T-shirts with language and imagery that objectify women, propagate hatred to specific groups, or display imagery associated with or symbolic of hate groups.
- Students promoting or hosting special events centering on the discrimination or marginalization of others.

What does CART do?

The team operates on the basis of the [Hanover College Principles](#) to promote *understanding, respect, civility and education*.

1. **The team assists members of the Hanover College Community who report bias incidents.** Our primary function is to support students, faculty, and staff who witness or experience bias incidents. We support them by listening to their accounts of their experiences and discussing resources and both formal and informal options for moving forward. These reports are completely confidential, unless they involve felonies, the threat of violence, or Title IX violations, in which case we will report them to Security and/or the Hanover College Title IX officials. The individual who reports the incident is in charge of the process, and the team will not take any action that is not authorized by the reporter. Individuals may make reports whether or not they want to take action.
2. **The team serves as a resource for the professional and cultural development of the Hanover College community.** The team offers comprehensive and interactive diversity training sessions, safe zone training certification, intergroup dialogue and mediation sessions, culturally inclusive programming.
3. **The team keeps annual statistical records of bias incidents on campus.** At the end of each year we compile an anonymized statistical summary of the reports received during the year. We do not reveal information that would compromise our confidentiality policy. The goal in these efforts is to keep the college's leadership abreast of the cultural climate of the campus and to guide cultural programming in effort to address the specific needs of the institution.

What CART is not.

1. **CART is not a *judicial body*.** The team does not decide guilt or innocence and do not mete out punishment.
2. **CART is not an *investigative team*.** Team members don't go on fact-finding missions. We take reports about bias incidents and, if the individual wants to, we discuss options for how the individual might move forward. If the individual opts to file a formal grievance and initiate campus judicial proceedings, then an investigation will be carried out

through that process, which is overseen by the Rules Application Committee (RAC), not CART. For more, see the [Student Harassment Policy](#).

3. **CART is not a *crisis response team*.** Anyone in a dangerous situation (e.g., a violent or potentially violent situation) needs to contact Security immediately. If the situation involves a bias incident, we can take a report at a later time.
4. **CART is not the *thought police* or *speech police*.** We *don't* tell people what to think or how to talk. We *do* support the individual's ability to feel safe, at home, and welcome in our community is frustrated by the prejudicial behavior of those around them.

Contact us at cart@hanover.edu <http://cart.hanover.edu/>

You may report a bias incident to any of the following:

- Any Faculty Member
- Any Student Life Staff member (701-5051)
- Counseling Services (x7399)
- Campus Security (x7999)
- Director of Multicultural affairs (x7076)
- Office of the Chaplain (x7087)

Seeking advice or counsel through the resources listed above does not necessitate formal judicial proceedings in the case. The case may be handled informally. Possible informal responses include, but are not limited to, mediation through Counseling Services and/or an education program sponsored by the Student Life and BIRT. The student may consult with BIRT to explore all informal options.

The student may also choose to address the issue formally. To have the case handled through the campus judicial system, the student must file a formal grievance with the Chief Judicial Officer (x6740). In order to file a formal grievance, a student must contact the Chief Judicial Officer in order to make an appointment to meet with the Chief Judicial Officer and the chair of the Rules Application Committee to discuss the student's options. After this meeting a student may or may not choose to file a formal grievance. For formal proceedings to occur, the student must file a written grievance within one year of the incident.

The College is committed both to protecting and supporting the victims of harassment and to preserving the rights of the accused, who are afforded the protections incorporated in the

judicial process described below. The Community Board of Standards cannot take into account previous offenses committed if no grievance was brought and no sanction was imposed by the Board.

Any student who is found by the Community Board of Standards to have harassed another student is in clear violation of the College's principles and will be subject to disciplinary sanctions, up to and including expulsion from the College. In addition, those who engage in harassing behavior may be subject to criminal prosecution under appropriate federal, state, or municipal law. Action taken by the College through disciplinary proceedings and sanctions does not preclude the pursuit of criminal or civil action.

Procedures and Sanctions for Formal Grievances

Formal written grievance. Any student who feels s/he has been harassed by another student has the right to file a formal written grievance. Once a formal grievance is filed, the Community Board of Standards will hear the case. The student has the right to select an advisor, who may accompany her/him to any meetings relevant to the case, though the advisor may not speak at a hearing. The advisor must be a member of the College Community (e.g., student, staff or faculty).

Any third party who believes s/he has witnessed a situation of harassment may start an investigation process through the Chief Judicial Officer. Once the investigation is complete, the Rules Application Committee will review the evidence gathered in order to determine whether or not the issue will be pursued. The college reserves the right to take further action based on the findings of the investigation.

Notification of charges. The Chief Judicial officer will then meet with the respondent and explain the grievance that has been filed. The respondent will be asked to respond to the formal grievance in written form. Both parties will be advised to have no contact during this time. Continued contact may result in further charges being incurred. The respondent has the right to select an advisor, who may accompany her/him to this meeting and subsequent hearings, though the advisor may not speak at a hearing. The advisor must be a member of the College community (e.g., student, staff or faculty). The Chief Judicial Officer will forward the petitioner's grievance and respondent's response to the Chair of the Rules Application Committee (RAC), and a hearing through the Community board of Standards will be scheduled.

Community Board of Standards hearing. A Community Board of Standards hearing will be convened to determine responsibility and sanctions. Both the petitioner and the respondent will be asked to meet with the Board at that time. Each party will meet with the Board separately. Cases that involve multiple petitioners may be treated separately.

If the respondent chooses not to contest the terms of the grievance, then s/he is given a chance to explain his/her behavior to the Board and accept any sanctions determined by the Board. If the respondent chooses to dispute the charges, the Community Board of Standards will conduct a full hearing. For the procedures, see:

https://my.hanover.edu/ICS/Campus_Life/Student_Handbook/Judicial_System.inz

This process will be handled in a timely manner. It should ordinarily take no longer than thirty business days.

Sanctioning guidelines. The college is committed, first, to the intellectual and social growth of all its members. To the extent that it is possible, persuasion and education are preferable to punishment. If the Board determines that a sanction is called for it will determine a sanction based on the severity of the case. Multiple offenses will result in increased sanctions. The sanctions may include educational training about diversity, probation, fines, parental notification (as permitted by FERPA), suspension and expulsion.

In all cases the petitioner will be notified as soon as practicable of the outcome of the hearing (i.e., the findings of the Board and what, if any, sanctions resulted). In the interest of privacy, third parties and witnesses will not be informed of the outcome of the hearing.

Appeals to the Dean of Students. The respondent has a right to appeal to the Dean of Students; however, the Dean cannot act unilaterally to reverse the Board's decision without consulting with the Board. The Dean must justify her/his decision, in writing, on the basis of an alternative interpretation of the same evidence presented at the hearing.

MISSING STUDENT POLICY

This policy outlines the official notification procedures of Hanover College for missing students who reside in on-campus housing, in accordance with the requirements of the Higher Education Opportunity Act of 2008. The purpose of this policy is to promote the safety and welfare of members of the College Community through compliance with the requirements of the HEOA.

If a member of the college community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify Campus Safety, ext. 7999, the Dean of Student Life office, ext. 7075 or the Director of Student Housing, ext. 6740.

Upon receiving information that a student cannot be located and may be missing, Campus Safety officers in conjunction with Student Life personnel will initiate an investigation which will include the following:

- Conduct a welfare check into the student's room.
- Call known contacts (parents, guardians, roommates, and friends).
- Contact employers and associates, if known.
- Contact the student's professor to ascertain the student's recent attendance in class.
- If the student has a vehicle, the Campus Safety Department will attempt to locate the vehicle.

If the student cannot be located after reasonable efforts, Student Life personnel will then contact the student's emergency contacts no later than 24 hours after the student has been determined to be missing. If a Confidential Contact has been listed (see below), that person must be contacted. If the missing student is under the age of 18 and is not an emancipated individual, Student Life personnel will notify the student's parents or legal guardian.

Once it has been determined that a student has been missing for 24hrs or if circumstances dictate immediate action, Campus Safety will file a Missing Person Report with local Law enforcement agencies to initiate an investigation. This report must be filed must be in person at the Hanover Campus Safety Building.

Confidential Contact:

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Hanover College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Hanover College will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so through the Student Life office. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement as appropriate.

CRIME STATISTICS

Clery Act Crime Definitions:

Sex Offenses-Forcible

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Forcible 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).

Forcible Sodomy

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly 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.

Sexual Assault with an Object

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of 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 because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible 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.

Sex Offenses-Non-Forcible

Unlawful, non-forcible sexual intercourse.

Incest

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

Statutory Rape

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

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 persons 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.

Manslaughter by Negligence

The killing of another person through gross negligence.

Robbery

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

Weapon Law Violations

The violation of laws 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 attempts 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; maintaining 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.)

The Following is a detailed listing of crimes reported to the Hanover College Campus Safety Department. These statistics are in compliance with the Federal Campus Crime Awareness Act.

| TOTAL ON CAMPUS CRIME REPORTED | 2016 | 2017 | 2018 |
|--------------------------------|------|------|------|
| Aggravated Assault | 1 | 0 | 0 |
| Arson | 0 | 0 | 0 |
| Burglary | 4 | 4 | 3 |
| Criminal Homicide | 0 | 0 | 0 |

| | | | |
|----------------------------|---|---|---|
| Motor Vehicle Theft | 1 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Sex Offenses (forcible) | 4 | 3 | 3 |
| Sex Offence (non-forcible) | 0 | 0 | 0 |

| | | | |
|----------------------------------|------|------|------|
| TOTAL ON CAMPUS ARRESTS REPORTED | 2016 | 2017 | 2018 |
| Drug Law Violations | 0 | 0 | 0 |
| Liquor Law Violations | 0 | 0 | 0 |
| Weapons Violations | 0 | 0 | 0 |

| | | | |
|-----------------------|------|------|------|
| JUDICIAL REFFERALS | 2016 | 2017 | 2018 |
| Drug Law Violations | 0 | 2 | 8 |
| Liquor Law Violations | 15 | 19 | 17 |
| Weapons Violations | 0 | 0 | 0 |

The next compilation of statistics repeats the categories of reported crimes; however, these categories are now broken down by the locations where they occurred at or near Hanover College for the noted calendar years.

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 educational 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, is 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 FBBC&TS crime statistics do not include crimes that occur in privately owned homes, apartments or businesses adjacent to the campus boundaries.

| 2016 | On Campus | Res. Halls | Non Campus | Public Property |
|----------------------------|-----------|------------|------------|-----------------|
| Aggravated Assault | 1 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 |
| Burglary | 4 | 3 | 0 | 0 |
| Criminal Homicide | 0 | 0 | 0 | 0 |
| Dating Violence | 1 | 1 | 0 | 0 |
| Domestic Violence | 1 | 0 | 0 | 0 |
| Motor Vehicle Theft | 1 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 |
| Sex Offenses (forcible) | 4 | 4 | 0 | 0 |
| Sex Offence (non-forcible) | 0 | 0 | 0 | 0 |

| 2017 | On Campus | Res. Halls | Non Campus | Public Property |
|----------------------------|-----------|------------|------------|-----------------|
| Aggravated Assault | 1 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 |
| Burglary | 4 | 1 | 0 | 0 |
| Criminal Homicide | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 |
| Domestic Violence | 3 | 3 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 |
| Sex Offenses (forcible) | 3 | 2 | 0 | 0 |
| Sex Offence (non-forcible) | 0 | 0 | 0 | 0 |

| 2018 | On Campus | Res. Halls | Non Campus | Public Property |
|----------------------------|-----------|------------|------------|-----------------|
| Aggravated Assault | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 |
| Burglary | 2 | 1 | 0 | 0 |
| Criminal Homicide | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 |
| Domestic Violence | 1 | 1 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 |
| Sex Offenses (forcible) | 3 | 3 | 0 | 0 |
| Sex Offence (non-forcible) | 0 | 0 | 0 | 0 |

HATE CRIMES

Federal Law requires colleges to report the incidence of hate crimes on their campus. Colleges must separately identify which of the crimes reported in the above charts involve victims who were intentionally selected because of their actual or perceived race, gender, religion, sexual orientation, ethnicity or disability.

None of the crimes listed in the previous charts were categorized as a hate crime. One incident of intimidation and one incident of vandalism were classified as hate crimes.

FIRE SAFETY

INTRODUCTION

The Higher Education Opportunity Act requires all institutions of higher education that maintain on-campus housing to publish an annual Fire Safety Report. This report contains the information required by the HEOA for Hanover College including fire safety practices and a fire log with statistics regarding residential facility fires.

FIRE SAFETY INFORMATION/POLICIES

Fire and Safety Equipment:

Fire safety equipment (fire alarms, extinguishers, exit lights, emergency lights, smoke alarms, and hoses) are located in strategic areas of halls and houses for your safety. Use these only for emergencies. Do not prop fire doors open.

We, at Hanover College, do our best to provide for the personal safety and security of each resident. Smoke detectors and fire extinguishers have been placed around campus to protect lives and possessions. For one's own safety, please do not remove batteries from smoke detectors or discharge fire extinguishers. Tampering with these safety items is considered a serious offense. The law requires Hanover College to have these fire safety items in place, and the law also covers tampering with fire extinguishers and smoke detectors. Therefore, any person caught tampering with the smoke detectors or fire extinguishers may be handed over to law enforcement authorities as well as face judicial proceedings from the college.

Do not block windows (this includes lofts and large pieces of furniture).

Flammable Objects:

Combustibles, gasoline, explosives, or highly flammable chemicals are not permitted in the residence halls. Halogen Lamps, candles, oil lamps, incense, and other open flame objects are not permitted in the residence halls. Possession of these items in rooms even if not being used, is prohibited.

Live Christmas trees are not permitted in residence hall rooms or lounges.

No electrical lights are permitted on metal trees.

Electrical Appliances:

Students may use the following electrical devices in their rooms: clocks, electric fans, floor lamps, shavers, microwaves, stereo equipment, hair dryers, curling irons, television sets, and computer equipment.

Personally owned hot plates, broilers, toaster units, toasters, lava lamps, space heaters, halogen lamps, and room air conditioners are NOT permitted because of the possibility of power failures, overloaded electrical circuits, and fire hazards. Electrical appliances as well as all extension cords must be UL approved. Too many appliances attached to an extension cord may create a fire hazard. Heavy-duty extension cords are required for distances of more than six feet. A power strip is required when using more than two appliances at any wall receptacle.

Refrigerators, microwaves and other appliances acceptable to campus policies, but older than ten years, are prohibited in the residence halls. Christmas Lights must be UL approved, fused, and in-line style.

Building Decorations:

Due to the increased fire hazards/risks that they present, hay, leaves, sticks, live Christmas trees, large posters, lava lamps, halogen lamps, artificial Christmas trees over 3 feet tall or other flammable items are not permitted anywhere in college buildings. The use of fire retardant decorations is desired in decorating residence halls and other buildings.

Emergency Procedures:

Because Student Life staff has been trained in proper emergency procedures, residents and their guests must adhere to all directives given by any staff member. Failure to comply will result in disciplinary action.

Every year college and university students experience a growing number of fire-related emergencies. There are several causes for these fires; however most are due to a general lack of knowledge about fire safety and prevention. Cooking is the leading cause of fire injuries on college campuses, closely followed by careless smoking and arson. Students tampering with fire safety equipment may be fined in accordance with local, state, and federal ordinances.

THE CAUSE...

Many factors contribute to the problem of residence hall housing fires.

- Improper use of 911 notifications systems delays emergency response.
- Student apathy is prevalent. Many are unaware that fire is a risk or threat in the environment.
- Evacuation efforts are hindered since fire alarms are often ignored.
- Building evacuations are delayed due to lack of preparation and pre-planning.
- Vandalized and improperly maintained smoke alarms and fire alarm systems inhibit early detection of fires.
- Misuse of cooking appliances, over-loaded electrical circuits and extension cords increase the risk of fires.

YOUR RESPONSE...

When a fire alarm sounds:

1. Grab a towel or article of clothing to place over face.
2. Check the room door for heat.
3. Close room windows.
4. Leave room lights on.
5. Stay low to the floor and calmly proceed to the nearest exit.
6. Residence Life staff will check rooms to ensure everyone has evacuated.

ALWAYS, ALWAYS, ALWAYS take a fire alarm seriously. Your safety is dependent on your response during drills and/or in the actual event of a fire. Failure to evacuate may result in fines and or disciplinary action.

EDUCATION AND TRAINING INFORMATION

Resident students are offered in-service training from Campus Safety during the school year. Information related to policies, procedures, and evacuation is discussed. Student Life Staff are responsible to supervise evacuation when a building alarm is activated.

Student Life Staff receive annual in-service training from the Department of Campus Safety on fire safety topics including prevention, suppression, and response.

Residential Fire Statistics

| Name of facility | 2015 | 2016 | 2017 | 2018 |
|-----------------------|------|------|------|------|
| Blythe Hall | 0 | 0 | 0 | 0 |
| Coulter House | 0 | 0 | 0 | 0 |
| Clemmons Street House | 0 | 0 | 0 | 0 |

| | | | | |
|--------------------------|---|---|---|---|
| Crowe Hall | 0 | 0 | 0 | 0 |
| Donner/Ide | 0 | 0 | 0 | 1 |
| File House | 0 | 0 | 0 | 0 |
| Garritt North Apartments | 0 | 0 | 0 | 0 |
| Garritt South Apartments | 0 | 0 | 0 | 0 |
| Garritt Street House | 0 | 0 | 0 | 0 |
| Greenwood Suites | 0 | 0 | 0 | 0 |
| Katherine Parker Hall | 0 | 0 | 0 | 0 |
| Ogle Suites | 0 | 0 | 0 | 0 |
| Wiley Hall | 0 | 0 | 0 | 0 |
| Young House | 0 | 0 | 0 | 0 |
| Lambda Chi Alpha | 0 | 0 | 0 | 0 |
| Lynn Hall | 0 | 0 | 0 | 0 |
| Phi Delta Theta | 0 | 0 | 0 | 0 |
| Phi Gamma Delta | 0 | 0 | 0 | 0 |
| Sigma Chi | 0 | 0 | 0 | 0 |
| Kappa Alpha Theta | 0 | 0 | 0 | 0 |
| Phi Mu | 0 | 0 | 0 | 0 |
| Chi Omega | 0 | 0 | 0 | 0 |
| Alpha Delta Phi | 0 | 0 | 0 | 0 |
| Trimble House | 0 | 0 | 0 | 0 |
| TOTAL FIRES | 0 | 0 | 0 | 1 |

Residential Fire Safety Systems

| Name of Residence Hall | Smoke Detection | Fire Extinguishers | Sprinkler System |
|--------------------------|-----------------|--------------------|------------------|
| Blythe Hall | Yes | Yes | Yes |
| Coulter House | Yes | Yes | Yes |
| Clemmons Street House | Yes | Yes | No |
| Crowe Hall | Yes | Yes | Yes |
| Donner/Ide | Yes | Yes | Yes |
| File House | Yes | Yes | No |
| Garritt North Apartments | Yes | Yes | No |
| Garritt South Apartments | Yes | Yes | No |
| Garritt Street House | Yes | Yes | No |
| Greenwood Suites | Yes | Yes | Yes |
| Katherine Parker Hall | Yes | Yes | Yes |
| Lynn Hall | Yes | Yes | Yes |
| Ogle Suites | Yes | Yes | Yes |
| Wiley Hall | Yes | Yes | Yes |
| Young House | Yes | Yes | No |
| Lambda Chi Alpha | Yes | Yes | Yes |

| | | | |
|-------------------|-----|-----|-----|
| Phi Delta Theta | Yes | Yes | No |
| Phi Gamma Delta | Yes | Yes | No |
| Sigma Chi | Yes | Yes | Yes |
| Kappa Alpha Theta | Yes | Yes | Yes |
| Phi Mu | Yes | Yes | Yes |
| Chi Omega | Yes | Yes | Yes |
| Alpha Delta Phi | Yes | Yes | Yes |
| Trimble House | Yes | Yes | No |

CONCLUSION

Hanover College’s Campus Safety was created to support the College’s educational goals by maintaining a safe and secure environment in which to explore diverse social, cultural and academic ideas and to pursue knowledge. In addition to discharging its specific duties and responsibilities, Campus Safety maintains a continuous and harmonious relationship with other law enforcement agencies and community leaders.

Developing a safe and secure environment in an academic institution is a partnership. Within the Hanover College community, the Department of Campus Safety is assigned the primary responsibility of identifying those programs, methods and tactics necessary to assist the entire College community in achieving a safe and secure environment.

Campus Safety encourages every member of the community to learn and demonstrate personal security habits at all times and to immediately report crimes or suspicious activity. The Department of Campus Safety practices a community policing approach toward crime prevention. We encourage individuals to take initial responsibility for their own property and personal security, as well as their neighbors’.

The Department of Campus Safety remains committed to facilitate this process with all of its available resources. Through a cooperative relationship with local law enforcement, Hanover College Campus Safety has effectively contributed toward a community-wide effort to fight criminal activity. The end result is a safe and secure environment in which to live, work and study. Campus Safety hopes this report helps demonstrate that Hanover College is a place where students and their families can be confident of their safety and security.

James Hickerson

Director of Campus Safety

Hanover College