



ANNUAL SECURITY REPORT

I. Purpose

The Clery Act requires all institutions of higher education to publish an annual report of security policies and crime statistics. The Higher Education Opportunity Act of 2008 also requires an annual report containing information on campus emergency response and evacuation procedures, emergency notification, additional hate crime reporting and fire safety policies and statistics. Information contained in this report was obtained from all relevant campus authorities. The report is due by October 1st of each year and must contain certain crime statistics for the most recent three-year reporting period.

The purpose of this publication is to:

- Provide the Emmanuel University community with an overview of the campus safety services.
- Provide crime statistics required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.
- Inform current and prospective students, staff, faculty, and visitors about the College's policies and programs designed to help keep them safe.
- Share information regarding emergency preparedness and planning.
- Share information regarding fire safety, fire statistics, and fire-related information.

In November of 1990, the Student Right to Know and Campus Security Act (Public Law 101-542) was signed into law. This Act represents a legislative response to the perceived problem that some colleges and universities had been less than forthright about disclosing various policies and statistics which are of interest to members of the college or college community and to prospective students, parents and/or employees of that institution. Title I of the Student Right to Know and Campus Security Act required that institutions complete and distribute upon request graduation rates of students, particularly those receiving athletic scholarships. Title III of the Act made the same requirements regarding the institution's default rates for student loans. Title II required institutions to make security policies and campus crime statistics available to interested parties. In July 1992, the Higher Education Amendments of 1992 (HEA) were enacted. The HEA imposed new requirements for preventing, reporting, and investigating sex offenses that occur on campus. In July of 1999, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act was enacted. This act broadened the list of reportable crimes and imposed

new reporting requirements for crimes, the location of those crimes, and authorities that have to report those crimes.

Preparation of this report is a joint responsibility between multiple departments across campus with the Office of Equity & Compliance compiling the information. This report is made available to all current students and employees via email on an annual basis. The report is also made available on the college's

Background & Compliance

Comprehensive crime statistics for Emmanuel University are also available online at the U.S. Department of Education (<http://ope.ed.gov/security/>). Printed copies are available upon request from the Office of Equity & Compliance. Emmanuel University is pleased to make this compilation of safety policies and campus crime statistics available.

If, after reading this report, you have other comments or questions please address them to:

Mandrake T. Miller

Vice President for Student Life and Director of Equity & Compliance

Office: (706) 245-2820

Email: mandrake.miller@ec.edu

Emmanuel University's Office of Campus Safety is governed by the Campus Safety Committee and the policies are carried out by various members of the committee. The Campus Safety Committee is comprised of the following individuals:

- Greg Hearn, President
- Matt McCree: Vice President of Campus Operations and CFO
- Mandrake Miller: Vice President of Student Life and Director of Equity & Compliance
- Joann Harper: Director of Human Resources

The Office of Campus Safety is responsible for evaluating and facilitating the overall safety and security of the campus, including students, employees, grounds, buildings, furnishings, equipment, and other property. In consultation with all other College personnel as appropriate, the Office of Campus Safety serves as a primary liaison with law enforcement and other public safety agencies. The Director of Equity & Compliance serves as the Clery Coordinator for the College. The Office of Equity & Compliance is located in Taylor Music Hall Suite 102. The Emmanuel University Office of Campus Safety maintains a close working relationship with local emergency agencies and their members. Emmanuel University relies wholly on responding local law enforcement officers for all law enforcement actions or needs. Emmanuel University is within the jurisdiction of the City of Franklin Springs which includes law enforcement, emergency medical services, and the city's fire department. The City of Franklin Springs Police Department has officers which patrol the city streets on campus via marked patrol units to deter acts of crime and to detect and intervene when criminal activity occurs. In addition to patrol duties, the City of Franklin Springs Police Department and/or other local law enforcement investigate traffic accidents, provide limited motorist assistance, enforce city street parking/traffic regulations, and provide support to numerous campus activities and events,

including graduation and certain athletic events. Franklin County Emergency Medical Services provide medical coverage county-wide including Franklin Springs. The City of Franklin Springs Public Safety Building houses a 24/7 fully staffed ambulance capable of reacting and responding to any medical emergencies or needs on campus. The Public Safety Building is centrally located within the city and adjacent to the campus grounds enabling the ambulance to respond anywhere on campus within minutes. The Franklin Springs Volunteer Fire Department is also located at the Franklin Springs Public Safety building and has a long history of focus and support concerning the needs of Emmanuel University.

No Emmanuel University personnel have the authority to make arrests and Emmanuel University relies completely on local and state law enforcement agencies for the enforcement of city and state laws. The jurisdiction of the Office of Campus Safety is limited to Emmanuel University property and buildings and does not extend outside the boundaries of the Emmanuel University Campus.

Emmanuel University cooperates with local public safety officials. This cooperation allows for the investigation of alleged crimes, emergency response, special event coordination, training, and prevention efforts on campus. As a practice, local and state police agencies do not always inform the College of criminal activity in the vicinity of the College campus. A reasonable attempt is made to be aware of any crimes occurring in the area of the campus that would pose a threat to the campus community. When the College is aware of a potential threat to the campus community a timely warning will be issued via the College's ECAAlert system, the campus emergency mass messaging service. The Office of Campus Safety and Residence Life staff assist with the enforcement of the campus-wide ban on possession and use of alcohol and illegal drugs by working closely with local law enforcement agencies. Possession of dangerous weapons or firearms anywhere on campus, including the residence halls, is a violation of the Student Code of Conduct, and of Faculty and Staff employment policies, as well as local and state laws.

REPORTING CRIMES AND EMERGENCIES

Emmanuel University community members, students, faculty, staff, and guests are instructed to call 911 immediately for all emergencies. Upon dialing 911, campus personnel are encouraged to provide accurate and complete information regarding location and the nature of the emergency. It is important that information be relayed accurately as it will enable prompt response. When making a call to emergency services consider the following:

- Call 911; report any and all details of the incident
- Describe the suspect's appearance, clothing, height, weight, coloring, scars or other noticeable features
- Describe the location of the incident
- Describe the suspect's vehicle, license plate number and direction of travel
- If you observe a crime or a suspicious incident, call immediately. Do not assume someone else has made the call.

Try to provide the dispatcher with accurate, detailed information about the problem. When reporting an emergency, try to explain your needs as calmly as you can. STAY ON THE LINE until the dispatcher says it is okay to hang up. Once a call has been made to the 911 center, please notify the Office of Campus Safety immediately by calling 706-245-2810.

All emergency services including responding police, ems, and fire services are coordinated and dispatched via the Franklin County 911 Center. All campus personnel are encouraged to report to the Office of Campus Safety, all crimes and safety related incidents that have occurred. An individual may report by calling 706-245-2810, or emailing campussafety@ec.edu.

Campus Security Authorities (CSA) of the college are instructed and required to submit reports in a timely manner by calling the Office of Campus Safety at 706-245-2810, emailing campussafety@ec.edu, and/or submitting a CSA reporting form found online at <http://www.ec.edu/life/campus-safety>. Accurate and prompt reporting ensures that the Office of Campus Safety in conjunction with the Office of Equity & Compliance is able to evaluate reports, initiate response actions, send timely warning alerts, disclose crimes through ongoing disclosure processes and accurately documenting reportable crimes in its annual statistical disclosure.

The Office of Campus Safety, in coordination with the Director of Equity and Compliance, have the responsibility to compile all reporting data and prepare the annual disclosure of crime statistics. Emmanuel University contacts local law enforcement agencies every year to obtain up-to-date and accurate crime statistics for the Clery Geography of Emmanuel University.

Emmanuel University does not maintain a daily crime log because the college does not maintain a campus police department or a security department or agency. Emmanuel University relies on local law enforcement.

Emmanuel University considers those that are mandatory reporters (including all faculty, staff, Resident Assistants, and Campus Safety work study students) under the College's Sexual Misconduct/Title IX Policy to also be Campus Security Authorities, with the exception of groundskeeping staff, maintenance staff, and housekeeping staff, and designated confidential resources.

Campus Safety incident reports involving students are forwarded to the Director of Student Conduct for review and potential action as directed by the Student Code of Conduct and in accordance with appropriate College policies.

Students, employees, and community members may also report any potential crime, Clery Act violations, VAWA violations, or other safety concerns to the Office of Campus Safety or any Campus Security Authority of the College. A campus security authority is bound by law to pass on reports and to assist in the facilitation of response actions in a timely manner.

Campus Safety Contact Information:

Phone: 706-245-2820

Email: campussafety@ec.edu

*The individual members that make up the Campus Safety Committee are listed above in this report.

REPORTING NON-EMERGENCIES & CAMPUS SAFETY RELATED CONCERNS

For all non-emergencies, or to inquire about, or to report a campus safety-related concern, please contact the following in this order:

Director of Equity & Compliance

Mandrake Miller

Mandrake.miller@ec.edu

706-245-2820

Associate Vice President of Campus Operations

Matt McRee

mmcree@ec.edu

706-245-3115

You may also contact the Franklin Springs Police Department at 706-245-0000 (non-emergency).

CONFIDENTIAL REPORTING

If you are the victim or witness of a crime and do not want to pursue action within the college system or the criminal justice system, you may want to consider making a confidential report. The purpose of a confidential report is to maintain confidentiality, while taking steps to ensure the future safety of yourself and others. Confidential reports can be made to campus pastoral and professional counselors. According to the 1998 amendments to the 20 U.S.C. Section 1092 (f), campus “pastoral counselors” and “professional counselors,” when acting as such, are NOT considered to be a campus security authority and are NOT required to report crimes for inclusion into the annual disclosure of crime statistics. But, while in the course of their professional duties as a mental health counselor (e.g., in a counseling session, assessment, crisis intervention session or a consultation situation), any Counseling and Psychological Services professional staff member (e.g., licensed professional counselor, psychologist, social worker, administrative assistant or student intern) who learns from an Emmanuel University student that s/he has been a victim of a crime will take the following steps:

1. The staff member will provide the student with information on procedures for reporting the crime to local law enforcement:

- To report a crime or an emergency on campus, contact the Franklin Springs Police Department at 706-245-0000 (non-emergency) or 911 in emergency situations. After calling 911, please call the Office of Campus Safety at 706-245-2810.

2. Counseling Services staff and the Campus Pastor may choose to voluntarily report anonymous information about crimes disclosed during confidential counseling sessions to the Office of Equity & Compliance. All non-identifying information will be used for the purposes of maintaining accurate crime statistics for inclusion in Emmanuel University's Annual Security and Fire Safety Report, as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and to determine whether there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential dangers. The Counseling Services Staff and Campus Pastor can fill out a reporting form which can be found online at <http://www.ec.edu/life/campus-safety>.

PLEASE NOTE: When these reports involve allegations of sexual misconduct (including sexual harassment or sexual violence) or immediate threatening circumstances they are made available to the College's Title IX Coordinator and/or Office of Campus Safety. If a report of crime or incident of sexual misconduct discloses an immediate threat to the college campus community, where timely notice must be given to protect the health or safety of the community, the College may not be able to maintain confidentiality. Immediately threatening circumstances include, but are not limited to, reported incidents of sexual misconduct that include the use of force, a weapon, crimes of violence, or other circumstances that represent a serious and ongoing threat to Emmanuel University students, faculty, staff or visitors. While these professional and pastoral counselors may maintain a person's confidentiality vis-à-vis the College, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; requirement to testify if subpoenaed in a criminal case.

Professional and Pastoral Counselors:

Clinical Crisis Manager

Dr. Blake Rackley, Psy.D.

brackley@ec.edu

(706) 245-2881

Director of Spiritual Life and Campus Pastor

Chris Maxwell

cmaxwell@ec.edu

(706) 245-2887

Student Development 105.

REQUIRED REPORTERS – WHO MUST REPORT-CAMPUS SECURITY AUTHORITIES

The Department of Education in 34CFR Part 668 defines "Campus Security Authorities" as someone with "significant responsibility for students and campus activities." Emmanuel University considers those that are mandatory reporters under the College's Sexual Misconduct/Title IX Policy to also be Campus Security Authorities.

Emmanuel University further defines the following as Campus Security Authorities:

- Faculty
- Staff
- Resident Assistants
- Campus Safety work-study students
- Student Development Advocate (*While the Student Development Advocate is considered a confidential resource by the College, he/she is required to report non-identifying statistical information for Clery Act crimes. In addition, while the Advocate may maintain a person's confidentiality vis-à-vis the College, he/she may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; requirement to testify if subpoenaed in a criminal case).*

*Please note that groundskeeping staff, housekeeping staff, and maintenance staff are not considered CSA's or mandatory reporters, however, they are encouraged to report any incidents that may occur.

TIMELY WARNINGS

When a Clery crime is reported to the Emmanuel University Office of Campus Safety, local law enforcement, or a Campus Security Authority, either on or off campus that in the judgment of the Executive Vice President or his/her designee represents a serious or continuing threat to the campus community, the Executive Vice President or his/her designee will issue a campus-wide "EAlert" to serve as a timely warning and to aid in the prevention of similar crimes. Timely warnings may be issued as soon as pertinent information is available for the following crime classifications: aggravated assault, arson, burglary, criminal homicide, dating violence, domestic violence, motor vehicle theft, robbery, sex offense, and stalking when the crime is deemed to pose a serious and/or ongoing threat to the Emmanuel University community.

Crime alerts for incidents of aggravated assault, sex offenses, dating violence, domestic violence, and stalking will be considered on a case-by-case basis depending on when and where the incident occurred when it was reported, and the amount of information known by the Executive Vice President or his/her designee. Alerts will include information about the incident (including date, time, and location), any suspect information (if known), and recommended safety advice. For confidentiality reasons, victim's names will never be disclosed in a crime alert. Timely Warnings will be issued by the Vice President for Campus Operations or his/her designee using some or all of the following methods: E-mail, Website, Social Media, and/or via the EAlert mass messaging SMS/Text system service through the vendor sendwordnow.com. Crime alerts will remain in effect until it is determined there is no longer a threat to the safety of the campus community. Anyone with information about a crime that warrants the issuance of a crime alert should contact the following immediately:

President

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ghearn@ec.edu

706-245-2820

Vice President for Student Life and Director of Equity & Compliance

Mandrake Miller

Mandrake.miller@ec.edu

706-245-2820

Vice President of Campus Operations and CFO

Matt McRee

mmcree@ec.edu

706-245-3115