



MILES COLLEGE ANNUAL CAMPUS SAFETY & FIRE REPORT 2021

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MILES COLLEGE DEPARTMENT OF PUBLIC SAFETY CAMPUS POLICIES

The Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 requires the distribution of an annual security report to all current students, faculty, and staff. The annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings, property owned or controlled by Miles College, and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, domestic and dating violence, stalking, and fires in campus residential buildings.

Annual Report 2021 – Campus Crime, Fire, Alcohol, and Illegal Drugs

This information is provided to meet the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 and has been prepared by the Miles College Department of Public Safety (MCDPS). Each fall, an email notification is made to students and employees providing a link to this report. The URL is also included on the websites of Human Resources and Admissions to inform prospective students and employees. You can link directly to the site at www.miles.edu.

Preparation of Disclosure of Crime Statistics

MCDPS prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the Fairfield Police Department, Fairfield Fire Department, other law enforcement agencies, the Student Affairs Office, the Dean of Student Life, and the Office of Residence Life. Information on campus crime, arrest, and referral statistics includes those reported to Campus Safety, designated campus officials, and the Fairfield Police Department. These statistics may also include crimes that have been reported through Student Health Services or Counseling and Psychological Services on a voluntary or confidential basis. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session. [Campus Safety and Security Statistics](#)

REPORT CRIMINAL ACTIONS OR OTHER EMERGENCIES

Miles College Department of Public Safety (MCDPS) should be notified of any problems or crimes committed on the campus. MCDPS will then notify the Jefferson County Police Department, if necessary. If you are the victim of a crime and do not want to pursue action within the Campus or the criminal justice system, Miles College allows any victim or witness to report crimes on a voluntary, confidential basis by contacting an MCDPS Officer.

Calling MCDPS

Police and security officers are equipped with portable two-way radios, which are linked to the blue emergency call boxes located on campus.

If MCDPS services are required, either ...

- Pick up a blue emergency phone
- Dial #1720 from an on-campus phone
- Dial 205.929-1720, if from an off-campus phone
- Dial 205-929-1720 Dispatch

In case of major crimes, such as sexual assault or murder, call the Jefferson County Police Department first. **Dial 911.**

Policies for Making Timely Warning Reports to Members of the Campus Community

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Police, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The warning will be issued through the college email system and text messaging to students, faculty, and staff. It will also be posted at the front doors of the Library, Cafeteria, and the Rave Guardian app. Anyone with information warranting a timely warning should report the circumstances to the MCDPS by phone at 205-929-1720 or email at dps@miles.edu.

Policy Statement Addressing Counselors

Counselors are encouraged, if and when they deem it appropriate, to inform persons to report crimes on a voluntary basis for inclusion in the annual crime statistics. Violations of law will be referred to law enforcement agencies and, when appropriate, to the Dean of Students for review. When a potentially dangerous threat to the Miles College community arises, timely reports or warnings will be issued through email announcements, text messages, the posting of flyers, in-class announcements, or other appropriate means.

Policies for Disclosing Incident Reports to Members of the Campus Community

Incident reports are made available in two ways. First, all incident reports are available for review in the MCDPS Facility. Second, the MCDPS Committee reviews the reports at each meeting.

Policy statement Addressing Criminal Activity off Campus

When a Miles College student is involved in an off-campus offense, MCDPS may assist with the investigation in cooperation with local, state, or federal law enforcement. Jefferson County Police routinely work with campus officers on any serious incidents occurring on-campus or in the immediate neighborhood surrounding the campus. Miles College operates no off-campus housing or off-campus student organization facilities.

Reporting a Crime or Emergencies

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety-related incidents to the MCDPS office in a timely manner.

To report a crime or an emergency 24 hours a day on the Miles College campus, call MCDPS at extension 1720 or, if off-campus, 205-929-1720 To report a non-emergency MCDPS or public safety matter 24 hours a day, call MCDPS at extension 1720 or, if off-campus 205-929-1720. In response to a call, MCDPS will take the required action, dispatching an officer or asking the victim to report to MCDPS to file an incident report.

All MCDPS incident reports involving students are forwarded to the Dean of Students for review and potential action. MCDPS Officers will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Dean of Students.

If assistance is required from the Jefferson County Police Department or the Fairfield Fire Department, MCDPS Services will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including MCDPS, will offer the victim a wide variety of services. and make a report to the Title IX coordinator Patricia Wilson, ext. 1440, or Dean of Students, ext. 1156, 2) report the assault to MCDPS (ext. 1720) and obtain medical assistance. We also encourage members of the Miles College community who have been sexually assaulted: for students, talk to a counselor thru Bear Care and for employees, utilize the counseling services thru the EAP program.

Crimes should be reported to the MCDPS to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Anonymous Incident Reporting Form

Have you witnessed an incident? You can report it, anonymously.

If this is an emergency, call 911 immediately. You don't have to provide your name. When this form is emailed, you won't be identifiable by the recipient, which is an Officer with MCDPS. All information provided will be kept strictly confidential. [Silent Witness Form](#)

Access to Campus Facilities

During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours' access to all College facilities are by key or electronic card if issued, or by admittance via the Office of MCDPS. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities.

Some facilities may have individual hours, which may vary at different times of the year. Examples are the Library, Student Center, and Cafeteria. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic will be reported to the MCDPS office. The MCDPS Safety Committee composed of representatives from MCDPS, Administrative, Faculty, Staff, Student SGA, and Presidents Office meets monthly from August to April to discuss these reports, campus safety, and MCDPS issues. Additional meetings are called as necessary and are open to anyone.

Enforcement Authority of MCDPS Personnel

Miles College employs APOSTC Certified police officers and security officers; however, the security officers are not sworn, officers. MCDPS security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Miles College. MCDPS security officers have the authority to issue parking tickets. Certified police officers carry weapons and have arrest power. If minor offenses involving campus policies are committed by a college student, MCDPS would refer the individual to the Dean of Students. Criminal incidents are investigated by MCDPS police officers. In case of an arrest, local police are notified to assist with transport. The MCDPS Office at Miles College maintains a highly professional working relationship with local, county, and state police agencies.

MCDPS AWARENESS & CRIME PREVENTION PROGRAMS

During orientation in September and January, students are informed of services offered by MCDPS. Information is disseminated to students and employees through an emergency procedures booklet that is available during registration and in the MCDPS Facility, and through the [Rave Guardian app](#). When time is of the essence, information is released to the college community through the Rave Guardian app, texts, and emails. New students and returning students also receive training on Title IX, Campus Fire, Alcohol & Other Drugs, Active Shooter, Mental Health, and Creating & Respectful Campus for LGBTQ+ Students.

Also see: [Title IX/Sexual Misconduct Policy](#) / [Staying Safe on Campus](#) / [DAAPP](#)

Prevention: Reducing Your Chances of Being Sexually Assaulted

Be Aware of Your Surroundings

Be aware of your surroundings and think of where you can go, and where you can get help if you need it. People frequently ask, "Where are the dangerous areas?" We tell people to be aware of their surroundings wherever they are, not just in "dangerous areas." What is a dangerous area? Instead of naming places, apply these three criteria of a place that has a higher risk.

- Isolation, by location, darkness, or both.
- Limited escape routes.
- Limited or no means of communication to summon help.

Higher-risk areas could be anywhere that meets any one or all of those tests.

Miles College Department of Public Safety (MCDPS) is available to escort you both to and from your classes. Contact them at 205-929-1720 or at campus extension 1720 to avail yourself of this service.

Enroll in a Self-Defense Class

Carry a Whistle or Personal Self-Defense Alarm

These can be helpful to summon help for yourself or someone else in the event of an emergency. If you keep the whistle on your keychain, it can be used as a mental reminder for you to be aware of your surroundings and your safety each time you use your keys.

Safe Nighttime Services

As noted, Miles College MCDPS is available to escort you both to and from your classes. Contact them at 205-929-1720 or at campus extension 1720 to avail yourself of this service.

Rohypnol

Rohypnol is known as the "date rape drug," and its street name is "roofies." In recent years there has been information in the media to informing people of the dangers of this drug. It was first developed as an anesthetic. Although manufactured in the US, it is not legal for use, and is exported to Mexico. People are urged to take precautions against this and any other drug that can be added to a beverage. Originally Rohypnol was odorless and tasteless, and could be added to a drink and ingested without the victim being aware of it. Changes have been made to make the drug visible in a drink, so it can be tasted or detected when you can't see the color of the drink. Effects are similar to those of alcohol as it can reduce inhibitions, impair judgment and cause the victim to become unconscious. When combined with alcohol the effects can be magnified. Additionally, Rohypnol can produce amnesia and the victim may not remember what happened while under the influence of the drug.

Use the following tips to help reduce the risk of exposure to this or any other drug:

- Do not accept an open container from anyone, and ask that you open any containers yourself.
- Maintain positive control of your drink at all times. If you cannot say that it would have been impossible for anyone to place anything in your drink, then throw it away.
- If you leave your drink unattended for any length of time, get a new drink.
- Do not leave your drink out for anyone else to drink.

Symptoms

If you are not drinking alcohol and feel intoxicated, or if you are drinking alcohol and feel that you are more intoxicated you should have a trusted friend take you to a medical facility immediately. There are tests to detect the presence of Rohypnol, but they must be taken within 48 to 72 hours of ingestion of the drug.

The potential for illegal use of Rohypnol exists, and we need to protect ourselves from it. However, evidence shows that the date rape drug of choice on this campus is alcohol. Approximately 80 percent of the acquaintance assaults reported by students are related to alcohol on the part of the victim, the offender, or both.

Survivor Guide

If You are a Victim of Sexual Assault

- Get to a safe place.
- Do not shower, bathe, wash your hands, brush your teeth, use the toilet or clean up in any way. You could destroy evidence.
- Do not change or destroy clothing. Your clothes are evidence.
- If it was in your home, do not rearrange and/or clean up anything. You could destroy evidence.
- Get medical attention as soon as possible. (Evidence should be collected when you get to the hospital.)
- Contact a friend or family member you trust or call the local rape crisis center hotline.
- Most of all, know this is not your fault.
- Determine whether to report the crime.
- Ask for female police or MCDPS officer if you choose to report.
- Locate an attorney to represent you. (The prosecutor is not your attorney.)
- Sue the rapist for money in civil court.
- Request that someone accompany you in the examination room.
- Be considered a rape victim/survivor regardless of the rapist's relationship to you.

Getting back to normal can take a long time and you may be wondering if there is anyone who can help. Many survivors have found it helpful to talk to rape crisis counselors.

Locally, <https://www.rapecounselorsofeastalabama.com/> offers a 24-hour confidential hotline (334-705-0510) as well as information on resources and free counseling for our area. You may also call the 24-hour National Sexual Assault Hotline, operated by **RAINN**, at 1.800.656.HOPE. When calling this number, you will be automatically connected to the closest rape crisis center. Rape crisis centers are on call 24 hours a day.

When It Is Someone You Know

When someone you know or care about has been assaulted, it is normal for you to feel upset and confused. At a time when you may want to help most, you will be dealing with a crisis of your own. You may find it difficult to listen when s/he needs to talk about his or her feelings. You may hope that by not talking about it, the feelings both of you have will go away. You may be tempted to make decisions for the survivor, to be over-protective. You may want to hide the assault from others. You may feel disturbed or confused when the survivor continues to be affected for weeks, months, and even years. Some partners may want more physical intimacy sooner than the survivor does. Others may feel repulsed. Maybe you feel guilty and responsible, believing you could somehow prevent the assault. You may also feel anger at the survivor or at everyone in general.

All of these feelings are understandable following the sexual assault of someone you love. Please know that if these feelings are hidden or expressed in hurtful ways, they can interfere with the resolution of your crisis and that of the survivor. The survivor may need your support and understanding. You, however, also need support.

Rape is a violent assault, not a sexually-motivated or gratifying act. The rapist's aim is to dominate, humiliate, control, and degrade the victim. Because the same body parts are involved in sexual assault as in making love, many people confuse sex and violence. Some respond to a survivor as if s/he provoked, wanted, or enjoyed it.

Many people also believe rape is not traumatic. Not understanding the reality of sexual assault can make the crisis more difficult for both of you. The emotional impact of sexual assault does not disappear, and talking about it can help. Your feelings are normal, and resources are available for you too.

Also see: [Title IX/Sexual Misconduct Policy](#) / [Staying Safe on Campus](#)

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM AND POLICY STATEMENT (DAAPP)

While Miles College recognizes that substance abuse is an illness that requires intervention and support, we strive to provide students and employees with an optimal environment that promotes and secures educational success. Miles College has adopted and implemented a program to prevent students and employees from illegally manufacturing, possessing, using, and distributing illicit drugs and alcohol. Such behavior is inconsistent with what is expected of members of the college community. One of the initiatives is "Clear the Air," a Miles College student-led initiative that focuses on adopting a 100% tobacco/vape-free campus policy, joining more than 31,000 students to the nearly 2 million impacted through the Truth Initiative Tobacco/Vape-Free College Program. As part of a national movement, students, faculty, and administrators work to address smoking, vaping, and nicotine use at Miles College, with a continued commitment to addressing tobacco as a social justice issue, health, and employability issue. Part of that commitment is required annual training for all students, faculty, and staff on alcohol and drug prevention as part of the DAAPP program.

Furthermore, Miles College is committed to enforcing the provisions of the 1988 Drug-Free Workplace Act and the 1989 Drug-Free Schools and Communities Act, Miles College intends for this policy to apply to all campus activities and college-sponsored events, whether on or off campus. Individuals who violate Miles College policy will face disciplinary action. In accordance with the law, every employee and student enrolled in one or more classes for any type of academic credit will be given a copy of the College's policy prohibiting the unlawful possession, use, or distribution of illicit drugs, alcohol, and tobacco products, as well as a description of the applicable legal sanctions under local, state, or federal law, and a description of the health risks associated with the use of such substances. **See also:** [DAAP Program and Policy Statement](#)

SEXUAL MISCONDUCT POLICY FOR STUDENTS, FACULTY, AND STAFF

In accordance with federal and state law, including Title IX of the Education Amendments of 1972 (“Title IX”) and Title VII of the Civil Rights Act of 1964 (Title VII), Miles College prohibits discrimination on the basis of sex in any of its education programs or activities or in employment. Miles College is committed to ensuring the highest ethical conduct of the members of its community by promoting a safe learning and working environment. To that end, this Policy prohibits Sexual Misconduct, a form of sex discrimination, as defined herein.

Miles is committed to reducing incidents of Sexual Misconduct, providing prevention tools, conducting ongoing awareness and prevention programming, and training the campus community in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) and the Violence Against Women Act (“VAWA”). Prevention programming and training will promote positive and healthy behaviors and educate the campus community on consent, sexual assault, sexual harassment, alcohol and drug use, dating violence, domestic violence, stalking, bystander intervention, and reporting.

When Sexual Misconduct does occur, all members of the Miles College community are strongly encouraged to report it promptly through the procedures outlined in this Policy. The purpose of this Policy is to ensure uniformity throughout the colleges in reporting and addressing sexual misconduct. The policy expressly prohibits Sexual Harassment, which includes, but is not limited to, Sexual Assault, Dating Violence, Domestic Violence, and Stalking, as well as gender-based violence, and/or violence based on sexual orientation or gender identity or expression. This Policy applies to all members of the Miles College community. This Policy is not intended to infringe or restrict rights guaranteed by the United States Constitution including free speech under the First Amendment, or the due process of the Fifth and Fourteenth Amendments. See also: [Title IX/Sexual Misconduct Policy](#) [Title IX](#)

MILES COLLEGE EMERGENCY RESPONSE GUIDE

The Emergency Response Guide (ERG) is designed to enable students, staff, and faculty to cope with emergency situations that may arise from either man-made or natural causes. While this plan does not cover every conceivable emergency situation, it does supply the basic guidelines needed to effectively manage most campus emergencies and establishes a chain of command for serious incidents that threaten the health and safety of the campus community or disrupt its programs and activities.

This ERG contains procedures intended to protect lives and property through the effective use of College, campus community, state, local, and federal government resources and other resources that are available and necessary. In an emergency, the goals of the College are to protect life and safety, secure critical infrastructure and facilities, and resume teaching activities as quickly and safely as possible. The response structure outlined in the plan helps to ensure that these goals are met.

The overall ability of the college personnel to respond to an emergency will rely primarily upon the procedures contained in this plan. The policies and procedures contained in this plan will be followed by all administrators, faculty, and staff and it’s essential that the Miles College Community become familiar with, and cooperate fully with the Miles College ERG. [Emergency Response Guide](#)

TITLE IX AND VAWA

Title IX and the Violence Against Women Act (VAWA) are two federal laws that promote safe, inclusive and welcoming learning and work environments on college campuses. Title IX prohibits sexual harassment and discrimination. Title IX prohibits sexual assault and sexual violence as forms of sexual or gender-based harassment. Colleges must also address sexual violence, interpersonal violence, and stalking in accordance with VAWA.

The Violence Against Women Reauthorization Act ("VAWA"), signed by President Obama on March 7, 2013, aims to improve the criminal justice response to violence against women. Colleges are now more accountable for educating students and preventing gender-based violence as a result of VAWA. Victims of domestic violence, dating violence, sexual assault, and stalking on campus now have additional protections. [Title IX/Sexual Misconduct Policy](#)

COMMITTED TO SAFETY

Miles College is dedicated to fostering an environment where all members of our campus community are safe, secure, and free from any form of sexual misconduct, including but not limited to sexual assault, dating violence, domestic violence, and stalking. The College expects all interpersonal relationships and interactions to be based on mutual respect, clear consent, and open communication.

EDUCATION AND PREVENTION

Miles College will present primary prevention and awareness programs for new students and new employees, in addition to ongoing awareness campaigns related to the prevention of sexual assault dating violence, domestic violence, and stalking for all students and employees.

Primary prevention programs include training on dating violence, domestic violence, sexual assaults, and stalking that is provided to all students, faculty, and staff in accordance with the requirements of VAWA, Title IX, and the Clery Act. This instruction is made available to all new students and employees. In addition, the college offers workshops and programs that educate students on proactive ways to assist others while ensuring their own safety and well-being. The [Title IX](#) brochure and the [Staying Safe of Campus](#) brochure are distributed to new students and employees. Students have access to TalkNow emotional support, counseling with mental health providers, and Self-Care around the clock.

REPORTING

All individuals are strongly encouraged to report incidents of sexual assault, dating violence, domestic violence, and stalking to Miles College officials and the police. Individuals can report incidents to either the Miles College Department of Public Safety or the Title IX Coordinator.

The College will provide resources to support persons who have been victims of sexual assault, dating violence, domestic violence, and stalking. If an individual reports that they have been a victim of a crime, the procedures taught during training should be followed. Distribute an informational [Title IX](#) resource brochure to the individual and complete an Incident Report with MCDPS.

PROGRAMMING

The College will provide programs that promote awareness and avert domestic violence, dating violence, sexual assault, and stalking on campus and in our community. Programming is directed to all new students and employees, followed by ongoing programs directed to all students and employees in culturally relevant training including:

- Awareness programming on dating violence, domestic violence, stalking, and sexual assault.
- Risk-reduction strategies designed to promote healthy behaviors/relationships and recognize early warning signs of abusive behavior.
- Prevention programs to avert acts of dating violence, domestic violence, sexual assault, and stalking.
- Safe and positive Bystander intervention education and training. ([Bystander Intervention](#))
- On-going College prevention and awareness campaigns.

ADVISOR

Any individual who provides the accuser or accused support, guidance, or advice.

PROCEEDING

All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings. The proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

RESULT

Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution.

RESOURCE GUIDE

For Sexual and Gender-Based Harassment, Sexual Assault, Sexual Violence, Interpersonal (Relationship) Violence, And Stalking**SEEK CONFIDENTIAL MEDICAL ATTENTION**

If you have experienced physical or sexual violence, contact the Crisis Center of Birmingham, AL. The sexual Assault Nurse Examiner facility offers exams 24 hours a day, 7 days a week. The nearest hospitals for evidence collection, treatment of injuries, and medication for sexually transmitted infections and pregnancy prevention. Forensic exams can be obtained up to 5 days after an assault. Financial assistance may be available through the Survivor's Assistance Fund.

REPORT THE INCIDENT TO THE COLLEGE

Reporting the incident allows the College to provide supportive measures, such as academic accommodations, changes to housing, and changes to class or work schedules. It also allows you to explore options for formally addressing the incident within the College's process. You're encouraged to report to the Title IX Coordinator. You can call, email, or file a report.

SEEK CONFIDENTIAL SUPPORT

Confidential emotional and psychological support can be obtained at any time. The Employee Assistance Program, Counseling, and Psychological Services thru [Bear Care](#), [EAP](#) program for employees needing counseling services. The Crisis Center Rape Response, and the Aletheia House for Women and Families are resources in the community.

CONTACT LAW ENFORCEMENT

If you are in an emergency situation and need an immediate response, dial 911 to contact local law enforcement. If you call 1720 on campus, the MCDPS will respond. For non-emergency situations, call local law enforcement (if necessary) or MCDPS. Fairfield Police Department (205) 786-4111, Jefferson County Sheriff's Department (205) 325-1450.

Resources for Information and Assistance State Resources	Resources for Information and Assistance National Resources
<p>Crisis Center Rape Response (205) 323-7273 https://www.crisiscenterbham.org/</p> <p>Bear Care (Students Only)</p> <p>EAP (Employees)</p> <p>Alabama Coalition Against Rape P.O. Box 4091 Montgomery, AL 36104 (334) 264-0123 www.acar.org</p> <p>Alabama Crime Victims Compensation Commission P.O. Box 231267 Montgomery, AL 36123-1267 (334) 290-4420 1-800 541-9388 (for victims only) www.acvcc.alabama.gov</p> <p>Alabama Attorney General's Office for Victims Assistance Alabama State House 11 South Union St. 3rd Floor Montgomery, AL 36130 (334) 242-7300 1-800-626-7676 www.ago.state.al.us</p> <p>Governor's Office for Victims of Crime State Capitol 600 Dexter Avenue Montgomery, AL 36104 (334) 242-7100 www.governor.state.al.us/staff.htm</p> <p>National Suicide Prevention Lifeline https://suicidepreventionlifeline.org/ 1-800-273-8255</p>	<p>National Center for Victims of Crime 1-855-4-VICTIM 1-855-484-2846 https://victimsofcrime.org/</p> <p>National Organization for Victim Assistance 1-800-TRY-NOVA 1-800-879-6682 www.try-nova.org</p> <p>Office for Victims of Crime Resource Center 1-800-627-6872 TTY 1-877-712-9279 www.ojp.usdoj.gov/ovc/ovcres/welcome.html</p> <p>National HIV/AIDS Hotline 1-800-342-AIDS 1-800-342-2437 TTY 1-800-243-7012 Spanish 1-800-344-SIDA</p> <p>National Sexual Violence Resource Center 717-728-9740 www.nsvrc.org</p> <p>Rape, Abuse & Incest National Network 1-800-656-HOPE 1-800-656-4673 www.rainn.org</p> <p>Violence Against Women Office 202-307-6026 www.ojp.usdoj.gov/vawo</p>

MISSING STUDENT NOTIFICATION POLICIES AND PROCEDURES

In compliance with the “Higher Education Opportunity Act (2008)” Missing Resident Student Notification Policy and Procedures, it is the policy of Miles College to actively investigate any report made to Miles College Department of Public Safety (MCDPS) about a missing student who is enrolled at the college and residing in on-campus housing. Each student will be notified of the Missing Resident Student Policy and Procedures via the Student Handbook.

If a member of the College community has a reason to believe that a resident student is “missing,” that member **MUST** contact MCDPS at (205) 929-1720 immediately. The initial college MCDPS campus investigation will begin as a “Welfare Concern” and will be upgraded to a Missing Person incident if MCDPS determines the resident student to be a Missing Person under Alabama laws.

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

Upon receiving a notification, MCDPS, Residence Life, The Dean of Students, and other applicable College personnel will make reasonable efforts to locate the student to determine their state of health and well-being. These efforts may include but are not limited to, checking the student’s room, class schedule, ID card use, talking with friends, locating the resident’s vehicle, and calling the student’s cell phone number if one is on file with the college. As a part of the investigation, the college reserves the right to communicate with emergency contacts to help determine the whereabouts of the student.

Each student has the option to identify the name and telephone number of the individual(s) to be notified in case of emergency or if the student is reported missing. In the event the student is under the age of 18 and is not emancipated, the college is required to contact the custodial parent or guardian.

If upon investigation by MCDPS and staff, the resident student has been determined to be ‘missing’ for at least 24 hours, the following will occur within the next 24 hours:

- a. A college representative will attempt to notify the resident’s designated emergency contact person, or
- b. If the student is under 18 years of age, a college representative will contact the custodial parent or legal guardian, and
- c. MCDPS will inform the appropriate law enforcement agency.

The investigation will continue in collaboration with law enforcement officers, as appropriate.

WHO TO CONTACT IF A STUDENT IS MISSING	
Campus Police Department	(205) 929-1720
Director of Residence	(205) 929-1455
Dean of Student Affairs	(205) 929-1156
Fairfield Police Department	(205) 786-4111
Jefferson County Sheriff’s Department	(205) 325-1450
Emergency Assistance	911

CRIME LOG

The College maintained a crime log to report the daily incidents and alleged criminal incidents that occurred and reported to the campus police or security department. The [Daily Crime and Fire Log](#) for the most current 60 days are available for viewing at any time in the MCDPS office located at 508 56th Street Fairfield, AL 35064.

GLOSSARY OF TERMS

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. Simple assaults are excluded.

Any other crime involving bodily injury

Include in this category all applicable crimes with the exception of aggravated assault.

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 of another, 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 felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Drug Law Violations

Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and the 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).

Forcible Sex Offenses

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.

1. **Forcible Rape** — The carnal knowledge of a 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 temporary or permanent mental or physical incapacity (or because of his/her youth).
2. **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.
3. **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.
4. **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 incapacity.

Hate Offenses

The above criminal offenses that manifest evidence of prejudice based on race, religion, sexual orientation, sex, disability or ethnicity can be classified as Hate Crimes as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

Illegal Weapons Possession

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; and all attempts to commit any of the aforementioned.

Liquor Law Violations

The violations of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possession of intoxicating liquor, maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor, drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving while under the influence are not included in this definition.)

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on the surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

Murder and Non Negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter

The killing of another person through gross negligence.

Non-campus building or property

(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.

Non-forcible sex offenses

Unlawful, non-forcible sexual intercourse.

1. **Incest** — Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
2. **Statutory Rape** — Non-forcible sexual intercourse with a person who is under the statutory age of consent.

On-Campus

Defined as (1) any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and is 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).

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.

Robbery

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

ANNUAL FIRE SAFETY REPORT

Fire Safety Systems in Student Housing Facilities

All residence buildings are equipped with fire detection. There are detection devices in every room that are monitored by a contracted commercial alarm monitoring station 24 hours a day, 7 days a week. Alarms are immediately reported to community safety for initial response and investigation and to Fairfield

Fire & Rescue via the 911 system when appropriate. [Emergency Preparedness](#) [Campus Safety and Security Statistics](#)

Important Definitions

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Cause of Fire: The factor or factors that give rise to a fire. The causal factor may be but is not limited to, the result of intentional or unintentional action, mechanical failure, or act of nature.

Fire Drill: A supervised practice of a mandatory evacuation of a building for a fire.

Fire-Related Injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.

Fire-Related Death: Any instance in which a person (1) Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or (2) Dies within one year of injuries sustained as a result of the fire.

Fire Safety System: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This system includes sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as alarms, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

Value of Property Damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

Residence Halls Fire Prevention Information

Smoke detectors and sprinkler systems: All residence halls have smoke detectors and three of the five residence halls have sprinkler systems installed and a Fire Alarm Control Panel. These three are connected to the central alarm system of the MCDPS.

Fire Safety Equipment: All suites/apartments are equipped with smoke detectors. Each floor in each residence hall is equipped with fire extinguishers. Tampering with fire safety equipment or setting off a false alarm is against the law. It also will make the system ineffective and endanger the lives of other residents. Any person, who sets off a false alarm, interferes with the operation of the alarm system, damages or removes any part of the alarm system, fire extinguishers, smoke detectors, or exit signs are subject to severe disciplinary action, including dismissal from the residence halls, possible suspension from the College, and/or criminal prosecution. If a smoke detector is detached from the wall for any reason, it is the responsibility of the resident to report it immediately.

If not reported, all residents will be held responsible for tampering with fire safety equipment and will be disciplined and/or fined.

Fire Drills/Safety Education: To comply with state and local fire regulations and for fire safety education, unannounced fire drills are conducted every semester. All persons inside the residence hall during emergency drills are required to evacuate the building. Failure to evacuate the residence hall for any reason, including sleeping through an alarm, may result in disciplinary action.

Fire evacuation procedures: In the event of a fire, all residence hall buildings will be evacuated to protect the health and safety of the residents, guests, and visitors. When an alarm is sounded you must assume there is an emergency and you must follow the following steps.

REMAIN CALM.

Evacuate by the nearest safety exit stairway.

DO NOT USE ELEVATORS. Elevators will either automatically return to the first floor or the MCDPS will return them to the first floor.

Although Miles College requires all occupants of a building to evacuate when the fire alarm is activated, individuals with disabilities may need assistance or special procedures to evacuate effectively. For this reason, they should inform other individuals, especially Counselors or Advisors that they may need assistance in a fire alarm during the emergency evacuation-planning phase. One tip that may prove useful during a fire alarm evacuation is to utilize the buddy system. During the first few days at a new job or class, discuss with others your need for a “buddy” if the fire alarm goes off. Obtain several buddies in different locations where you may be during an alarm and discuss your evacuation plan with your buddies (especially Counselors or Advisors). Explain what type of assistance you would need during a fire alarm. Plan and practice your procedure or evacuation during a fire alarm. If possible, your buddy should assure your location; capabilities, and need for assistance during a fire alarm (however, do not risk your life). Your buddy should inform MCDPS or the Fairfield Fire and Rescue Service of your need for assistance, plan, and location during a fire alarm. During the evacuation phase, persons utilizing wheelchairs should be taken to an area of rescue assistance (usually stairwell landings) or stay where they are located. This still requires their buddy to notify MCDPS or the Fire Department of their location once they reach the assembly location outside. If the mobility-impaired individual is alone, he/she should dial

911 and inform the dispatcher of his/her location, inability to evacuate, and/or area of rescue assistance where they are located. Persons with mobility impairments but without the need for a wheelchair will need to attempt to evacuate the building, allowing traffic to pass, when needed, in areas like stairwells.

These individuals may decide to remain in place and contact MCDPS or 911 with their location if there is no sign of imminent hazard, and due to their impairment, they would not be able to evacuate the building at this time without assistance. Individuals who are visually impaired may need a buddy to assist him/her through the evacuation route. If the visually impaired individual is unable to evacuate alone, he/she should dial 911 and inform the dispatcher of his/her location, inability to evacuate, and/or the area of rescue assistance where they are located.

Once occupants have successfully evacuated the building and are outside, occupants should move away from the building to a pre-designated location where a headcount should be initiated by the building representative, advisor, or another designated individual. Occupants should also notify MCDPS of anyone needing assistance exiting the building. The building representative or some other supervisory personnel should notify MCDPS of anyone unaccounted for during the evacuation. Occupants should remain outside and away from the building until they are given further instructions from Fairfield Fire and Rescue Service or MCDPS.

After departing the hall, proceed directly to the designated assembly point away from the building. Do not leave the assembly area until told so by a responsible official. A suitable emergency shelter will be provided as soon as possible.

Return to the hall ONLY when told by Fire Department Officials, MCDPS, or Advisor.

Fire Safety Regulations

Residents must observe and follow all fire safety regulations. Electrical appliances with exposed heating elements are prohibited. All appliances must be UL-approved. No open flames (candles, incense, kerosene, lamps, etc.) or any incendiary devices are permitted in the residence halls, rooms/suites/apartments. Smoking is not permitted in the residence halls, including balconies, vestibules, etc. Smoking is permitted in designated smoking areas only.

Future Improvements in Fire Safety

Miles College is dedicated to improving fire safety and fire safety systems. Older fire alarm systems are replaced and buildings are retrofitted with sprinkler systems as renovations occur. All new housing facilities are equipped with sprinkler systems. To review the specific fire safety features of an on-campus housing facility, see the Fire Safety System Description.

A link to the diagram for the fire safety systems in the residence halls can be found in the student handbook on the website.

PHYSICAL SECURITY OF CAMPUS FACILITIES

A. Fire Alarm System

The fire alarm system monitors fire, heat, and smoke conditions twenty-four hours a day. In the event a fire alarm is activated, audible and visual (strobe) warning signals will be activated. The Fairfield Fire Department responds to all activated fire alarms.

B. Video Surveillance and Video Management System

The College has numerous surveillance cameras located throughout the campus both on the interior and exterior of the building. Video data is captured and stored on a digital server for thirty (30) days. The cameras are used for both real-time monitoring and after-action investigations via the recorded footage. The system is monitored and managed by the MCDPS.

C. Access Code System

The College has an access control system in place for the high-value interior offices. Staff and faculty are required to punch the access codes for entry to those areas.

D. Safety and Security Maintenance

MCDPS and the Facilities Maintenance Department routinely inspect the campus for unsafe conditions. Employees can request maintenance repairs through SchoolDude. If a student or visitor discovers an unsafe condition, they should report it to a member of faculty, staff, or campus safety.

E. First Aid

Frequently Asked Questions

Q: A student reported that he cut his arm in the lab. He wants to go to the emergency room. Will a Campus Safety Officer drive him there?

A: No. College employees are not authorized to transport anyone to the emergency room for treatment. The faculty should call 911 and ask EMS to respond. You should also notify Student Life Office or your Department Chair. After

EMS evaluates the student, they can either agree to further medical services or refuse medical services. A copy of the refusal should be obtained, if possible, for the incident report.

Q: I have a headache does Student Life Office have any pain relievers?

A: No. Employees are not authorized to distribute over-the-counter medication.

Q: If I have a minor cut can I get a bandage from Student Life?

A: Yes. The Student Life Office maintains first aid supplies for minor injuries. Additionally, first aid boxes are located in Student Life Office and Finance Office (due to easy access).