

ANNUAL SECURITY REPORT, 2005

HIRAM COLLEGE

All colleges and universities are required to publish and distribute an annual report of Campus Crime Statistics and Security policies to all current students and employees, as well as to provide such a report to any applicant for enrollment or employment upon request.

1. CAMPUS CRIME STATISTICS

- A. Statistics on the following crimes during the current year and, during the two preceding years: murder, rape (sexual offenses), robbery, aggravated assault, burglary, and motor vehicle theft.
- B. Statistics for the following categories include arrest figures AND referrals to the college judicial system (These stats are newly required to begin with the year 2000 report and represent referrals only.)

SPECIFIC CATEGORIES OF FEDERAL OFFENSES

	2002-2003	2003-2004	2004-2005
Murder	0	0	0
Sex Offenses (Forcible & Nonforcible)	2	2	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

- A. (Statistics for the following categories of arrests or referrals for campus disciplinary action):

	2002-03		2003-04		2004-05	
	Arrests	Referrals	Arrests	Referrals	Arrests	Referrals
Liquor Law Violations	8	111	10	138	11	150
Drug Abuse Violations	4	18	0	4	7	4
Weapons Violations	0	0	0	0	1	1

II. CAMPUS SECURITY POLICIES

SUBSECTION A: A statement of current campus policies regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus.

The *Hiram College Student Handbook* outlines all policies and procedures for maintaining community standards. The purpose of the Handbook is to inform students of both their rights and responsibilities as members of our educational community, and procedures for addressing violations of both.

If you should observe or have knowledge of such criminal acts occurring you should contact:

First your Residence Hall Assistant (RA), Residence Director (RD), Area Coordinator (AC). If you are unable to contact the RA, RD, AC, Coordinator of Citizenship Education, and/or the Director of Residential Education, then contact: Mike Corr, Associate Dean of Students at ext. 5233, 5239 or Campus Security Officer Cheryl Sine at ext. 5414 by asking for "Campus Security".

In order to alert the College Community to the occurrence of such criminal actions, the Office of the Associate Dean of Students will keep on file a list of complaints relating to criminal charges. When appropriate the Office of the Dean of Students will publish information regarding any possible present danger that such reported criminal activities may present.

SUBSECTION B: A statement of current policies concerning security and access to campus facilities including campus residence, and security considerations used in the maintenance of campus facilities.

Hiram College has one security officer, Cheryl Sine, and several part-time officers, all of whom are appropriately trained in the security field. They are on-duty from 10:00 p.m. to 6:00 a.m. each night. They are to patrol the campus on foot checking for anything out of the ordinary.

The security officer is responsible for the security of the structures on campus. The officer is responsible for checking all facilities to ensure that they are in fact secured and locked. The residence halls are locked every night at 7:00 p.m. The Residence Hall staff is responsible for locking doors each night. College security unlocks the doors each morning. Students must carry keys at all times, especially after 7:00 p.m.

Students should never prop open outside doors. This practice jeopardizes the safety and possessions of each person in the hall. Students should also lock their room doors at all times.

The remainder of the class room buildings are locked by the last staff member to leave except for Hinsdale, Bates and Colton Halls which house 3 computer labs.

Policy Concern Non-College Groups Using Campus Facilities

Hiram College welcomes the use of its facilities by non-college groups under the following conditions:

1. Organizations with purposes or practices contrary to education or to public or college welfare or with a secret membership will not be permitted on campus, as determined by the Director of Campus Involvement and the Associate Dean.
2. Insofar as possible and reasonable, priority is given for the use of all facilities to recognized campus groups.
3. Visitors to the campus are subject to the same laws, rules and regulations as the student body. Visitors to residence halls must be guests of students, faculty or staff members.
4. Rental fees and contracts for the use are applicable to certain facilities on the College campus.
5. Outside groups wishing to contact students may pass out information at a designated table in the Kennedy Center, subject to prior scheduling by the Director of Campus Involvement in consultation with the Dean of Students. Individuals or groups may not canvass door to door in the residence halls.
6. Publicity must be cleared with the person who approved use of the facility and should not imply sponsorship by Hiram College.

Guests

You are required to register your guest(s) with your Residence Hall Assistant (RA) or Hall Director (RD). No guest may exceed a total of three (3) days in any one visit per semester. Failure to register a guest may result in judicial action. All hosting students will be held accountable for the actions of their guests(s).

General Entry

Under the College's "Reserved Rights" there is a policy for entering students' rooms when circumstances warrant. This entry policy has both general guidelines and "Entry and Search for Cause" provisions as follows:

General Entry Guidelines

The responsibilities of the College necessitate entry into students' rooms for the following reasons:

1. To provide maintenance and general repair within the room.
2. To offer assistance in case of emergency or health risk.
3. To confirm that the room is vacant when the fire alarm is activated.
4. To provide for the health and safety of all residents, including health and safety inspections.
5. To turn off stereos, radios, alarm clocks and other equipment or appliances which are operating and bothersome to others, when it has been determined that the room occupants are not present to attend to them.
6. To investigate, when reasonable cause exists, possible violations of College regulations occurring within the room.

Staff will knock before entering a room and will identify themselves when asked to do so by room occupants. If you can not hear a staff member knocking because of the noise level in the room, the staff member will enter the room after a reasonable amount of time. If staff should enter a room and notice in plain sight evidence of violations of College regulations, the staff may take that evidence and refer the incident to the appropriate authorities. If an item is taken when a resident is not in the room, the resident(s) will be promptly notified.

Keys

Students are issued a room key and an outside door key. Students and fellow residents are the people who can offer some major assurance of security for each residence hall. Students are requested not to prop open residence hall entrance doors. While this may seem a harmless way of letting friends from other residence halls in, propping door open jeopardizes the safety and possessions of every resident in the hall. Students are also asked to immediately notify their Residence Hall Staff if they see suspicious persons on their hall floor or in their building. Inasmuch as Hiram College does not insure the property of residents, students are encouraged to check with their parents or to acquire personal insurance if they do not have coverage through their parent's homeowners' insurance policy. Again, students are urged to keep their doors locked whenever they are not in their rooms.

SUBSECTION C: A statement of current policies concerning campus law enforcement, including:

- (1) the enforcement authority of security personnel, including their working relationship with state and local police agencies; and**
- (2) policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies.**

Hiram College has defined Campus Security authorities as: Eric Riedel, Vice President & Dean of Students; Mike Corr, Associate Dean of Students; Liz Okuma, Director of Residential Education; Vince Wilson, Assistant Director of Residential Education; Jennifer Allen, Assistant Director of Residential Education; Tim Cherney, Resident Director; Shukri Mohamed, Resident Director; Jeff Moore, Resident Director; Jenn Oboyle and the Hiram College Security Officer. It is this group of individuals that will be responsible for ensuring adherence to these regulations and for our students.

Hiram College has a memorandum of understanding with the Village of Hiram Police Department. This understanding deals with the scope of services to be rendered by the Village Police for Hiram College.

All crimes observed or reported to either the Campus Security Staff or the Residential Education Staff are reported to both the Associate Dean and or the Director of Residential Education within 24 hours of the incident. If the incident or crime is such that it causes or could cause danger to students -- e.g., sexual assault, then the crime is to be reported immediately by staff through the Director and or the Associate Dean to the Vice President & Dean of Students. Please refer to the *Student Handbook* for further details.

SUBSECTION D: A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

We begin the school year with hall and floor meetings that discuss safety / security procedures. The residence hall staffs spend training time with the security officers and Hiram Village Police and we have several other information sessions that have security as one of the topics.

An example of the kind of program taking place is a campus tour for students of a particular residence hall with our security officers. The officers do a complete campus tour, at night, explaining what they do, how to use the emergency telephones and offer helpful tips

for personal safety. There are nine exterior emergency telephones directly connected to the Hiram police department. The phones are yellow and are well lit.

The emergency phones are located:

- Physical Plant Road, directly between Price Gym and the Quad, near the stairs
- In front of Booth Hall
- In front of Bowler Hall
- The sidewalk leading to and in front of Frohring Music Hall from courtyard
- In front of Gerstacker in the Martin Commons
- In front of the Memorial Gardens near the Fisher All Faith Chapel
- In front of the fountain between the library and Hiram Inn
- On middle, eastside of the track
- In the north parking lot

The Residence Hall staffs are currently required to program in the area of safety and security at least once during the 1st semester. This equates to a total of no fewer than four programs of this type, per year per residence hall for our residential population. This will ensure a greater level of safety knowledge on the part of all students. These programs are security in the broad sense ie; personal safety, fire safety, etc.

SUBSECTION E: A description of programs designed to inform students and employees about the prevention of crimes.

The department of Student Life distribute pamphlets at the beginning of the school year and throughout the remainder of the year to raise students' consciousness about security issues. The pamphlets entitled "Safety at Hiram College," "Not Me Not Here: The Reality of Date and Acquaintance Rape," and "Reducing Your Vulnerability" are examples of methods we use to spread the safety word.

SUBSECTION F: A statement of policy concerning the monitoring and recording through local police agencies of criminal activity at all-campus student organizations which are recognized by the institution and that are engaged in by students attending the institution, including those student organizations with off-campus housing facilities.

Hiram College has no off-campus student organizations - thus subsection F does not appear in our report.

SUBSECTION G: A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of state underage drinking laws and a statement of policy regarding the possession, use and sale of illegal drugs and enforcement of Federal and state drug laws and a description of any drug or alcohol abuse education programs as required under section 1213 of this act.

The *Hiram College Student Handbook* contains our alcohol and substance abuse policy. This handbook fully explains all aspects of this policy as well as the alcohol and substance policy.

The Office of Human Resources distributes a booklet entitled "Hiram College Drug and Alcohol Policy" to all faculty and staff. This booklet outlines the College's policy toward substance abuse and the federal and state penalties for substance abuse-related offenses. It also provides information about commonly abused substances and offers suggestions for seeking help.

SEXUAL ASSAULT VICTIM'S BILL OF RIGHTS
(Public Law 102-325 - July 23, 1992)

INTRODUCTION

The Hiram College campus is relatively safe, however it is not immune from problems of society at large. Acquaintance rape, defined as forced, nonconsensual sex between people who know each other, is a significant problem on college campuses across the country. The people involved could be anyone, casual acquaintances of friends, partners or a couple on their first date, classmates, resident's of the same halls or coworkers. Studies indicate that acquaintance rape is much more common than rape by an unknown assailant. Surveys of college women reveal that about 25% have experienced rape or attempted rape, most by someone they knew. These surveys also indicated that 1 in 12 of the male students surveyed had committed acts which meet the legal definition of rape or attempted rape.

An act of sexual assault could include the following: any type of unwanted intercourse in which the assailant uses force or the threat of force; penetration with an object; sexual contact with someone who has resisted verbally or physically; sexual activity with someone who is unable to consent, including persons under the influence of alcohol or other drugs; and deliberately providing alcohol or other drugs to someone for the purpose of impairing their judgement and ability to make decisions.

Acquaintance rape remains hidden in our society because many people fail to identify it for what it is - an emotional and physical violation as well as a felony level crime punishable by law. People who commit acquaintance rape often do not believe they have done anything wrong. Many victims do not tell anyone and most do not seek help or report the crime to either campus officials or the police. Unfortunately, victims often feel they are to blame and all too often, others suggest to them that they are. It is important to realize that the act is still considered sexual assault or rape when the victim knew the assailant; the victim didn't yell or scream; the victim didn't fight back and / or have visible physical injuries; the victim had been previously intimate with the assailant, or with someone else; or the victim agreed to accompany the assailant or invited the assailant to accompany her.

In order to ensure that all students are aware of information about rape, acquaintance rape, and other sex offenses, as well as what to do and where to seek assistance should they or a friend become a victim, the College provides a variety of programs throughout the year beginning with the New Student Institute. The majority of the programs are presented in the residence halls where 93%+ of the students live.

NOTE: Much of this information refers to the victim as a woman and the assailant as a man because this is the most common type of rape. Approximately 1 in 6 men also are victims of rape and experience similar trauma. The victim and assailant could also be persons of the same sex.

A. REPORTING POLICY; ALLEGED FELONIES

With some exceptions, which are noted below, all individuals are required by law to inform civil authorities of any felonies (e.g. murder, rape, sexual assault, robbery, aggravated assault, burglary, etc) about which they become aware. When any alleged act which meets the definition of a felony comes to the attention of a member of the Hiram College community, that person may be obligated to notify the appropriate law enforcement agency which in most cases would be the Hiram Village Police. Exception to the above statement concerns information which is shared with the Chaplain or the Director of Counseling. These individuals are exempted by law from reporting under the client/patient privilege of confidentiality. Victims of sexual assault are encouraged to report and pursue charges with the police. If he/she so desires, a member of the Student Life staff will provide as much guidance and support as is requested and is appropriate. It is not mandatory for the victim of a felony to pursue charges. If a victim chooses not to do so, it is unlikely that the police will take any further action.

Choosing to pursue charges through the criminal justice system does not preclude the right to pursue charges through the Hiram College Judicial system. The limitations of the college's system should be recognized however. The College's system can establish violations of the Student Code of Conduct, but it cannot establish whether or not a criminal act has been committed. When an individual believes that a crime has been committed, it is recommended that charges be filed through the criminal justice system so that the validity of the charge can be established and sanctioned.

B. WHAT HAPPENS IF THE VICTIM WISHES TO PRESS CHARGES

If a Hiram College student becomes the victim of sexual assault, s/he has the following options for filing charges against the alleged assailant: pursue the incident through the Hiram Village Police; pursue the incident through the Hiram College Judicial system (if the alleged assailant is also a student): or, pursue the incident through **both** the police and the College. As with any alleged violation of College policy which can be considered criminal, civil action does not influence the actions of the College or delay it from going forward with its own judicial proceedings.

If a student chooses to pursue formal action against her/his alleged assailant, either through the college, the police, or both, s/he should contact a member of the Student Life Staff (Dean of Students, the Associate Dean of Students, the Director of Ethnic Diversity Affairs, Director of Counseling, Assistant Director of Residence Life, Director of the Health Center, Resident Directors, etc.) for

detailed procedural information. Discussing the situation does not obligate the victim to proceed with any formal judicial or civil action.

The College Judicial process is different from and separate from the legal process. A student may elect to adjudicate an alleged criminal act either through the College, the Hiram Village Police Department, or both. "Double jeopardy" does not apply, since the two procedures are separate.

1. Hiram College Judicial Procedures for Sexual Assault

The College classifies charges of alleged sexual assault as a major violation of the Student Code of Conduct, thus cases will be heard by the Campus Judicial Board. The Board is composed of two faculty members, two students, and one member of the Student Life Staff. Liz Okuma (Residence Life ext.5950/5232) is the College Judicial Officer. Discussing what happened does not commit a student to filing a charge. Finding out more about the process for filing a charge and having questions answered, may help to make a comfortable decision. If a charge is filed the college reserves the right to pursue charges even if a student chooses not to file charges. The alleged violator named in the report will then be notified of the allegation and receive a copy of the incident report along with a request to schedule a meeting with the college officer indicated in the letter. This meeting must be scheduled within two (2) working days. This meeting will be held in preparation for a formal hearing by the campus judicial board. Failure to schedule within the appropriate time frame may result in a decision being made based on available information without input from the student named as alleged violator.

The student named as alleged violator and the complainant are guaranteed the right to present their case and to face and question witnesses or challenge statements made against them using the Hearing Board as an intermediary channel of communication. The student may bring one support person to the hearing, but this person may not participate in the proceedings; have counsel present in an advisory capacity - counsel is not permitted to take an active role in the proceedings. If either party chooses to have an attorney serve as their support person the Judicial Adjudicator organizing the hearing must be notified at least 24 hours in advance of the hearing.

There are some distinct provisions made in cases of alleged sexual assault or rape. When a judicial incident report is filed, both parties, the person filing the report and the alleged assailant, will sign statements agreeing not to have any contact with the other party until the case is resolved. Failure to abide by these statements of "no contact" is considered a serious violation and may be ground for immediate judicial action. In addition, there may be situations in which one or both of the parties is temporarily moved out of his or her room into another space on campus, or in extreme cases, moved off campus temporarily. Neither of these actions is an indication of guilt or responsibility; rather, they are way of attempting to protect all involved parties until the charge is formally resolved. During the hearing, the person filing the report and the alleged assailant may be separated by a physical barrier which is used to alleviate any visual contact, but it enables both parties to hear all testimony. The Board will render decisions in writing, usually within two (2) working days of the conclusion of the hearing. There may be times when the Board needs to question other people, reconvene the hearing, or search for other pertinent information. Every effort will be made to adjudicate the matter as quickly as possible. Normally the decisions of the Board are reported only to the alleged violator. **Both** parties will be informed of the Board's decision in cases of alleged sexual assault or rape. If the alleged assailant is found responsible, sanctions can range from suspension or dismissal from campus housing to suspension or dismissal from the college. Other sanctions may be imposed depending upon the individual situation. Board hearings are closed unless otherwise determined by the Board. If the victim requests, the College will make every reasonable attempt to assist him or her should there be a desire to change residence and /or request consideration in the completion of academic work in progress.

2. The Criminal Justice System

Forcing acts of unwanted sexual activity on another person is a violation of the State criminal code. A victim may choose to file a police report regarding the incident or to press formal charges against the alleged assailant. **NOTE:** If a rape or sexual assault is reported to a member of the College staff or if treatment is sought at a hospital emergency room, the staff member is obligated to report the matter to the police. The Director of Counseling and the Chaplain are exempted from mandatory reporting by law under the patient / client privilege of confidential communication. The following provides information regarding options with the Criminal Justice system:

- a. **File a report.** A uniformed on-duty police officer will take a report. The officer will probably ask a number of questions regarding what happened. This report can be made at the Hiram Village Police Station or a location on campus, if requested. The officer will ask if you plan to press charges.
- b. **Press Charges.** There is no requirement that the victim must press charges. That is an individual choice. Generally a case will not be addressed if the individual chooses not to press formal charges. However, if sufficient additional evidence exists, the Prosecutors Office could elect to press charges and could require the victim to provide testimony.
 - 1). Should the victim decide to press charges, it is likely that s/he will be interviewed by the police again.
 - 2). Following the gathering of evidence and reports, the police forward all material and information to the Prosecutor's Office. The Prosecutor then reviews the information and decides if sufficient evidence exists to take the case forward to a Preliminary Hearing.
 - 3). Following a Preliminary Hearing, if the decision is to go forward with the case, the Grand Jury will hear the evidence from both the victim and alleged assailant and will decide whether or not to file an indictment and send the case to trial.
 - 4). If the case goes to trial, the accused then has the option of having a hearing with a judge only or a jury trial. Electing not to press charges immediately after an assault does not preclude the victim from pressing charges at a later date.

However, a decision to delay making a report and/or pressing charges for a period of time could affect the viability of the case, particularly if the delay reduces the amount of available evidence.

The Hiram Village Police Department can be contacted by calling 569-5414. All emergency phones located in various locations around campus connect directly to the dispatcher at the Police Department.

3. Seeking Treatment in a Hospital Emergency Room

- A. A physical examination. An examination in a hospital emergency room as soon as possible after the assault is of great importance in supporting a charge or rape. While a victim's first reactions may be to "clean up" or shower and change clothes, s/he should be encouraged not to bathe, eat, drink, smoke, or change clothes before the exam. A physical exam will be completed using a protocol for a rape kit and may include semen collection, saliva samples, hair combing, and other tests as appropriate. The survivor's clothing will probably be turned over to the police for evidence/investigation so it is important for persons accompanying the victim to the hospital to bring or arrange for a change of clothing to be brought to the hospital. **If any clothing worn during the attack is removed, place it in a PAPER bag and bring it to the hospital.**
- B. After the victim's medical condition has been determined and attended to, s/he will probably be asked about her wishes for pressing charges against the assailant. Charges may be made through the police, Hiram College (if the assailant is a student) or both. The decision needs to be made as early as possible so that any pertinent evidence can be collected and preserved. Generally 24 hours is considered to be the maximum amount of time for the possibility of collecting physical evidence of the crime. If the survivor wishes to report a rape or assault to the police, s/he is not required to also file formal charges. However, it is strongly recommended that all relevant information be given to the police in the event there is a decision to press charges at a later time. **NOTE:** If the student does go to the hospital emergency room or treatment center, the Hiram Village Police will be contacted by the Emergency Room staff. This report to the police is required by law.
- C. Both Portage and Geauga Counties have a Victim Assistance Program. A victim advocate can be contacted by the hospital emergency room staff regardless of whether or not the victim plans to file charges. If for some reason this person is not contacted, the survivor or the person accompanying him or her should ask that this be done and may demand that any examination be delayed until the advocate arrives at the emergency room. The advocate will assist the survivor, answer questions, explain the rape kit procedures, and help both in the initial stages as well as in any follow-up which may occur.

Portage County Victim Assistance Program
330 - 297 - 3850

Gauga County Victim Assistance Program
440 - 285 -2222 ext. 595
440 - 736 - 9933 - 24 Hr. emergency number

D. CAMPUS AND COMMUNITY RESOURCES

Emergency Medical Squad
Police Emergency

Akron Rape Crisis Center
330-434-7273 or 877-906-7273

Cleveland Rape Crisis Center
216 - 391 - 3914 (24 Hour Hotline)

Townhall II Helpline
330 - 678 - 4357 or 330 - 296 - 2255

Geauga County
440 - 285 - 6000 or 1 - 800 - 548 - 9738

St. Thomas Hospital
Sexual Assault Assistance
330 - 379 - 5950

Campus Security
Cheryl Sine
Ext. 5414 or any campus emergency phone

Julia Church Health Center
Sherry Swanson, Director ext. 5418
Home 440 - 548 - 5876

Robinson Memorial Hospital
330 - 297 - 2850 (Emergency Room)

Director of Counseling
Lynn Taylor ext. 5952
Home 330 - 947 - 3929

College Chaplain
Jon Moody ext. 5147
Home 330 - 527 - 2837

Assistant Director of Residential Education
Vince Wilson ext. 5950

Other Student Life Staff Members

Eric Riedel, Vice President & Dean of Students ext. 5233
Mike Corr, Assoc. Dean of Students ext. 5233
Detra West, Dir. Ethnic Diversity Affairs ext. 5237
Susan McGill Andrews, Dir. of Int'l Student Serv. ext. 5160
Frank Hemphill, Dir. of Student Academic Serv. Ext. 5235
Kathryn Craig, Dir. Career Services ext. 5131

Resident Directors

Jennifer O'Boyle, the Quad ext 5375
Tim Cherney, Booth/Centennial ext. 5409
Jeffrey Moore, Miller/Whitcomb ext. 5403
Shukri Mohamed, Bowler/Henry ext 6050