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**THE WASHINGTON ADVENTIST UNIVERSITY
DEPARTMENT OF SAFETY AND SECURITY
TAKOMA PARK, MARYLAND**



(2014 Calendar Year)

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WASHINGTON ADVENTIST UNIVERISTY

History

Washington Adventist University (WAU) was established in 1904 as a coeducational institution known as the Washington Training College. Its purpose was to train young men and women in the liberal arts. In 1907, when the name was changed to Washington Foreign Mission Seminary, the more limited objective of special training for missionaries replaced the original concept of a liberal arts college. In 1914 the college resumed the status of a liberal arts college and took the name Washington Missionary College. At the first commencement, held May 22, 1915, five students received the Bachelor of Arts degree. Continued growth and development led to further changes.



In 1933 the lower division was organized as Columbia Junior College and received accreditation. It ceased to exist as a separate college in 1942 when Washington Missionary College was given accreditation as a four-year, degree-granting institution by the Middle States Association of Colleges and Secondary Schools. In March of 1961 the college constituency voted to change the name of the college to Columbia Union College. In 2009, Columbia Union College attained university status, and the college constituency voted to change the name of the college to Washington Adventist University.

Campus

WAU occupies 19 acres in Takoma Park, Maryland, near the nation's capital. Its world-class metropolitan setting affords unrivaled opportunity for learning, work, recreation, and service.

Affiliation

The university operates under the auspices of the Seventh-day Adventist Church. The Board of Trustees guides the overall mission and direction of the university, overseeing management and setting major policies. The administration is responsible for leading the university community and managing day-to-day operations. Faculty, students, and staff participate in overnices through committees charged with protecting the integrity and enhancing the value of a Washington Adventist University education. There are three schools of higher learning with a student body of approximately 1,000. The current president is Dr. Weymouth Spence.

WAU DEPARTMENT OF SAFETY AND SECURITY



The Department of Safety and Security (DSS) functions as a resource and service for Washington Adventist University (WAU). Its mission is to help WAU perform its functions in a safe, secure, healthy, and environmentally responsible manner by working with our safety partners. The DSS provides leadership and outstanding service that enhances the research and Christian education process by integrating excellent safety, security, and sustainable practices into WAU's campus culture.

We provide campus security services including emergency response, investigations, escorts, building security, and fire and safety inspections. The DSS is composed of regular security officers as well as auxiliary student officers. Our staff holds certification in emergency management and fire and life safety inspection. Additionally, we have a CCTV Specialist and a Crime Victim and Witnesses Advocate and an Evidence Specialist. Our officers do not have police powers.

SAFETY AND SECURITY DIVISION

WAU security officers have the authority to ask for a person's identification and to determine whether individuals have lawful business at WAU. DSS security officers have the authority to issue parking tickets, which are billed to financial account of students, faculty, and staff. Safety and Security officers do not possess arrest power. Criminal incidents are referred to the local police, who have jurisdiction on the campus. The Safety and Security Department maintains a highly professional working relationship with the Takoma Park Police Department and the Montgomery County Police Department. However, our Department does not have a MOU with the Takoma Park Police Department. All crime victims and witnesses are strongly encouraged to immediately report crimes to the campus safety and security department and the appropriate police agency. Prompt reporting will assure timely warning notices and timely disclosure of crime statistics.

Auxiliary Student Security Officer Program:

The Auxiliary Student Security Officers are WAU students who perform a variety of tasks in support of the DSS, including the following:

- Parking lot patrol and parking enforcement
- Special events security and contract security at locations throughout WAU's campus
- Student or Staff Escort
- Fire Crowd Management
- CCTV Specialist
- Lost and Found Management
- Emergency Preparedness
- Property Evidence Specialist
- Office Management
- Building Safety and Security Monitor

Closed Circuit and Television (CCTV) Program:

The WAU DSS will soon have a Security Operation Center (SOC) to enhance proactive security patrols on campus and the CCTV security and security communication systems (Pelco System and Andover Continuum software program), door monitoring status, access control, motion monitoring, fire alarm monitoring, glass breakage monitoring, security central intercom system,



wireless communication, and the staff to monitor these systems. The CCTV Specialist actively monitors live and recorded digital video from more than 100 CCTV cameras strategically placed on the campus. All cameras that are monitored and recorded 24/7 are in common areas. While the majority of cameras are in exterior locations, a number are installed in interior spaces. Our CCTV Specialist provides proactive and reactive service designed both to prevent and respond to crime crimes that occurred in our campus jurisdiction, they have the

capability to communicate with our security patrol to respond to any situation that requires the attention of a safety and security officer. They are also responsible for the maintenance and inspection of all the electronic systems in the department. Our CCTV Specialist reviews and retrieves digital video upon request of a safety and security officer investigating an incident or a crime. Based on a combination of proactive and reactive services, the CCTV Specialist responsibilities will also include monitoring all fire alarms in campus buildings.

ACCESS TO CAMPUS FACILITIES

Washington Adventist University is a private (non-profit) institution. The majority of the campus buildings and grounds are accessible to the public in general during normal business hours. Certain departments, however, restrict access to their facilities as residential halls are secured 24/7. Academic and administrative buildings are generally open 7:00 a.m. to 9:00 p.m. Monday through Thursday and Friday from 7:00 a.m. to 12:00 p.m. They are closed weekends and holidays except when special events have been scheduled. Only pre-authorized WAU administration and students have an access-card ID to gain access to buildings when they are closed. The University also reserves the right to restrict access to certain buildings or parts of campus, as the need may arise.

Prohibited Practice

The Department of Safety and Security does not accept envelopes, packages, boxes, Federal Express or UPS mail, personal belongings, keys, etc. from any faculty, staff, student, or guest for someone else to pick up. It will be each person's responsibility to make other arrangements with the Post Office, FMS, the recipient, etc. for those items to be dropped off or picked up. To pick up or drop off packages on campus, contact the bookstore manager, Lloyd Yutuc, at (301) 891-4096.

PARKING MANAGEMENT DIVISION

WAU IDs and parking permits are obtained at the Office of Safety and Security. The DSS also operates a lost and found service; distributes free pamphlets about campus parking, security, fire and safety; and provides security escort services on campus.

Student IDs

To get your student ID, you must bring your clearance papers. Clearance papers have a green stamp as well as the initials of the financial aid person who gave them to you. If you do not have these with you, you will not be able to get your Student ID. THERE ARE NO EXCEPTIONS. If you are a returning student, please have your Student ID from the previous year with you. You must get a new ID every school year.

Faculty and Staff

The current identification card has name, faculty, or staff, and no expiration date printed on it. All faculty and staff must retain their current identification cards from year to year.

Vehicles and Parking at WAU

Students, faculty, and staff must register their vehicles with the Office of Safety and Security in order to park on the WAU campus. Fill out the required form and proceed to the Office of Safety and Security, GS 4 to pick up your permit. There is a \$35.00 annual fee for students. You must obey all traffic laws and parking signs. Vehicles must be in operable condition with current state registration and insurance.

A permit does not guarantee a parking space. Vehicles found in violation of any of the above requirements are subject to ticketing, booting and or towing and impoundment or any combination of the previous, at the owner's expense. A brochure about WAU parking and traffic regulations is available from the Office of Safety and Security. The Office of Safety and Security hours are 9:00 AM to 5:00 PM; however, campus security is available 7 days a week 24 hours a day, to respond to emergencies and other inquiries at (301) 891-4019.

College Vehicle Registration

WAU wishes to provide parking for all university personnel (faculty, staff, and students) within physical limitations. Parking is provided on a first-come basis for faculty-staff and student parking areas.

Possession of a registration permit sticker does not guarantee a space and there may be times when spaces are not available in sufficient quantities to provide parking for all permit holders. Permit parking enforcement is in effect 24/7. The use of campus parking facilities carries with it the obligation to observe all parking regulations.

General Regulations

1. Regulations are to be followed at all times including during breaks and weekends.
2. WAU assumes no responsibility for damage or loss of private property.
3. Pedestrians have the right of way at all times.
4. All parking signs must be followed.
5. Operation of any vehicle simply to create excessive noise or smoke is prohibited.
6. All motor vehicle collisions occurring on WAU property must be reported to campus security.

Abandonment

1. In the case of mechanical failure, security must be notified. Failure to do so shall result in a ticket, boot, and/or the removal of the vehicle at the owner's expense.

2. Any vehicle that is not registered with the university and has not been moved within 48 hours shall be considered abandoned and is subject to removal at the owner's expense.
3. The university is not liable for any damage done during removal or the use of the boot.

Visitor Parking

Visitor Parking is for visitors only, not for faculty, staff, or students. If you are not a visitor, you cannot park there, even if it is for a few minutes. If you are not a visitor and you are illegally parked there, you may be ticketed and/or booted.

Handicap Parking

To park in the Handicap Parking spaces, you must display a proper and current Handicap Parking Permit. If you do not display it, you will be ticketed \$150.00 and/or booted. If you do not have a Handicap Parking Tag, DO NOT PARK THERE, even if it is for a minute.

Fire Lane

No vehicle shall park in a Fire Lane, even for a minute. There are no excuses for doing so. Failure to follow this rule will result in a ticket from WAU for \$150.00 and/or a ticket from Takoma Park Police for \$250.00.

Reserved Parking Areas

Cones or other security devices that designate reserved parking areas shall NOT be moved except by security personnel. Doing so will result in a ticket, and parking in a reserved area will also result in a ticket and/or boot.

Parking Permits

1. All vehicles belonging to staff, faculty, students, or contract workers must be registered.
2. Visitors may park in visitor designated areas only.
3. The lack of registration of the vehicle or the failure to display a parking permit of a vehicle belonging to staff, faculty, or students shall not exempt them from being ticketed for parking in visitor only areas.
4. The lack of registration of the vehicle or the failure to display a parking permit of a vehicle shall not be grounds for exemption from any parking regulation.
5. New permits are issued each year. The permit expires at the beginning of the following school year regardless of the date the permit was issued. All vehicles must be registered each year.
6. Temporary Parking Permits are issued on a case-by-case basis for emergency situations. All parking regulations apply to Temporary Permits.
7. One permit is issued per vehicle. Additional vehicles must be registered with a separate cost per additional vehicle.
8. Permits are to be displayed in the lower corner of the back windshield on the driver's side, except in cases of tinted windows or convertibles. In this case the permit is to be displayed in the corner on the driver's side of the front windshield.
9. Permits may not be moved from one vehicle to another.
10. If a vehicle is damaged or is no longer in use by the owner, the new vehicle must be registered and receive a sticker.
11. No vehicles, even those with current tags and a current permit, can be parked in the same

parking stall for more than seven (7) consecutive days. The vehicle must be moved to another parking spot. Failure to do so may result in receiving a ticket.

12. If your vehicle will be on campus for more than seven (7) days without movement, because you will be away on Christmas Break, Spring Break, Summer Break, or other breaks longer than seven (7) days, you must notify the Security Department and provide your name and vehicle information. Failure to do so may result in a ticket or your vehicle getting booted.

How to Register a Vehicle

1. Go to my.wau.edu, then log in. Click on "MyRegistration," then "Vehicle Registration." All information must be filled out.
2. Come to the Security Office located in the General Services Building. You must bring the following:
 - A. Current Driver's License
 - B. Current Vehicle Registration
 - C. Current Insurance (paper or electronic)
 - D. Current Employee/Student ID
 - E. Current Financial Clearance paperwork (students only)

Bicycles/Mopeds/other vehicles

1. All bicycles, mopeds, or other vehicles are to be parked in designated areas.
2. WAU is not liable for any damages or theft.
3. WAU is not required to provide secure facilities for such vehicles.
4. All such vehicles are bound by all campus parking regulations.

Parking Violations

1. Campus security has the authority to issue citations for violations at any time. The booting or towing of vehicles for repeated violations or at any other time is at the discretion of the security department.
2. Failure to pay a citation after 10 days will result in a doubling of the citation.
3. All fines can be paid to the Security Department or to Accounting. If paid at Accounting, you must bring the receipt to the Security Office.
4. Takoma Park Police has the authority to issue citations on campus for violations.

Appeals

1. Only students have the right to appeal tickets. All other citations must be paid.
2. Being late to class, not finding a parking space, or not registering a vehicle are not grounds for a successful appeal.
3. For students to appeal tickets they must go to my.wau.edu and log in. Click "myResources" and then "Parking Ticket Appeals." All information must be filled out for the ticket to be appealed. Please note that you only have a certain amount of space in which to write the appeal.
4. Filling out an appeal does not guarantee that the citation will be made void or reduced. It also does not exempt the driver from continuing the behavior that resulted in the citation.
5. WAU does not handle any appeals for citations issued by municipal, county, or state law enforcement.

Parking Enforcement

The DSS mission is to serve the WAU community and to ensure that parking rules and regulations are obeyed for the safety and convenience of all commuters. When parking or permit infringements are ascertained, appropriate enforcement action is taken.

The issuance of parking citations is a universally accepted method of enforcing authorized parking. At WAU, the display of the appropriate campus permit designates the authorization for a vehicle to be parked on campus property. If a vehicle does not display a valid permit, the registered owner will be cited and required to pay a fine to discourage future violations.

Citations are also issued for parking in areas not designated for parking and for other violations such as the illegal use of disabled parking spaces, blocking access, etc. If you impede pedestrian or vehicle traffic, WAU parking enforcement regulations require the vehicle be towed. Vehicles may also be towed or immobilized (also known as booted) for repeatedly violating university parking regulations or for unpaid citations. Vehicles will be released when the citation and a boot release fee are paid in full. Booted vehicles will be towed after 48 hours. Pay your parking tickets and avoid getting the boot!

Violations:

Fire Lane.....	\$150
Handicap Parking.....	\$150
Parked on or over Yellow Lines.....	\$150
Abandoned Vehicle – over 72 hours...	\$150
Obstructing Walkways or Crosswalk.....	\$50
Parked in Loading Zone.....	\$50
Failure to Register Vehicle.....	\$50
Dean Parking Only.....	\$50
Parked on Sidewalk/Grass.....	\$50
Visitor Parking Only.....	\$35
Parked Outside Painted Stall.....	\$35
Double Parked.....	\$35
Bus/Van Parking Only.....	\$35
Overtime Parking (Visitor Parking).....	\$15
Failure to Display Permit Properly.....	\$15
Improper Parking.....	\$15

Physical Keys Control Program

I. PURPOSE

The purpose of this Policy is to assist in providing security for persons and Washington Adventist University property through the control of keys issued.

II. POLICY

In an effort to improve physical security for University facilities, a Key Control Policy has been established for issuing and managing University keys. These practices have been established to heighten awareness, especially for areas that need limited access due to concerns for security,

confidentiality, or high-value items. Acceptance of keys from Washington Adventist University obligates persons to follow this Policy.

III. SCOPE

This Policy will cover the procedures for requesting, returning, and reporting of lost or stolen keys belonging to the University to include building, padlocks, cabinets and vehicles as well as the responsibilities of all key holders. For the purpose of this Policy the term "key" will include electronic access cards (such as electronic key fobs and identification badges). This Policy does not apply to the issuance of keys to students for residence hall access.

IV. LEVEL OF AUTHORIZATION

The following is a table of keys issued by the University, the individual(s) to whom each type of key is issued and the individual authorized to approve the issuing of the key. Individuals will be authorized access through the issuance of keys for only those areas where they have a need to perform their assigned duties on a regular and recurring basis, and the following;

- "All keys will be issued at and returned to the Facility Services Office. Keys can only be picked up and signed by the individual requesting the key. Facility Services will accept all returned keys. Keys can be returned by anyone for anyone."
- "A separate key request for each key is required. Incomplete key requests will be returned to the authorizing department."
- "All key loans require card signed by Department Head."
- "Department Heads can authorize key loans for their area only."
- "Building side door keys are to be authorized by the CFO and recommended by Department Heads for workers in their Department."
- "No individual may temporarily loan their Master or Sub Master key (s) for any length of time. Keys must be in their possession at all times."
- "All master key loans require authorization by CFO signature and Administration Committee action."
- "All Grandmaster Keys and Building Master Keys will require loan authorization by signature of all building Department Heads and by the Administration Committee."
- "Facility Services provides next Friday service upon the receipt of a correctly completed key request."
- "The CFO is designated to authorize keys and locks changes for each WAU facility and/or department."
- "It is the department's responsibility to notify Facility Services of any name changes, key transfers (which will require key loan card with signature) and/or deaths."
- "Keys must be returned to the Facility Services Office in order to clear an individual's record. Keys are not to be handed to another individual without proper transfer documentation."
- "Key holder attempting to make a copy of key automatically forfeits their use of the key."
- No keys will be granted to WAU-students.
- Only the DFS is authorized to make changes to any WAU door hardware.

V. EMPLOYEE RESPONSIBILITIES

- Key holders shall take measures to protect and safeguard any University keys issued to them or in their name.
- Key holders shall not loan their University key(s).
- Key holders shall not use their key(s) to grant access to non-authorized individuals.
- Key holders entering locked buildings or spaces are responsible for re-securing all doors and shall not prop open or otherwise disable any doors.
- Key holders shall not store keys in desk drawers or other unsecured areas.

VI. LOST, STOLEN AND BROKEN KEYS

- The holder of a University key assumes responsibility for the safekeeping of the key and its use.
- **It is understood that the key will not be loaned, issued to, or made available by any other means to unauthorized persons.**

VIII. LOST KEYS

- Lost keys are to be reported to the University's Department of Public Safety and to the DFS lock shop immediately.
- Replacement of a lost key will require a new KR Form and authorization.
- The Key Control Authority may impose a fee for replacement keys. If a lost key is later found, it must be returned to the University lock shop.

IX. STOLEN KEYS

- If a key is stolen, a report must be made to the University's Department of Safety and Security immediately.

X. BROKEN KEYS

- If a key is broken or otherwise damaged, the pieces must be returned to the University's lock shop (Facility Services).
- If a key is broken off in a lock, it must be reported to the University's lock shop.
- A replacement key will be issued after verification of the key damage. A KR Form **will not** be required for replacement of broken or damaged keys.

XI. UNAUTHORIZED DUPLICATION

Duplication of any University key by an outsider key manufacturer, vendor or contractor is strictly prohibited.

- Keys issued by the University lock shop are the property of the University and should not be duplicated by any other persons other than lock shop personnel.
- Unauthorized keys will be confiscated and returned to the University lock shop (facility services).

XII. TRANSFER OF KEYS

Key transfers directly from one person to another are strictly prohibited.

- Employees shall not loan or transfer keys to anyone. The person to whom the key has been issued shall be held responsible for the use of that key until it has been properly

returned to the University's lock shop.

- Employees who change offices within a building/department or transfer to a different building/department must return all keys to the University's lock shop. A receipt will be issued to the employee for the keys returned. Key holders are not relieved of responsibility until they receive this receipt.

XIII. RETURN OF KEYS

- All employees, upon retirement, resignation, or termination of employment shall be required to process through the check-out procedure upon their separation from the university. This process insures that all keys are returned to the University's lock shop and electronic access is deleted from the card access system. A receipt will be issued for the keys returned.
- Failure to return keys may result in having the former employee, or department, responsible for expenses incurred for the re-keying of locks to reestablish security.

XIV. CONTRACTOR AND VENDOR KEYS

- Access to campus buildings by contractors and vendors is regulated through the Department of Safety and Security in conjunction with Facility Services, Information Technology Services, and the Department of Student Life.
- Contractors who require keys or access cards to do work on campus will make arrangements through the Project Manager or Maintenance Supervisor who hired them. The request shall be evaluated as to the need for access and methods available to provide access without issuing a key.
- A key shall be issued only when no other reasonable means of access is available. A master key will not be issued to a contractor unless by exceptional circumstances and authorized by the Key Control Authority and only where a release form has been signed by the contractor to deduct funds from its contract to cover the cost of rekeying the building or area if the key is lost, stolen, or not returned.
- The Project Manager in charge of the work shall be responsible for securing this signed document and shall provide copies to the Department of Security and Facility Services.

ANNEX A-1

ACCESS CONTROL SYSTEM

Objective

The objective of the Washington Adventist University (WAU) Access Control System Policy is to provide a comprehensive, dependable and cost-effective access control system solution for the entire campus. The system will consist of an integrated pairing of the traditional mechanical locking (keyed) system with a computer based electronic access control system that will allow for use of card access control and will set a standard for access control on campus.

Implementation

WAU's Facility Services, in coordination with Safety and Security, will implement and install electronic access control for all campus buildings as authorized by the University Administration.

The Access Card (campus ID card) will become the means of accessing buildings on campus for students, faculty and staff. This card is issued by the Safety and Security Department after authorization by the Chief of Security. Each person should have only one access card.

All exterior doors of each building will be equipped with electronic access control, a camera, and a door alarm. One main door per building (usually the handicapped accessible door) will be identified as the primary entrance and will be equipped with a card reader for entry. Other doors may be equipped with card readers as necessary.

Criteria

All Access Control at Washington Adventist University, including those being installed in new construction, major renovation, or specifically added to an existing structure, shall conform to the following criteria:

Hardware

Mechanical locking, keyed, and keyed systems shall conform to the University standard, currently the BEST System. Door hardware, latches and other systems shall be compatible with these keyways.

Computer based Card Access Systems shall conform to the University standard selected for campus-wide control, currently the WAU Access Control System. Access features will include standardized control panels and devices that will connect to the central computer via the University's network system backbone from each building on campus. These devices include compatible door hardware, intrusion detection, and other monitoring equipment and sensors. When applicable, additional levels of access control can be applied through use of compatible biometric devices, keypad pin devices, or other equipment as necessary.

Software

The software system utilized for the Access Control System will be the standard system for the University, currently the WAU Access Control System. This will be operated on a server housed in the confidential server room. Software support will be coordinated by the DSS and DFS staff in conjunction with Auxiliary Services, if applicable.

Administration

Overall administration of the Access Control System will be the responsibility of the Facility Services Office. All requests for building access should be routed to the Facility Services Office for processing via the following procedure:

Fill out the Access Control Request Form found at the Security Department. You may also request the form from the Security Department. This form will be used for changing time zones on building doors as well as authorizing access to individual students, faculty, and staff.

Access Control changes will only be made during normal working hours. Access requests will be granted within one business day of receipt of the signed Access Control Request Form or email confirmation. Once access is granted, an email will be sent to the requestor, to all Department Heads with operations in that particular building and to the Department of Safety and

Security. Any questions concerning the granting of access to individuals or change of time zones should be directed to the original requestor.

An Access Control Client will be assigned to those buildings that house students or require access level changes during the semester based on student residency. A Client is defined as a person that has been granted restricted access levels within the Access Control System so as to control the time zones and access of persons to a certain building or buildings. Each Client will be trained on the use of the Access Control System by the DSS Office and will work within the guidelines as approved by the Vice President of Financial Services.

Maintenance

Facility Services has an established work-order system; therefore, during normal business hours, all requests for repair and maintenance, as well as notifications of outages and malfunctions, etc. for all Access Control-related systems and devices, including CCTV, will be directed to Facility Services.

An Access Control work order will be generated and a determination of the problem will be made and routed to the appropriate personnel for remedy of the problem.

After normal business hours, all requests for repair should be directed to Facility Services Shift Worker, who will contact the appropriate personnel.

After-Hours Building Access

After 11 p.m., Monday-Thursday, all academic buildings will be locked. To have after-hours access to any academic area (including computer rooms, labs, and faculty offices), the following procedures must be followed:

1. Authorization must be given (in writing) by a qualified person (i.e., a faculty member) stating the person(s), location, date, and time period allowed in area.
2. Person(s) authorized to use any area after hours must be accompanied by another person.
3. Person(s) authorized to use any area after hours are not allowed to be anywhere other than specified location.
4. The Department of Safety and Security is to be notified by person(s) when they are finished using any area after hours.

Fire Safety Division

The Fire Safety Division (part of the Department of Safety and Security) is responsible for managing the University's compliance with the County and State Fire Prevention Codes and other applicable fire safety laws and standards; providing fire safety education and training; investigating all fires that occur on WAU property; and performing fire and life safety inspections. Life safety is the primary objective of the fire safety program.

WAU-DSS are not government code enforcement power under local and state jurisdictions but have Certified Fire Inspector and Certified Fire Investigator who applied and enforced the Montgomery County Fire Safety Code and Maryland State Fire Prevention Code.



Montgomery County Fire & Rescue Department
Fire Code Compliance
100 Edison Park drive
Gaithersburg, Maryland 20874
Tel. **(240) 777-2457**

Montgomery County Fire and Rescue Department
Takoma Park Volunteer Fire Department
7201 Carroll Ave
Takoma Park Maryland 20912
Emergency calls # **911**
Non-emergency # **(240) 773-4702**



Programs include fire exit drills; fire safety education for students, faculty, and staff; fire inspections of campus buildings and public assembly events, emergency procedure planning and training, fire data analysis, code consultation, general fire safety issue consultation, coordination and issuance of required permits, and fire/arson investigations. Life Safety systems (fire alarms, sprinklers, fire extinguishers, and generators) are serviced by the Department of Facility Services (DFS), which manages the operations and maintenance Life Safety Systems.

To report problems, call the DFS Helper Desk at **(301) 891-4161** or **(301) 801-7201**. Note: A copy of the Fire Report Logs and 2012, 2013, and 2014 Annual Fire Reports are obtainable 24/7 at the DSS office in the General Services building # 6 GS-4, 7600 Flower Ave, Takoma Park, Maryland.

The Washington Adventist University Fire Safety Policy can be reviewed here:
www.wau.edu/images/WAU_Fire_Safety_Policy.pdf

Occupational Health and Safety Division

The WAU DSS-Occupational Safety & Health (OSH) Division promotes and supports a safe and healthy work environment on the WAU campus by providing leadership, program development, and training and compliance assistance for faculty, staff, and employees.

Our services include outreach and consultation services for hazard identification, assessment and control; training; development of safe work practices; PPE (Personal Protective Equipment) recommendations; project planning review, and accident and injury prevention.

Our staff includes professionals with expertise in the areas of Laboratory Safety, Occupational Safety, Indoor Air Quality, and Regulatory Requirements. Please review and check the following Policies: Facility Asbestos Management Plan, the Facility Lead Management Plan, and the Air Quality Complaint Program.

Emergency Response and Management Division

WAU has adopted the National Incident Management System (NIMS) for all its emergency and non-emergency events. The adoption of NIMS will improve WAU's response to emergencies and hazards including significant emergencies or dangerous situations involving an immediate threat to the health or safety of any member of the WAU community on campus.

WAU policies and procedures provide for the WAU DSS to notify the campus community. It is the policy of the DSS to alert the campus community to certain crimes and safety/security issues occurring either on campus or in its immediate vicinity. Generally, this area will include the streets adjacent and/or adjoining campus property. However, nothing in this policy is intended to prevent notifications about incidents occurring outside of this area when they are likely to have a significant impact on members of the University community. Notification will be made without delay for immediate threats to the health or safety when such an emergency is confirmed. WAU uses One Call Now, an emergency notification system that utilizes automatic technology to call phones, send text messages and/or emails to individuals who have registered for the service through the University's my.wau.edu portal or through a proxy procedure.

Emergency Management Education Programs

Name of Program	Date	Location	Subject(s) Covered
New Student Orientation, fall 2014	August 18, 2014	Sligo Church	WAUIC and WAUERP

Education Topics	Respective Codes
Shelter In Place	SP
Importance of the Telephone Numbers	ITN
Natural Disaster	ND
WAU-Importance of Identification Card	WAUIC
WAU Emergency Response Plan	WAUERP

Each April, the DSS visits every department of the University and provides training on the WAU Emergency Response Plan.

Medical Assistance

If a student, faculty, staff, or visitor is in need of Medical Assistance and Transportation, call 911 and/or the Department of Safety and Security (301) 891-4019. An officer will respond as soon as possible to assist.

Mass Notification Systems

It is the policy of WAU's DSS and Campus Office of Information Technology to alert the campus community to certain crimes and safety/security issues occurring on campus, or in the immediate vicinity of the campus. Generally, this area will include the streets adjacent and/or adjoining campus property. However, nothing in this policy is intended to prevent notifications about incidents occurring outside of this area when they are likely to have a significant impact on members of the University community.

- A. Alerts are required for all incidents that constitute Clery Act Crimes and are considered to represent a serious or continuing threat to the campus community. These crimes include Murder and Non-Negligent Manslaughter, an Active Shooting, Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, and Hate Crimes.
- B. Alerts may also be issued for the following:
 - 1. Crimes other than “Clery Act” crimes that pose a serious or continuing threat to the campus community (e.g. kidnapping)
 - 2. Non-criminal emergencies that pose a significant or continuing threat to the campus community or a segment of the campus community (e.g. weather-related emergencies, maintenance issues, environmental health and safety issues, etc.).
- C. Emergency Notifications are required for all significant emergency or dangerous situations that pose an immediate threat to the health or safety of some or all of the members of our campus community (e.g. an armed intruder is present in a campus building, several random arsons have occurred in a single night in occupied areas on campus, etc.).
- D. Emergency Notifications may be labeled Alert, Advisory, or Community.
- E. Faculty or staff who learn of information which may warrant the issuance of a “Crime Alert,” “Safety Alert,” or Emergency Notification should notify WAU-Security as soon as possible.

TYPES OF ALERTS

- A. Alert – Alert messages should be reserved for critically important information when loss of life and/or property is potentially imminent. Alert messages are time-sensitive and require residents to take immediate action.
- B. Advisory – Advisory messages are intended to communicate important, need-to-know information. Advisories should be considered less time-critical than Alerts and require a heightened sense of awareness from residents.
- C. Community – Community messages should be used to convey everyday local news, happenings, and developments. Community messages should not contain any time-critical information.
- D. Information Bulletin – An informational notice regarding incidents that may not pose an immediate or continuing threat but are serious enough in nature that it is deemed appropriate that the campus community or a segment of the campus community should be informed.

AUTHORITY and RESPONSIBILITY

Alerts and Notifications are issued at the discretion of the following personnel and entities:

- A. The President
- B. The VP of Finance
- C. The Provost
- D. The Director of Safety and Security
- E. The VP of Information and Technology Systems
- F. The VP of Student Life
- G. The Associate VP of Human Resources
- H. The Director of Facility Services

I. The Corporate Communication Office

Consultation is expected among the authorizing authorities available at the time of the incident.

Exception – The WAU Security Lieutenants or Sergeants may issue alerts and emergency notifications without authorization from the individuals listed above in emergency situations for in-progress, life-threatening situations if they are not otherwise detained at the incident.

WAU-Safety and Security Department personnel who learn of information or recognize an event which may warrant the issuance of an alert or emergency notification must notify the Director or Assistant Director as soon as possible. Should the Director or Assistant Director be unavailable, one of the authorizing individuals from Section IV. A of the Policies and Procedures document must be notified.

J. Those authorized to issue alerts will determine the type of alert to issue and the dissemination method. Dissemination methods may include, but are not limited to, the following:

- Campus-wide email and text
- Campus (ITS) Alert*
- Homepage (www.wau.edu)
- Emergency Alert Notification (Nixle)
- Campus telephone line
- On/off-campus media releases

K. Campus (ITS) Alert* is an emergency notification system that utilizes automatic technology to call phones (Nixle) and send text messages and/or emails to individuals who have registered for the service through the University's my.wau.edu portal or through a proxy procedure.

PROCEDURES

- A. Authorizing individuals will determine whether sufficient and accurate information exists to warrant the issuance of an alert.
- B. When issuing an alert or emergency notification, authorized individuals will include the following, as appropriate:
 - a. Type: Alert, Advisory, Community, Information Bulletin
 - b. Authorizing authority
 - c. Date of issuance
 - d. Date, time, and location of the offense or situation
 - e. Description of the crime or situation
 - f. Description of the suspects
 - g. Suspect's direction and mode of travel when fleeing incident
 - h. Safety instructions/advice
- C. The person who initiates an alert, emergency notification, or bulletin will upload the alert/bulletin in the Clery Alert folder in the system, download and complete the Timely

Notification Action Report, and forward it to the Director of Safety and Security via email with a copy of the alert/notification that went out. The Director of Safety and Security is responsible for authorizing the final Timely Notification Action Report with the authorization of the President or VP of Finance, which will then be saved in the Clery Act folder in the system and in hard copy with a copy of the alert/notification attached to it.

- D. If it is determined that the Campus Emergency Command Center should be activated, a WAU Security Officer, or designee, will notify the Emergency Management Coordinator (Safety Officer/Director) or designee. The Emergency Management Coordinator will contact the Campus Emergency Command Center members and the Emergency Response Team members.

The DSS will first determine whether such an emergency exists. The Departments Director or the highest ranking university official on duty is tasked with determining, on a case-by-case basis, whether a situation exists that requires an emergency notification. This determination is based on the size, scope, facts, and seriousness of the incident as well as whether there is a threat to someone's life, health, or safety in the circumstances.

All segments of the campus community are alerted with an appropriate warning. Notification is sent without delay, unless such a message will—in the judgment of the WAU Public Communication Officer—compromise the effort to deal with the emergency or assist a victim.

Follow-up information will be issued thereafter. The WAU Emergency Response Plan (ERP) / Emergency Operation Plan (EOP) identify the campus emergency planning, organization and response policies and procedures.

The ERP/EOP is available under WAU-Emergency Response Plan. WAU-DSS officers and the University Administrators use the ERP/EOP to address emergencies and critical incidents that affect WAU's Campus.

Our alert system, "Nixle", will conduct a system test every 60 days.



LOCKDOWN AND EVACUATION PROCEDURES

At times a life-threatening, hostile, or hazardous situation may arise on or near property owned or managed by WAU requiring the implementation of what is known as a **lockdown**. Such a procedure exists to protect human life and property and to make a threatening situation easier for law enforcement agencies to resolve.

Definition

A "**lockdown**" is a temporary "sheltering-in-place" technique utilized to limit human exposure to an apparent life-threatening, hostile or hazardous situation or threat. When a lockdown is declared by Campus Security or administrative officials, occupants of any building within the impacted area are to remain in their respective spaces locking all doors and windows, not allowing entry or exit to a secured area until the "all-clear" confirmation has been given. Individuals may be required to move to a safe location if they are immediately adjacent to the

life-threatening or hazardous situation (e.g. shooter, bomb threat, etc.). In all cases, individuals must follow directions of Campus Security and appropriate law enforcement officials. Examples of life-threatening or hazardous situations include, but are not limited to the following:

- Someone has a gun or weapon on campus, or there is an active shooter, or shots are heard on campus
- A high-risk search or arrest warrant of a potentially dangerous suspect
- A serious crime is actively occurring on campus (e.g.: homicide, hostage situation, aggravated assault, robbery with a deadly weapon, sexual assault, etc.)
- A serious crime is being committed in close proximity to the campus or a campus building (e.g.: homicide, hostage situation, aggravated assault, robbery with a deadly weapon, sexual assault, etc.)
- Hazardous chemical spills
- Inclement weather (e.g.: ice storm, tornado in close proximity to campus, etc.)

Due to the varied situations that may occur on campus or near a WAU facility and the dynamic nature each scenario presents, it is imperative for individuals to stay alert and be aware of the proper precautions and procedures to take when a lockdown is necessary. When instructions are given for a "lockdown" by a member of the Campus Security or designated administration official (e.g.: the University President, the VP of Finance Services, the Provost, Deans of Residential Life, etc.), the following procedures are to be implemented immediately:

1. Active Shooter or Hostage Situation

• If gunshots are heard in or around a building preceding an order to "lockdown" or once the notice to "**lockdown**" has been issued, take the following actions:

- I.** Try to remain calm. Follow instructions of Campus Security or the designated administrative official.
- II.** Remain indoors and go to the nearest room, trying to stay away from windows.
- III.** Do not seek shelter in open areas such as hallways or corridors. Go to the nearest classroom, office, conference or storage room that can be locked.
- IV.** Once a "lockdown" has been initiated, do not leave buildings unless an all clear has been sounded or you are directed to by Campus Security or the designated administrative official.
- V.** Lock all doors and windows.
- VI.** Turn off all lights.
- VII.** Try to stay away from windows. This may require hiding under a desk or behind furniture.
- VIII.** Remain silent so as not to attract attention.
- IX.** Turn off all radios or other devices that emit sound.
- X.** Silence cell phones.
- XI.** Use a cell phone only to contact Campus Security or law enforcement. Talking or any type of noise could draw the attention of a shooter, so be careful.
- XII.** If gunshots are heard, lie on the floor, preferably behind a heavy object such as a desk, table, or filing cabinet.
- XIII.** If appropriate, turn off gas and electric appliances to reduce noise or the threat of a fire.
- XIV.** If outdoors, seek shelter behind a building, wall or large tree. It is important to "hide" from a shooter.

XV. If there is a group of individuals clustered together (such as a classroom or meeting), the instructor or leader should compile names and keep attendance to make sure everyone remains present and accounted for should an evacuation be necessary.

XVI. Do not unlock doors or attempt to leave until instructed to do so by Campus Security or the designated administrative official. The "all-clear" will be announced via an appropriate system, such as the WAU Alert System, public address system, phones, etc.

XVII. Always stay alert to rapidly changing and dynamic situations. Staying calm is crucial. Hysteria can lead to making poor decisions or taking needless risks.

2. Serious Crime Occurring or Committed in Close Proximity to Campus

- Specific instructions/actions to be taken will be based upon the specific crime or incident that is happening or has recently occurred. Instructions will be disseminated by the appropriate means to the campus community.
- The actions listed under **Active Shooter** Incident above may apply, but will ultimately be determined by Campus Security. It is critical for everyone subject to a lockdown to follow instructions of Campus Security or the designated administrative official.

3. Inclement Weather-Related Incident

- Specific instructions/actions to be taken will be based upon the specific weather-related incident that is actively occurring, and will be disseminated by the appropriate means to the campus community.
- In the event of a tornado it may require evacuation of individuals into the campus "tunnel" system, field house locker rooms or spaces without windows. Individuals need to stay alert to changing weather conditions and follow the instruction of WAU- Campus Security or the designated administrative official.

4. Hazardous Materials Spills

- Specific instructions/actions/containment procedures to be taken will be based upon the specific hazardous materials-related incident that is actively occurring and will be disseminated by the appropriate means to the campus community.
- In the event of a chemical spill, toxic fumes may result. Stay alert to wind direction and weather conditions and follow instructions of Campus Security or the designated administrative official.

Non-Compliance with Lockdown Procedures

In the event a student or employee fails to comply with an order from a member of WAU's Department of Safety and Security or the designated administrative official during a "lockdown" situation, they may be subject to the following consequence(s) or punishment(s):

1. **Criminal charges** may be filed against anyone disregarding a lawful order of Campus Security, law enforcement personnel or designated administrative official during a lockdown. Disregard of orders can place others in danger and have a serious impact on the safety of individuals and property. It is important for everyone involved in a lockdown to follow the directions of those in charge of managing the situation.

For example: A shooting has occurred near campus and the suspect is last seen running toward Washington Adventist University property. WAU-Department of Safety and Security representative orders a “lockdown” of all buildings. Everyone is ordered to stay indoors and in the nearest room. A student living in student housing decides to disregard the order and goes out to the parking lot and drives their vehicle off campus. This would be an example of disregard for the “lockdown” situation. It may lead to criminal charges being filed, especially if the lives of others are put at risk.

2. Civil and Administrative penalties may be assessed against anyone creating a situation that may lead to a lockdown. Penalties will be decided by Campus Security on a case-by-case basis depending on the gravity of the situation.

3. Disciplinary measures may be taken for students or employees who willfully fail to comply with a lawful order of Campus Security, law enforcement personnel, or designated administrative official during a lockdown. The penalty may be suspension from school or work. Any disciplinary action would be coordinated with either the Dean of Residential Life or, in the case of an employee, the respective supervisor.

It is anticipated that everyone involved in a lockdown situation on campus or at a facility managed by Washington Adventist University will comply with all directions and orders issued by Campus Security or a designated administrative official. The circumstances leading to a “lockdown” are normally quite serious and can lead to loss of life or injury if not followed. It is important for Campus Security and designated administrative officials to remain in control of such volatile situations in order to protect public safety and property. While Washington Adventist University does not want to discipline people for non-compliance to a lockdown order, it does retain the right to prosecute such behavior, to assess penalties, or to discipline individuals who willfully endanger their life or the lives of others around them by willful non-compliance.

If one or more buildings must be evacuated and the fire alarm system or siren has not been activated (such as a hazardous materials incident, bomb threat, or hostile intrusion), the following procedures should be used:

- University administration at the scene shall immediately do the following:
 - Call 911 and advise the dispatcher of potential assistance needed, such as law enforcement, traffic control, hazardous material response, etc.
 - Notify Campus Security and describe the event and say that you have called 911
 - Determine the buildings to be evacuated
 - Designate safe assembly areas
 - Inform the team leaders to evacuate their buildings
- Team leaders have the following responsibilities:
 - Activate the fire alarm
 - Sweep through the building, including restrooms, to be sure everyone has exited
- University administration at the scene shall do the following:

- Direct the compilation of a list with the full names of all who were evacuated
- Have Campus Security and/or public law enforcement personnel in place for traffic control if a mass exodus from the campus in private vehicles will occur
- Release personnel, if safe to do so, or have them advised of subsequent actions at the direction of the Incident Commander
- Ensure that the list of evacuees is updated regularly and maintained at the Incident Command Center as a reference when inquiries are made.
- If any evacuees need medical attention and/or must be moved to an indoor shelter, then University administration at the scene shall direct those activities using the resources available to the Incident Command Team

The Department of Public Safety performs unannounced Lockdown Drills throughout the campus. They are done in the various departments throughout the year.

If a campus-wide emergency occurs such as a flood, severe storm, a fire in one or more buildings, or any act which requires campus evacuation or shelter-in-place, then a state of emergency will be declared by University administration. A declared state of emergency activates the Incident Command Team and the Incident Command Center. For additional information you can contact the DSS at (301) 891-4019.

The WAU Emergency Response (Updated 10/1/12):

http://www.wau.edu/images/WAU_Emergency_Response_Plan.pdf

City of Takoma Park: 2010 Emergency Operations Plan:

http://s94829.gridserver.com/admin/ep/em_ops_plan_nov_2010.pdf

Montgomery County: Home Guide to Emergency preparedness:

<http://www6.montgomerycountymd.gov/Content/PIO/news/emergnov.pdf>

State of Maryland Response Operations Plan 2013:

<http://news.maryland.gov/mema/wp-content/uploads/sites/7/2013/12/State-of-Maryland-Response-Operations-Plan-12122013.pdf>

Department of Facility Services (DFS)

DFS operates and maintains the university buildings and grounds with a concern for health, safety, security and crime prevention. DFS inspects residential and non-residential campus facilities regularly, investigates reports of potential health, safety, and security hazards—such as broken windows—and promptly makes repairs. DFS is responsible for all exterior lighting for campus buildings, sidewalks, parking lots, streets, security lights—and for fire prevention equipment. Students, faculty, staff, and visitors are encouraged to call the DFS or file a DFS Work Request at (301) 891-4161 to report potential hazards. The DFS operates 24 hours a day, 7 days a week.

CRIME REPORTING AND MONITORING

Members of the WAU community and visitors should immediately report all crimes on campus to the DSS or law enforcement agency that has Jurisdiction. All reports are considered confidential. There are several ways to report a crime: Call the Security office, email the Security Office, or speak to a Security Officer by coming to the Security Office. You can also report to a Dean, Office Executive, Counselor, or Faculty Member. For police or fire and any other emergency medical (EMS) assistance contact the Campus Safety and Security Department or other appropriate entity:

Entity	Emergencies	Non-Emergencies
Takoma Park Police	911	(301) 270-1100
Montgomery County Police	911	(301) 565-7744
WAU – Department of Safety and Security	(301) 891-4019 (301) 300-0342 security@wau.edu Visit the Security Office	(301) 891-4019 (301) 300-0342 security@wau.edu Visit the Security Office

The WAU DSS is located in the General Services Building #6 (G-4) at 7600 Flower Ave, Takoma Park. The DSS is open 24 days, seven day a week including weekends, holidays, and semester breaks. For more information about on- and off-campus police and security services, you can visit the WAU DSS website at www.wau.edu/security.

Crime Prevention Program

WAU'S DSS provides crime prevention services to students, faculty, and staff who live and/or work on our campus. The DSS makes independent efforts to reduce the chances for crime to occur through its program known as Crime Prevention through Environmental Design (CPTED). Invitations for the DSS to present its crime prevention program may be arranged by calling (301) 891-4019. Below are a few topics covered in the presentation:

- Theft Prevention
- Building and Office Safety and Security Assessment
- Campus Security Vulnerability Assessment
- Homeland Emergency Preparedness Awareness

Our crime prevention program, which emphasizes ways residents and employees can enhance security is also available for members of the community who live off campus. For more information, please contact the Security Director at (301) 891-4019.

The DSS section of the WAU website also provides information on various security and safety topics through an awareness program. Information is updated weekly and is available to everyone.

Crime Prevention and Education Programs

Name of Program	Date	Location	Subject(s) Covered
New Student Orientation fall 2014	August 18 2014	Sligo Church	CPE, SAA, ASA and WAUENS

Topics	Codes:
Crime Prevention Education	CPE
Sexual Assault Awareness	SAA
Active Shooter Awareness	ASA
WAU-Emergency Notification System	WAUENS
Refuse to Be A Victim	RTBAV
Campus Operation Identification Program	COIDP
Stalking Awareness	STA
Domestic Violence Awareness	DVA
Dating Violence Awareness	DAVA
Sexual Misconduct Awareness	SMA

Each April, members of the DSS visit every department of the University and provide training on crime prevention and Emergency Crisis Response. Programs on sexual assault prevention and awareness are conducted by the Title IX Coordinator throughout each semester.

Firearms and Other Dangerous Weapons

Possession or use on college premises of explosives, fireworks, firearms, or other weapons is strictly prohibited, regardless of whether a federal or state license to possess the same has been issued to the possessor. This includes, but is not limited to, pellet guns; knives; clubs; look-alike weapons, such as toys that look like real guns; and/or any such item or object whose use or display harms, threatens, or causes fear to others.

Annual Security Report

The department provides an annual report detailing all information related to Safety and Security as required by the Clery Act. This report is distributed by October 1st of the following year via a posting on the internet and via university e-mail. Requests for a copy can be made by contacting the Security Department. The report will be posted to the following website: <http://www.wau.edu/security>. Upon request, the Office of Admissions provides information including crime statistics and the availability of the security report to prospective students. The department maintains records including past annual security reports, notes of supporting documentation, copies of crime reports, daily crime logs, referrals for disciplinary action, emergency notifications and warnings, communications from campus security and local police, and documentation from the Office of Education.

Crime Log

The crime log is updated every 24 hours. To see it, visit the DSS portion of the WAU website at <http://www.wau.edu/security>. Anyone wishing to review the 2013, 2014 and 2015 crime logs can visit the Department of Safety and Security at the General Services Office G-4 at 7600 Flower Ave, Takoma Park, Maryland 20912.

External Monitoring of Crime

The Department of Safety and Security monitors crime on a continual basis, utilizing the services provided online by Takoma Park, Montgomery County, Prince George's County, and Washington DC. Students, Faculty, Staff, and Visitors can access this information by following the links that are listed under "Emergency Alert Notification" on the WAU Security website. Additionally, the DSS remains in close contact with the police departments of Takoma Park, Montgomery County, Prince George's County, and Washington D.C. to keep track of crime stats and trends.

Campus Security Authorities (CSA)

As part of the Clery Act, certain categories of crime, arrests, and referrals occurring in Act-reportable locations (see below) are required to be reported in an Annual Security Report that is published by October 1st each year.

Another key requirement of the Clery Act is the issuance of crime alerts to the campus community. These alerts are made for crimes considered to be of a serious or continuing threat to University community members and which have been reported to CSAs, local law enforcement agencies, and to the University's Public Safety Department.

What is a Campus Security Authority (CSA)?

The Clery Act identifies certain categories of students, University employees and contractors as CSAs who have federally-mandated responsibilities to report crimes that they witness or are reported to them.

The intent of including non-law enforcement personnel in the role of CSA is to acknowledge that some community members and students in particular may be hesitant about reporting crime to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

To review information on reportable Clery Act crimes, reportable disciplinary referrals and/or the Clery Act incident occurrence locations that are reportable, please reference the Clery Act Crime Definitions (PDF) and Clery Act Reportable Locations (PDF), found at www.wau.edu/security. CSAs have an important role in complying with the Clery Act, which was enacted to help create a safer University community. Timely reporting of crimes by CSAs allows the University the opportunity to review whether or not a community crime alert should be issued and assists in maintaining accurate crime data.

CSA Crime Reporting Obligation

A Clery Act crime is considered "reported" when it is brought to the attention of a CSA, University Public Safety Department, or local law enforcement personnel by a victim, witness, other third party, or even the offender. The crime reporting party need not be University affiliated.

While CSAs are only obligated to report Clery Act qualifying crimes that are reported to them which occurred on Clery reportable locations, CSAs are encouraged to report all crimes reported to them to University Public Safety Department. Student Affairs-affiliated student employees are directed to report all non-emergency criminal incidents to their respective direct supervisors.

If a CSA receives Clery Act qualifying crime information and believes it was provided in good faith, meaning that there is reasonable basis for believing that the information is not rumor or hearsay, then, the crime is Clery Act reportable. What you must report, therefore, are reports of alleged criminal incidents.

How a CSA Responds When a Crime is Reported

1. Regardless of your status (CSA or non-CSA), all community members are encouraged to promptly report all campus Public Safety related criminal incidents and other public safety related emergencies to the University Public Safety Department. When a crime is reported, the CSA should always handle emergencies first and call 911 or (301) 891-4019.
2. If it is not an emergency, the CSA should ask the individual reporting the crime if they would like to report the incident to the University Public Safety Department. If they do, then the CSA should coordinate reporting and contact the University Public Safety Department via phone at (301) 891-4019 or in person at the General Services, Building No. # 6 Office GS-4 (7600 Flower Ave. Takoma Park, Maryland 20912)
3. CSAs are encouraged to use the following statement when speaking with the crime reporting
"As part of my position on campus, I am a federally mandated crime reporter for the University. I am required to report this incident to the University Public Safety Department for data gathering. If you request confidentiality, the Report Form will not include your name, or that of any other individuals involved. My report will contain only the information you provide. Do you have any questions? Would you like to help me fill it out?"
4. If the reporting party is a student and is a victim of a sex offense—and s/he does not want a DSS officer involved—the student is encouraged to contact the Crime Victim Advocate at (301) 891-4019. Students can receive confidential advocacy services and referrals through the DPS University employee can receive counseling support through Washington Adventist University contracted employee assistance program. Sexual violence resource information sheets are available for both students and employees.
5. As noted above in the CSA statement, the CSA should explain that they are a federally mandated crime reporter and are required to submit a crime report for statistical purposes and that the crime report can be submitted without identifying the crime reporting party and/or victim if the reporting party would like to remain anonymous.
6. If the CSA has firsthand knowledge/confirmation that the reporting party already filed a police report with the University's Public Safety Department, then the CSA is not obligated to complete and submit a CSA Crime Report Form. However, if the reporting party says they will file a police report with University Police, but the CSA has no first-hand knowledge/confirmation that a police report was filed, then the CSA must

complete and submit a Crime Report Form. When in doubt, a Report Form should be completed and submitted.

7. CSAs should not investigate a crime reported to them or attempt to determine whether in fact a crime took place. CSAs must simply report the crime to the University's Public Safety Department.
8. CSAs must report a crime to the University's Public Safety Department quickly in case the crime warrants a University-issued crime alert to the University community.

What is done with CSA Report Forms?

The University's Public Safety Department reviews Report Forms and determines whether an incident warrants a crime alert / emergency notification to the University community and whether it is a qualifying (reportable) Clery Act crime to be included in the University Annual Security Report (ASR).

How are CSAs Identified?

The law defines the following four categories of CSAs:

1. Department of Public Safety (DPS) Department sworn law enforcement personnel (special Police Officers) and department administrators.
2. Non-police people or offices responsible for campus security—community service officers, campus contract security personnel, parking enforcement staff, personnel providing access control and/or security at campus facilities, athletic events or other special events, safety escort staff, residential community assistants and other similar positions
3. Officials with significant responsibility for student and campus activities—an Official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the University. To determine which individuals of organizations are CSAs, consider job functions that involve relationships with students. Look for Officials (i.e., not support staff) whose functions involve relationships with students. If someone has significant responsibility for student and campus activities, then they would be considered a CSA. Some examples of CSAs in this category **include, but are not limited to:** academic deans; student affairs / residential life officials—or related positions; athletic administrators—including directors, assistant directors and coaches; student activities coordinators and staff; student judicial officials; faculty and staff advisors to student organizations; Student Center staff; student peer education advisors; and administrators at branch campuses.
4. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses (University Public Safety / Title IX Coordinator).

Who is Not a CSA?

The following non-CSA positions and functions include, but are not limited to:

- faculty members without responsibility for student and campus activity beyond the classroom
- physicians/nurses in Student Health who only provide care for students

- clerical or administrative support staff
- cafeteria staff
- facilities maintenance staff
- information technology staff
- licensed mental health or pastoral counselors when acting within the scope of their license or certificate
- roles with similar functions as those listed above

WAU BEHAVIORAL INTERVENTION TEAM

Purpose of the Behavioral Intervention Team:

As a result of growing national trends on college campuses of mental health issues and the increase in hospitalizations and deaths due to alcohol consumption, Washington Adventist University created the Behavioral Intervention Team (BIT). In order to promote the safety and health of its students, the BIT addresses student behaviors that are disruptive and may include mental health and/or safety issues. Students who qualify for a Behavioral Intervention Team referral demonstrate one or more of the behaviors above.

The Behavioral Intervention Team consists of a group of qualified and dedicated WAU professionals whose mission is to do the following:

- Balance the individual needs of the student and those of the greater campus community
- Provide a structured positive method for addressing student behaviors that impact the university community and may involve mental health and/or safety issues
- Manage each case individually
- Initiate appropriate intervention without resorting to punitive measures
- Eliminate "fragmented care"

The team works to do the following:

- Intervene early and provide support and behavioral response to students displaying varying levels of disruptive, disturbed, and distressed behaviors
- Respond with support first and sanctions as a last resort
- Predict with accurate individualized assessment the potential for violent, homicidal and/or suicidal behaviors while avoiding stigmatizing mental health issues and stereotype-based profiling
- Enable adherence to a formalized protocol of instructions for communication, coordination and intervention
- Balance FERPA, HIPAA and counselor privilege with college need-to-know and emergency communication needs
- Centralize collection and assessment of red flags raised by student behavior and connect the dots of disparate problematic actions involving one student that may be known to various faculty, staff and administrators
- Engage faculty and staff in effective response with respect to disruptive and/or distressed students
- Coordinate follow-up to ensure that services, support, and resources are deployed effectively
- Coordinate mandated psychological assessment, conduct actions, disability services, accommodations, hospitalization and/or medical leave/withdrawal, as needed, and eliminate

fragmented care

What to Report

In general, any behavior that disrupts the mission or learning environment of the university or causes concern for a student's well-being should be reported. This includes the following:

1. Self-injurious behavior/suicidal ideation or attempt. Behaviors include, but are not limited to, suicidal thoughts or actions, self-mutilation. Erratic behavior (including online activities) that disrupts the mission and/ or normal proceedings of University students, faculty, staff, or the community;
2. Violation of alcohol and drug use policy. Behaviors include, but are not limited to, erratic behavior (on or off campus) created by the use of alcohol or drugs, and involuntary hospitalization due to alcohol or drug use.

Concerns about a student's well-being

BIT will act quickly to respond to reports; however, the BIT team may not be able to provide an immediate response to a concern. Call 911 or the WAU Department of Safety and Security if you feel threatened or if an immediate response is needed.

How to Report

A. Complete the on-line confidential form

B. Contact any member of the BIT Core Team:

- The VP for Student Life
- The Deans of Resident Life
- The Director of the Department of Safety and Security
- The Campus Professional Counselor
- The Campus Nurse

What Happens to a Behavioral Report Form?

Once a report is submitted, this protocol is followed:

- 1) The Report immediately enters a secure database
- 2) Automated notification is sent to the Campus Vice President of Student Life
- 3) The Report is reviewed by the BIT
- 4) The Reporter may be contacted for further information

Potential Outcomes of Reports

The BIT may do any of the following:

- Recommend no action, pending further observation
- Assist faculty or staff in developing a plan of action
- Refer student to existing on-campus support resources
- Refer the student to appropriate community resources
- Make recommendations consistent with college policies and procedures

WAU THREAT ASSESSMENT TEAM

Working with the Community to Prevent Violence

What is Threat Assessment?

"Threat Assessment is a process to identify and respond to students, faculty, and staff who may pose a danger to others on campus, may pose a danger to themselves, or who may simply be struggling and in need of assistance and resources."

G. Deisinger, M. Randazzo,

D. O'Neill, J. Savage in

The Handbook for Campus Threat Assessment & Management Teams

Washington Adventist University has established a **Threat Assessment Team** to address situations where students may be exhibiting disruptive, threatening, or worrisome behaviors that have the potential to impede their own academic progress or that have the potential to impede the ability of others to function successfully or safely.

It is imperative that any member of the WAU community—faculty, staff or students—immediately report any situation that could result in harm to anyone at the University. Any member of the campus community may become aware of a troubling situation that is causing serious anxiety, stress, or fear. If such a situation appears to be imminent, including possible immediate risk of violence to self or others, it should be reported immediately to the Department of Campus Safety and Security. Any situation not deemed to be imminent, yet still of concern should be reported to the Office of Student Life.

This Team has been established to do the following:

- Respond to possible circumstances of violence or threatening behavior;
- Respond quickly to behavior indicating a potential risk to self or others;
- Determine whether a realistic threat is present and act accordingly;
- Coordinate and assess information from faculty, administrators, students, and local authorities;
- Notify, within FERPA guidelines, parents, guardians and/or next-of-kin;
- Identify resources for troubled students and make referrals to appropriate campus and off-campus agencies, including helping with the securing of therapeutic actions such as treatment or counselling;
- Periodically assess outcomes of actions taken

For the safety of the campus community any threat, explicit or implied, will be considered a statement of intent. The Threat Assessment Team will investigate any concern and act as necessary to protect the campus community.

Threat-related information must be forwarded to the Office of Student Life or in an imminent situation directly to the Department of Campus Safety. The report will be initially evaluated, and if appropriate a group from the Threat Assessment Team will be convened. Any member of the campus community is expected to make themselves available as needed for advice and consultation.

When information is received about a possible threat, it will be investigated and a determination will be made using the best available information regarding the level of threat present. This determination will be made by assessing the initial concern in conjunction with any corroborating evidence, the student's disciplinary record, and any other relevant information as deemed appropriate by the Threat Assessment Team. The determination of the Threat Assessment Team is intended only as an initial intervention and should be considered as only the first part of an ongoing review. While the Team is comprised of skilled and knowledgeable staff who will make every effort to consider all angles of a situation, it should be noted that assessing a possible threat can never be 100% accurate. As needed, the Threat Assessment Team will ask the Vice President of Student Life, or designee, to place a student on an interim suspension pending a disciplinary hearing, require internal or external psychological evaluations, or act in any other manner as allowed by the University's policy in order to ensure the safety of the campus community.

The Threat Assessment Team consists of University personnel with expertise in law enforcement, threat assessment, academic affairs, and student affairs. Whenever possible a collaborative process will be used to assess the perceived threat. A core team of key campus leaders will generally comprise the Team, and a secondary support team will be available as needed to assist with the investigation and assessment of a situation. Other individuals may also be consulted, such as a faculty member who has a concern about a student. Generally when investigating a possible student threat four members of the core team—one each from Student Life, Academic Affairs, the Counselling Centre, and Campus Safety, to be chaired by the representative from the Office of Student Life—will be assembled to manage the investigation and make a determination regarding the level of threat.

The Team will meet on an emergency basis and as needed to review reports brought forward by faculty, staff, and students concerning disruptive, inappropriate, and/or threatening behavior.

Core Team

- The VP for Student Life
- Deans of Resident Life
- The Director of Department of Safety and Security
- The Campus Professional Counselor
- The Campus Nurse

General questions about the role or purpose of the Threat Assessment Team should be forwarded to the Office of Student Life at any time.

WAU CAMPUS MINISTRIES

REFLECTIONS

Reflections is the official vespers program of the University and is a weekly worship that allows students to be involved and engaged in the service. It offers unique hands-on worship opportunities through various activities and spiritual discussions.

SINGSPIRATION (Friday Night Worship Service)

Singspiration is a dynamic praise and worship service, filled with drama and dance, poetry and testimony, geared at those who are looking for the freedom to worship without limitations. Singspiration meets on Friday nights at 8:30 following the University Vespers program.

ENCOURAGEMENT MINISTRY

Encouragement Ministries is geared at providing encouragement and support to students/staff/faculty of Washington Adventist University who are going through rough times or celebrating a special occasion. Encouragement Ministries also serve as worship facilitators and prayer warriors for all campus worship services. It is also the goal of the ministry to empower and encourage students to fulfil their goals as students and future citizens of the global community.

INGNITE (AY SERVICE)

Ignite is a Saturday afternoon service geared at providing the campus community a time of fun, fellowship, and worship. It is intended to be Christ-centered and spiritually creative, providing a space for learning, growing, and gathering.

HOMELESS MINISTRY

The Homeless ministry is geared at providing students the opportunity to care for and minister to those who are less fortunate. Homeless ministry prepares and provides meals and clothing to those who are affected by homelessness within the DC metro area.

BIBLE STUDIES MINISTRY

The bible studies ministry seeks to provide adequate opportunities for students who are committed to Christ to grow spiritually, or prepare those for baptism who are seeking to know more about Christ through the study of God's word.

SPORTS MINISTRY

Sports Ministry seeks to minister to students who are involved with any of the University Athletic teams. It is meant to ensure that these students remain connected to the spirituality and life of the campus community by providing them a way to not only be ministered to but also to minister to others themselves.

SILENT JUDAH

Silent Praise is a sign language ministry that seeks to share God's love to his people through signing and praise-dancing. It also serves as a worship enhancer for all campus worship services and programs.

MINISTER OF MUSIC

The Minister(s) of Music is responsible for the music and liturgy of all University convocations.

TNL (THURSDAY NIGHT LIVE):

Thursday Night Live is a student-led Christian Comedy Show which is intended to promote a healthy atmosphere for student humor that is neither offensive nor secular. Thursday Night

Live seeks to provide a safe Christian environment for students to explore their creativity through poetry, song, music, and comedy.

PUBLIC RELATIONS

Public Relations is a vital part of the Campus Ministries department. It is responsible for providing the campus community with adequate, reliable, and on-time information concerning the events and happenings of the Campus Ministry department.

AUDIO/VISUAL

The Audio/Visual team is a vital part of the programming of all CM events and activities. It is responsible for the sound and video projection of all cm services, events, and happenings, including: Chapel, Friday Night vespers, Missions week, WISE, etc.

ART MINISTRIES

Art Ministries exists as an enhancer for ALL MINISTRIES on campus. It is responsible for providing creative ways to incorporate new things into ministry, such as paintings, drawings, crafts, and other unique items.

C.A.N.D.L.E MINISTRY

The C.A.N.D.L.E Ministry seeks to provide adequate opportunities for students who are committed to Christ to grow spiritually or prepare those for baptisms who are seeking to know more about Christ through the study of God's word.

CREATIVE MINISTRIES

Creative Ministries is a team of people set in place to enhance the creativity for ALL MINISTRIES on campus. It is responsible for encouraging innovation by offering ideas in every aspect of ministry; the team must stay close to God so that HE is the one providing the inspiration. This team will serve as a think tank to assist in keeping every ministry exciting and appealing.

DRAMA TEAM

The Drama team is an expression of worship through art. It consists of a team of people full of energy and willing to perform with the prayerful hope that they will assist in bringing someone closer to God.

WAU Campus Ministries is located at Richards Hall 7600 Flower Ave, Takoma Park, Maryland, Tel. **(301) 891-4412**.

MISSING PERSONS ON CAMPUS

The purpose of the Missing Persons Policy is to ensure that any student who is missing and whose safety may be compromised is reported to the appropriate authorities in a timely manner. This policy applies to students who reside in campus housing.

A person is considered to be “missing” when the person has not been seen or heard from for 24 hours, or unusual circumstances lead to a reasonable belief that a person may be identified as

missing. Such unusual circumstances include a report or suspicion that one or more of the following may describe the missing person: He or she may

- be the victim of foul play;
- have expressed suicidal thoughts;
- be drug dependent;
- be in a life-threatening situation

Students, employees, or other individuals should report any missing persons to the WAU Campus Safety and Security Department, the Dean of Men or Women, the Assistant Deans, or the local law enforcement agency.

WAU Safety and Security personnel must immediately investigate and/or report missing persons who live in on-campus housing to the appropriate local authorities.

- If a report is made to the Dean of Men or Women or the Residential Assistant (RA) the Dean/RA will immediately report the missing person to the WAU Campus Safety and Security Department or the local law enforcement agency.

Procedures for Designation of Emergency Contact Information

For Students age 18 and above and emancipated minors

- During enrollment, students may designate an individual or individuals to contact no more than 24 hours after the time he or she is determined to be missing by the WAU Safety and Security Department or the local law enforcement agency.
- The designation will remain in effect until changed or revoked by the student.
- Such contact information will remain confidential, accessible only by authorized campus officials, and will only be disclosed to law enforcement personnel in the event of a missing person investigation.
- The institution will also notify the local law enforcement agency within 24 hours of the determination that the student is missing.

For students under the age of 18

- In the event a student who is under the age of 18 and not emancipated is determined to be missing, the college must notify a custodial parent or guardian in addition to any additional designated contact person no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.
- The institution will also notify the local law enforcement agency within 24 hours of the determination that the student is missing.

Communication about Missing Persons

- The Director of Safety and Security or designee will notify the local law enforcement agency within 24 hours if a student who resides on campus is determined to be missing.
- The Director of Safety and Security or designee will notify the designated contact person and, if the student is below the age of 18 and emancipated, the student's parents, within 24 hours of the determination by the local law enforcement agency that the student is missing.

Department of Safety and Security
Office of Student Life
Dean of Men
Dean of Woman

Tel. (301) 891-4019
Tel. (301) 891-4110
Tel. (301) 891-4046
Tel. (301) 891-4177

WAU HARRASMENT AND DISCRIMINATION POLICY

1. The University will not tolerate any harassment including sexual harassment of its students, employees, customers, guests, vendors, or suppliers. Harassment of or discrimination against applicants and employees on the basis of race, color, sex, gender, sexual orientation, national origin, age, marital status, or disability (all as defined and protected by applicable law) or any other basis prohibited by local, state, or federal law is unacceptable and will not be tolerated. This policy applies to all persons—students administrators, managers, supervisors, and employees—including student employees. Harassment will not be tolerated at any University-sponsored events, including by way of example, conferences and University picnics. This is a zero-tolerance policy.
2. Sexual harassment has been defined generally as including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature, whenever (1) submission to the conduct is either an explicit term or condition of employment (2) an employee's reaction to the is used as a basis for employment decision affecting that employee; or (3) the conduct has the purpose or effect of interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment. No employee or applicant should be subjected to unsolicited and unwelcome sexual overtures, nor should an employee or applicant be led to believe that an employment opportunity or benefits will in any way depend upon "cooperation" of a sexual nature.
3. Sexual harassment is not limited to demands for sexual favors. It also may include such actions as (1) sex-oriented verbal "kidding," "teasing," or jokes; (2) repeated offensive sexual flirtations, advances, or propositions; (3) continued or repeated verbal abuse of a sexual nature; (4) graphic or degrading comments about an individual of his or her appearance; (5) the display of sexually suggestive objects or picture; (6) subtle pressure for sexual activity; and (7) inappropriate physical contact.
4. Sexual harassment does not refer to occasional compliments of a socially acceptable nature, or consensual personal and social relationships without a discriminatory employment effect. It refers to behavior that is not welcome and that is personally intimidating, hostile, or offensive.
5. Harassment on other grounds, including race, color, gender, national origin age, marital status, disability, sexual orientation or any other grounds prohibited by local, state or federal law is also prohibited. Harassment includes jokes, verbal abuse, and epithets, degrading comments, the display of offensive objects and pictures, and other conduct that the individual might reasonably find to be offensive. This policy prohibiting harassment, whether sexual or of another nature, is not limited to relationships between and among employees and prospective employees but also extends to interaction with customers, students, guests, vendors, or suppliers. No employee shall ever subject any customer, student, guest, vendor, or supplier of the University to harassment, including sexual harassment of any nature, and including the conduct

described above. Furthermore, no employee will be required to suffer harassment, including sexual harassment or discriminatory conduct, by any customer, student, guest, vendor, or supplier.

6. Complaint Procedures:

- a. Any student who feels that he or she is or has been victim of discrimination or harassment in violation of this policy should immediately notify the residence hall dean, his or her supervisor (if employed on campus) a faculty member, a department director or other manager, or the VP of Student Life. The University will fully investigate all complaints and will maintain confidentiality to the extent possible given the university duty to investigate the complaint. Anyone who is found to have engaged in illegal discrimination or harassment will be subject to appropriate disciplinary action, depending on the circumstances—up to and including immediate termination of employment.
- b. Because the university takes harassment, including sexual harassment and discriminatory conduct seriously, it requires that its employees report all incidents of harassment, including sexual harassment and discrimination, to the appropriate vice president and/or head of Human Resources.
- c. Retaliation against anyone reporting or thought to have reported harassment (including sexual harassment) or discriminatory behavior, or who is a witness or otherwise is involved in a formal or informal proceeding concerning alleged harassment or discriminatory conduct is strictly prohibited.

NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

Washington Adventist University (the University) is a coeducational institution of higher learning established by the Seventh-day Adventist Church. The University is committed to equal education and employment opportunities for men and woman and does not discriminate on the basis of disability, sex, race, color, national origin or any prohibited basis in its educational and admission policies, financial affairs, employment programs, student life and services, or any University-related program.

The University is in compliance with Title VI and VII of the Civil Rights Act of 1964 as amended and in substantial compliance with Title IX of the Education Amendments of 1972 (34 CFR 106 et seq.), with Section 503 and 504 of the Rehabilitation Discrimination in Employment Act of 1967, and with section 402 of the Vietnam Era Veterans Adjustment Act of 1974.

The university does not discriminate against any employees or applicants for employment on the basis of age or because they are disabled veterans or veterans of the Vietnam era. In addition, the University administers student programs without discrimination on the basis of age, except in those programs where age is a bona fide academic qualification for admission in accordance with the provision of the Age Discrimination Act of 1975.

REPORTING RAPE/SEXUAL ASSAULT

Rape/Sexual assault is a criminal act and may be prosecuted as such in any court of law. Although an individual cannot be forced to report an incident, unless such incidents are reported to the proper law enforcement authorities, the assailant cannot be apprehended and may repeat the offense. Individuals who have experienced rape or sexual misconduct should follow these steps to report the incident:

1. If the incident occurred on campus, notify the Department of Safety and Security (DSS) in the General Services Building #6 Office GS-4 or at **(301) 891-4019** and the DSS will arrange for EMS transportation assistance if necessary. One may also report immediately to the Washington Adventist Hospital Emergency Room. A student may also contact a residence hall dean for assistance. After immediate needs have been addressed, notify the VP for Student Life or VP for Financial Affairs so that the responsibility of the University to the victim and to the assailant may be carried out.
2. If the incident occurred off Campus, report it to the nearest hospital emergency room.
3. In obtaining medical care, the time factor is critical if proof of rape is to be established. Do not shower, change clothes, or leave the scene of the incident.
4. Notify the proper law enforcement authority immediately.
5. All complaints of sexual harassment, sexual assault, and sexual misconduct are reported to the Office of the Title IX Coordinator, Dr. Ralph Johnson whose office is located in Wilkinson Hall 7600 Flower Ave. Takoma Park, Maryland. Tel. **(301) 891-4028**. Additionally, the Office of Student Life, the Office of the Title IX Coordinator, and the Disciplinary Committee hold sole authority to institute any disciplinary measures. All questions and concerns regarding procedures for disciplinary action shall be referred to the Office of Student Life, the Office of the Title IX Coordinator, and the Disciplinary Committee. Note: both the accused and the victim have the right to be present in front of these bodies and to be notified of the outcome. Sanctions can include reprimand, warnings, probations, suspensions, and expulsions. Disclosure of the results of any disciplinary proceedings by the institution to the victim or next of kin will be conducted by the Office of Student Life. All questions and concerns about this disclosure should be referred to the Office of Student Life (See Title IX Procedures).
6. All of the University's educational programs on rape and other sexual offenses, as required under the Clery Act, are conducted by the Office of Student Life. Questions and concerns about these programs, as well as further details, can be obtained and should be directed to the Office of Student Life.
7. Additionally, any changes to living situations and academic schedule as a result of any sexual offenses are to be made through the Office of Student Life.

MARYLAND SEX OFFENDER REGISTRY

1. The federal Campus Sex Crimes Prevention Act of 2000 (CSPA) provides for the tracking of convicted sex offenders at, or employed by, higher education institutions. This act is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act.

2. Under the law, state and local law enforcement agencies must provide college and universities in their jurisdiction with a list of registered sex offenders who have indicated that



they are enrolled, employed by, or working at the institution. A list of all registered sex offenders in Maryland, including registrants employed or enrolled at Maryland Institutions of Higher Education, is available from the state Department of Public Safety and Correctional Services at <http://www.dpscs.state.md.us/sorSearch/>.

3. The Maryland State Sex Offender Registry website offers several methods of searching for registered sex offenders, including a mapping system to find offenders within a specified distance from any address. Offender information, including a photograph and address is posted on the website.

To access the Sex Offender Registry go to www.socem.info

Register your phone number and zip code and you will receive an automated notification call when an offender moves into your zip code.

Maryland Sex Offender Alert Line: 866-559-8017

Register on the web to be notified by e-mail, telephone, or fax when a registered sex offender moves into your zip code area.

From the web site, click on "MD" and follow instructions for registration: www.alertxpress.com

National

The National Sex Offender Registry website can be reached at www.nsopr.gov

DATING AND DOMESTIC VIOLENCE INFORMATION

Dating or domestic violence, also known as intimate partner violence, is a pattern of ongoing power and control by one dating partner over another. Examples of dating or domestic violence include threatening a partner or their family, coercing them into doing something they don't want to do, constantly belittling them, controlling what they can and cannot do, deciding who they can go out with and when, isolating them from friends and family, controlling their finances and access to resources, or physically hitting, kicking, punching, slapping, or scratching. Dating and domestic violence can also include sexual violence or stalking.

Domestic violence can happen to people of all ages, races, ethnicities, and religions. It occurs in both heterosexual and LGBTQ relationships. While it is important to remember that we all have different cultural practices, beliefs, and experiences that shape our view of what intimate relationships look like, everyone deserves to feel safe and respected.

No one deserves to be abused. Abuse is never the victim's fault! If you have been the victim of dating or domestic violence, you are not alone. Help is available.

Introduction

Washington Adventist University (WAU) is committed to providing a safe learning and working environment. In compliance with federal law, specifically the Jeanne Clery Act and the Campus Sexual Violence Elimination Act (SaVE Act), WAU has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to all members of the Washington Adventist University community (students, faculty, and staff) as well as contractors and visitors.

Washington Adventist University will not tolerate sexual assault, domestic violence, dating violence, or stalking, as defined in this Policy, in any form. Such acts of violence are prohibited by WAU policy, as well as state and federal laws. Individuals whom the University determines more likely than not engaged in these types of behaviors are subject to penalties up to and including dismissal or separation from Washington Adventist University, regardless of whether they are also facing criminal or civil charges in a court of law.

The Higher Education Act defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

1. **Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.
2. **Sex Offenses:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent:
 - **Rape** – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - **Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - **Incest** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape** – Sexual intercourse with a person who is under the statutory age of consent.
3. **Domestic Violence:** A felony or misdemeanor crime of violence committed
 - By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common;
 - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
 - By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
4. **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - Dating violence does not include acts covered under the definition of domestic violence.

- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

5. **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- Fear for the person’s safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition:

- *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
- *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

6. **Programs to prevent dating violence, domestic violence, sexual assault, and stalking:**

Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

7. **Awareness programs:** Community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration

8. **Bystander intervention:** Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking

Bystander intervention includes the following:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene

9. **Ongoing prevention and awareness campaigns:** Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution

10. **Primary prevention programs:** Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in a healthy and safe direction.
11. **Risk reduction:** Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
12. **Prompt, fair, and impartial proceeding:** A proceeding that is completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause and with written notice to the accuser and the accused of the delay and the reason for the delay;
These proceedings must be conducted in a manner that does the following:
 - Maintains consistency with the institution's policies and is transparent to the accuser and accused;
 - Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
 - Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
 - Follows protocol of being conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused
13. **Advisor:** Any individual who provides the accuser or accused support, guidance, or advice
14. **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.
15. **Result:** Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution
16. **Consent:** Permission for something to happen or agreement to do something.
17. **Prompt:** Done without delay; immediate.
18. **Fair:** In accordance with the rules or standards; legitimate.
19. **Impartial:** Treating all rivals or disputants equally; fair and just.

Reporting an Incident

Washington Adventist University (WAU) encourages any member of the university community who has experienced sexual assault, domestic violence, dating violence, or stalking, or knows of another member of the community who has experienced sexual assault, domestic violence, dating violence, or stalking to report the incident to the University.

If a WAU student, faculty, staff member, visitor, or contractor has experienced sexual assault, domestic violence, dating violence, or stalking, they should immediately report the incident to the Department of Safety and Security (DSS) on campus at **(301) 891-4019**. Individuals who are on campus can also make an in-person report at WAU. The DSS will assist all members of the

University community by assessing the incident, advising the survivor on how he or she can seek legal protection, and making the survivor aware of medical, counseling, and other support services. If a reported incident did not occur on campus, the DSS can assist the survivor in notifying the local police department with jurisdiction over the crime.

In case of an emergency or ongoing threat, a survivor should get to a safe location and call 911. Calling 911 will put you in touch with local police.

Students who have experienced sexual assault, domestic violence, dating violence, or stalking may also report an incident to Student Life at Wilkinson Hall Building # 1, 3rd floor, 7600 Flower Ave, Takoma Park, MD, Tel. **(301) 891-4110** or to the university Title IX Coordinator, Dr. R. Johnson, at **(301) 891-4028**.

Employees who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the Office of Human Resources at Wilkinson Hall, building # 1 4th floor 7600 Flower Ave Takoma Park MD. Tel. **(301) 891-4542**. These offices will provide survivors of sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources and also assist any survivor in notifying law enforcement, including the local police, if the survivor elects to do so.

Survivors are not required to report to area law enforcement in order to receive assistance from or pursue any options within WAU. For more information, please visit the section on how to report an assault on the website. Reporting sexual assault, domestic violence, dating violence, and stalking to the police (including the Department Safety and Security) does not commit the survivor to further legal action. However, the earlier an incident is reported, the easier it will be for the police to investigate, if the survivor decides to proceed with criminal charges.

Written Notification of Right and Options

Any student or employee, who reports an incident of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options as provided for under this policy. These rights and options include the right(s) of a survivor to do the following:

- Go to court, and file a domestic abuse complaint requesting an order restraining your attacker from abusing you, and/or an order directing your attacker to leave your household, building, school, college, or workplace;
- Seek a criminal complaint for threats, assault and battery, or other related offenses;
- Seek medical treatment (the police will arrange transportation for you to the nearest hospital or otherwise) assist you in obtaining medical treatment if you wish);
- Request the police remain at the scene until your safety is otherwise ensured;
- Request that a police officer assist you by arranging transportation or by taking you to a safe place, such as a shelter or a family or friend's residence; and
- Obtain a copy of the police incident report at no cost from the police department.

Accommodations

Regardless of whether a student or employee reports an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement, campus security or pursues any

formal action, if they report such an incident to the university, Washington Adventist University is committed to providing them as safe a learning or working environment as possible. Upon request, WAU will make any reasonably available change to a survivor's academic, living, transportation, and working situation. When a reported incident of abuse involves more than one member of the university community, the University Title IX Coordinator, Dean of Students, or WAU Department of Safety and Security may also issue an institutional No-Contact order, prohibiting the individuals from contacting one another, either on or off campus. Students may contact the VP of Student Life office (Wilkinson Hall, 4th floor, **(301) 891-4110**) for assistance, and employees may contact the Office of Human Resources (Wilkinson Hall, 4th floor, **(301) 891-4542**) for assistance.

DSS officers or the Victim Advocate will advise survivors of a reported incident of sexual assault, domestic violence, dating violence, or stalking about how to seek a restraining order from a criminal court that directs the respondent to refrain from abuse and to leave the survivor's household, building, school, university, or workplace.

Washington Adventist University is committed to ensuring that orders of protection issued by courts are fully upheld on all University-owned, used, and controlled property as well as properties immediately adjacent to Washington Adventist University. Therefore, if any member of the WAU community obtains an order of protection or restraining order, he or she should promptly inform the DSS and provide it with a copy of that order, so that the University can enforce it. Washington Adventist University is also committed to protecting survivors from any further harm, and if the Washington Adventist University Department of Safety and Security determines that an individual's presence on campus poses a danger to one or more members of the University community, the DSS can issue an institutional No-Trespass Notification barring that individual from Washington Adventist University property.

Survivor Confidentiality

Washington Adventist University recognizes the sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. We are committed to protecting the privacy of individuals who report incidents of abuse, to the extent that doing so is permitted by law and consistent with the University's need to protect the safety of the community. Different WAU officials and personnel are able to offer varying levels of privacy protections to survivors.

When the Title IX Coordinator information learns of a sexual assault, or an incident of domestic or dating violence, or stalking, so that the Title IX Coordinator can investigate the incidents, track trends (including possible multiple reports involving the same assailant), and determine whether steps are needed to ensure the safety of the community.

It is the survivor's choice whether he or she wishes to participate in the investigation; however, the university may proceed with an investigation without the survivor's participation if there is a concern for the safety of other members of the community.

Reports made to the DSS will be shared with the Title IX Coordinator in all cases, and may also be made public (maintaining the survivor's anonymity) and shared with the respondent in cases where criminal prosecution is pursued. Reports received by the university concerning the abuse

of a minor or juvenile must be reported to state officials in compliance with state law requiring mandatory reporting of child abuse. All members of the WAU community are required by University policy to report any instances of known child abuse or neglect to the DSS, and the DSS will in turn report such information to the appropriate state authorities.

Reports and information received by licensed medical professionals and mental health counselors are considered legally protected or 'privileged' under Maryland state law. Thus, those individuals will not share information they learn from survivors with others within the institution (including the University Title IX Coordinator) or with any third party except in cases of imminent danger to the victim or third party. Absent such circumstances of imminent danger, the only information that these employees will report to the University concerning incidents is statistical information, which does not identify the survivor, so that the incident can be included in the WAU crime reporting statistics that are reported in the WAU annual Clery Reports. Such crime-reporting statistics are also included in a Title IX trend report maintained by the University.

Reports of sexual assault, domestic or dating violence, or stalking, which is shared with the WAU Title IX Coordinator or other university officials, will be treated with the greatest degree of respect and privacy possible while still fulfilling University obligation to investigate and effectively respond to the incident report. Every effort will be made to limit the scope of information shared to keep it to a minimum of detail.

A survivor's ability to speak in confidence and with confidentiality may be essential to his or her recovery. Washington Adventist University thus expects employees to treat information they learn concerning incidents of reported sexual assault, domestic violence, dating violence, and stalking with as much respect and as much privacy as possible. University employees must share such information only with those WAU officials who must be informed of the information pursuant to WAU policy. Failure by a WAU employee to maintain privacy in accordance with Washington Adventist University policy will be grounds for discipline.

While federal law requires Washington Adventist University to include certain reported incidents of sexual assault, domestic violence, dating violence, and stalking among its annual campus crime statistics, such information will be reported in a manner that does not permit identification of survivors.

Conduct Administrative Proceedings

Washington Adventist University strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal investigation and prosecution, students, employees, and other affiliates may also face action by Washington Adventist University. When students or employees are accused of having engaged in sexual assault, domestic violence, dating violence, or stalking, the University may, depending on the facts alleged, issue interim safety measures prior to the resolution of the charges. Such interim safety measures might include issuing No-Contact orders between the parties, altering an individual's work or class schedule or a student's on-campus housing assignment, placing an employee respondent of misconduct on administrative leave, or placing a student respondent of misconduct on an interim suspension.

The WAU Title IX Coordinator will oversee all investigations of allegations of gender-based violence. Employees who are found responsible for having committed such a violation could face termination of employment, and students who are found responsible for having committed such a violation may face disciplinary probation, deferred suspension, suspension from University housing, dismissal from University housing, suspension from the University, or dismissal from the University. In addition, WAU may issue No-Trespass Orders to those found responsible.

If a Title IX investigation concludes that evidence exists which suggests a student more likely than not engaged in sexual assault, domestic violence, dating violence, or stalking, the matter will be referred to the VP of Student Life's office (Wilkinson Hall 4th floor, Tel. **(301) 891-4110**) for adjudication pursuant to the Student Code of Conduct. The Office of Human Resources (Wilkinson Hall, 4th Floor, **(301) 891-4542**) will handle any incidents involving employees and University affiliates who are found by the University to have engaged in behavior that violates University policy, including but not limited to sexual assault, domestic violence, dating violence, or stalking.

All conduct proceedings, whether the conduct is reported to have occurred on or off campus, shall provide a prompt, fair, and impartial investigation and resolution. All investigations and proceedings shall be conducted by officials who receive annual training on the nature of the types of cases they are handling, how to conduct an investigation, and how to conduct a proceeding in a manner that protects the safety of survivors and promotes accountability.

Washington Adventist University will investigate and adjudicate any official complaints of sexual abuse, domestic violence, dating violence, or stalking that are filed with the University within sixty (60) days of receipt of that complaint, unless mitigating circumstances require the extension of time frames beyond sixty (60) days. Such circumstances may include the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, University breaks or vacations that occur during the pendency of an investigation, or other unforeseen circumstances. In these matters the complainant and the respondent shall be notified, provided an explanation, and given information about the amount of additional time required.

In all investigatory and adjudication proceedings conducted by the University concerning charges of sexual misconduct, domestic violence, dating violence, or stalking, including any related meetings or hearings, both the complainant and the respondent will be afforded the same process rights, including equal opportunities to have others present. This includes the right to be accompanied by an advisor of their choice. Both the complainant and respondent will also be afforded an equal opportunity to introduce evidence and identify witnesses.

When a student is accused of any violation of the student conduct code, including but not limited to charges that he or she engaged in sexual assault, domestic or dating violence, or stalking, the charges will be decided using the preponderance of evidence standard, which means that it is more likely than not that the reported misconduct occurred. The Title IX Coordinator and the VP of Student Life have discretion to decide whether sufficient evidence

warrants referring charges of misconduct against a student to an Administrative Disciplinary hearing (the Committee). If the committee hears such charges and issues a finding of responsibility against a student respondent, the committee may also recommend sanctions to the VP of Student Life. However, the VP of Student Life retains authority to determine the sanctions that will be issued to any student who has been found responsible for violating the Code of Conduct.

When the Title IX Coordinator completes an investigation and/or when a Committee issues a decision, both the complainant and the respondent shall simultaneously be informed in writing within seven business days of the outcome of the investigative or adjudicative proceeding. Both the complainant and respondent will be given the same procedures and timeframe to appeal the outcome of the proceeding, both parties will receive the same process rights if an appeal is granted, and the parties will both receive timely notice when the outcome becomes final. Disclosure of the outcome shall be made to both parties unconditionally, and each shall be free to share or not share the details with any third parties.

For additional information about student conduct proceedings, please consult the Washington Adventist University Student Handbooks or the Student Resources and Policies section of the website.

For additional information about employee conduct, please visit and consult the Washington Adventist Employee Handbook at the following web address:

<https://our.wau.edu/eforms/library/Human%20Resources/Employee%20Handbook%20v.%200073.pdf>

WAU VICTIM AND WITNESS ADVOCATE

An additional service provided by the DSS is that of a Victim Advocate (Support Operations Specialist), whose duties are as follows:

- Manage all services and personnel working under the department's Support Operations section to include but not limited to Evidence Collection and Victim's and Witness Advocating
- Provide information on reporting procedures to both on and off-campus agencies
- Provide services 24/7 when necessary
- Maintain confidentiality of the victim and/or witnesses
- Coordinate with the victim to make a safety plan for the victim
- Assist in preparing a peace order (court order)
- Process reactions to the crime and listen to feelings and concerns
- Address specific issues related to personal safety on and off campus
- Coordinate with outside resources concerning a change in living arrangements
- Attend appointments and/or hearing meetings with the victim
- Provide transportation to and from appointments and/or hearing meetings if necessary
- Contact others on behalf of the victim with their permission, including the police and counseling services (Dept. Liaison Services)

- Provide assistance to Command Staff with above listed Support Operations services
- Receive lost/found items and manage the storage, follow up, and return of those items
- Coordinate with campus Mental Health/Counseling departments to provide assistance, information, and counseling for victims and witness of crime or traumatic events
- Manage any other services or personnel assigned by the Director to be under the supervision of the Support Operations section

Our Victim and Witness Advocate is Ms. Melissa Smith. She is located in the Department of Safety and Security, GS-4, General Service Building #6. You can contact her at **(301) 891-4019** during business hours, or e-mail her at dsscva@wau.edu.

Victims always have the right to inform the police of dating violence, domestic violence, sexual assault, and/or stalking. They also have the right not to inform the police. They will be assisted in contacting the police if they so choose. This does not conflict with the institution's obligation to comply with mandatory reporting laws because the regulatory requirement relates only to the victim's right not to report, not to the possible legal obligation on the institution to report.

OFF-CAMPUS RESOURCES

Montgomery County Dept. of Health and Human Services

Victim Assistance and Sexual Assault Program (VASAP)

<http://www.montgomerycountymd.gov/HHS-Program/BHCS/VASAP/VASAPIndex.html>

For immediate assistance, call the following:

(240) 777-1355 weekdays

(240) 777-4357 24-hour crisis line

(240)777-1347 TTY

(240) 777-1329 FAX

Contact us by email at vasap@montgomerycountymd.gov.

Montgomery County Commission of Women

<http://www.montgomerycountymd.gov/cfw/>

Montgomery County Family Justice Center

<http://www.montgomerycountymd.gov/fjc/about.html>

Mission:

The mission of the Montgomery County Family Justice Center is to promote safety, well-being, and healing for victims of family violence.

Core Values:

The core values of the FJC are those standards that inspire and support those working at the FJC, are mutually agreed upon and bind the partners together in their collaborative efforts to accomplish the mission of the FJC.

- To adhere to the mission of the FJC, to be supportive of the needs of the client, and to provide the highest quality services;
- To value the cooperative efforts and to work as partners;
- To value and require integrity. This requires trust, respect, and support for each other;
- To seek resources to build on the success of the FJC and help it to grow, and
- To promote an environment where creativity and innovation in assisting victims of domestic violence flourishes.

Goals:

Help victims of domestic violence and their families live safe, violence free lives

- Promote the FJC as an environment for families to work with professionals dedicated to victim safety;
- Remove barriers for victims seeking safety; and
- Increase the number of families seeking services by providing a victim and child-friendly environment which reduces the stress of proceeding through the court system.
- Break the intergenerational cycle of violence in families
- Provide services to address the needs of children exposed to domestic violence or those who have experienced violence at the hands of the offender

Objectives:

Reduce the number of domestic violence cases that go unreported;

- Ensure domestic violence perpetrators are prosecuted;
- Provide help and resources to children exposed to domestic violence;
- Offer appropriate legal assistance to victims of domestic violence; and
- Reduce recidivism and homicides.

Location:

The FJC is located in the “Eagle Building” at 600 Jefferson Plaza, 5th Floor, Rockville, MD 20852 (near Route 355, the intersection of Rockville Pike and Jefferson Street). It is directly in front of Richard Montgomery High School and next to Marlo Furniture.

Takoma Park Police Department

Victim & Witness Assistance

The Victim Assistant, a civilian police employee, assists a victim very soon after an officer responds to a scene, especially if the victim has need of emergency services such as issues of personal safety, emergency shelter, or crisis counseling.

Victim Assistants may also offer information, accompaniment to court or to offices of other agencies. Referrals for additional needs such as counseling, medical care, support groups and compensation are given to victims, as needed.

The Takoma Park Police Department is committed to the fair compassionate and sensitive treatment of crime victims. We will ensure that victims are afforded reasonable protection and the information to assist with coping and recovering from the effects of crime. To view the Annual Police Reports for Takoma Park, Montgomery County Police Departments, as well as other surrounding departments, please visit www.wau.edu/security. The statistics for each department are included in their respective Annual Reports.

Emergency:
Police Services Outside of Takoma Park: 911

Phone (Non-Emergency):
Main: (301) 270-1100
Fax: (301) 270-1230
Email: police@takomaparkmd.gov

Email is NOT monitored 24 hours/day and may require up to 48 hours for a response.

To report an event, suspicious activity, or crime in progress call the Takoma Park Police department dispatch center at (301) 270-1100.



Address:
Takoma Park Police Department
City of Takoma Park
7500 Maple Avenue
Takoma Park, MD 20912
Hours & Location:
Always Open
Community Center ([MAP](#))
1st Floor

Montgomery County Police Department

3rd District Station
Silver Spring, Maryland 20904
Tel. (240) 773-6800

Others General Information web sites:

<http://www.peoples-law.org/categories/4459/2>

<http://chooserespect.davidworr.com/>

<http://www.loveisnotabuse.com/>



WHERE TO CALL FOR HELP

House of Ruth Maryland (410) 889-7884

Maryland Youth Crisis Hotline (800) 422-0009

Maryland Domestic Violence Hotline (800) 634-3577

National Domestic Violence Hotline (800) 799-7233

Montgomery County Circuit Court

Domestic Violence Assistance

http://www6.montgomerycountymd.gov/cidtml.asp?url=/Content/CircuitCourt/Court/FamilyDivision/Domestic_Violence/dv.asp#_A_Summary_Chart

The Montgomery County Family Justice Center is a comprehensive one stop shop for victims of family violence and their children. The center co-locates multiple agencies to provide coordinated advocacy, law enforcement, civil legal services, and social services for wrap-around support for families. Your safety is our first priority. Our goal is to help you in a specially designed facility where you and your children can feel safe and comfortable.

The Family Justice Center is located at 600 Jefferson Street, Suite 500, Rockville, Maryland (on Route 355 at the intersection of Rockville Pike and Jefferson Street). The Family Justice Center is accessible by public transportation—the Rockville Metro Station—and is near the Rockville District and Circuit courts. For more information visit the [Family Justice Center](#) web site.

Maryland Courts

Domestic Violence Information and Forms

<http://www.courts.state.md.us/legalhelp/domesticviolence.html>

What if the Court is closed? Can I still get help?

Yes, you can file a petition for a protective order or a peace order with a District Court Commissioner. A commissioner is available 24 hours daily at the following numbers:

(301) 610-7217

(301) 610-7218

The Commissioner can issue an interim order, which is good only until your case can be heard by a judge

Domestic Violence Monthly Public Report

<http://www.courts.state.md.us/domesticviolence/index.html>

The monthly public reports provide **static data** generated from a statewide database of protective and peace orders issued anywhere in the state and include statistics on petitioner/respondent demographics, grounds for granted orders, reasons for denied and dismissed petitions, and other data.

The Maryland Network Against Domestic Violence

<http://mnadv.org/>

Address

4601 Presidents Dr., Ste. 370

Lanham, MD 20706

Phone Numbers

Statewide Helpline: 1-800-MD-HELPS

(Phone) (301) 429-3601

(Fax) (301) 429-3605

Email: info@mnadv.org

MARYLAND CRIME VICTIMS AND WITNESSES: RIGHTS AND SERVICES

Introduction

Victims of crime have certain rights under Maryland law. This pamphlet provides general information about rights and services available to assist you through the aftermath of the crime and through the often complex criminal justice process. In addition to personal losses suffered as a result of a criminal act committed against you, the experience may have created stress, fear and confusion. Victim/ witness assistance programs and other local victim assistance programs may provide information, support and assistance to victims outside the formal criminal justice process.

Help Throughout the Criminal Justice Process

Throughout the criminal justice process, and even after its completion, you may experience physical, emotional or psychological distress as a result of your victimization. This is a normal reaction, and help is available in your community. Please refer to the *National/Statewide Crime Victim Resources* section on the reverse side of this pamphlet.

General Victims' Rights

A crime victim is generally defined under Maryland Annotated Code §11-1001(e) of the Criminal Procedure Article as a person who suffers direct or threatened physical, emotional, or financial harm as a result of a crime. The definition of a victim may vary depending on the right afforded to that person and the type of crime committed.

Maryland Crime Victims' Rights

Under the Maryland Constitution and under State laws and guidelines, victims of crime must be:

- Treated with dignity, respect, and sensitivity
- Informed of their rights
- Notified of crisis intervention and counseling services
- Notified of domestic violence programs and support groups
- Notified of criminal injuries compensation and other social services available
- Informed on how to apply for services
- Told of protection available to them and how to obtain protection
- Informed by the police or the State's Attorney of the arrest of a suspect and closing of the case
- Notified of court hearings and offender custody status
- Permitted to be present and heard at criminal justice proceedings
- Permitted to seek restitution from their offender(s)

If you are a victim of crime in Maryland, and need more information about your rights, visit www.qoccp.maryland.gov.

Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking

The Department of Safety and Security has begun to draft a Memorandum of Understanding (MOU) with the Maryland Coalition Against Sexual Assault (MCASA). The department has also

connected with the Victim Assistance and Sexual Assault Program (VASAP) with assurance they will coordinate with us for any assistance we need.

STATE CRIME VICTIM SERVICES

VINE

“Victim Information and Notification Everyday” (VINE) is a free, anonymous, automated telephone service that provides victims of crime with two important services: information and notification. VINE will provide you with vital court case, custody, parole, and probation information for an offender currently involved in the criminal justice system in Maryland.

Toll Free..... 1 (866) 634-8463

Website.....www.vinelink.com

MD Criminal Injuries Compensation Board

The Maryland Criminal Injuries Compensation Board (MCICB) was established to provide financial assistance to Maryland crime victims. Under certain conditions, crime victims or surviving family members of deceased victims may be eligible to be reimbursed for their medical, mental health, and/or funeral expenses and/or lost income resulting from a crime. For further information and assistance in filing, please call the Maryland Criminal Injuries Compensation Board.

Toll Free..... 1 (888) 679-9347

Website.....www.dpscs.state.md.us

Peace and Protective Orders

Peace and protective orders are civil orders issued by a judge or court commissioner to prevent one person from committing certain acts against others. The personal relationship between the respondent and the victim determines which order should be filed. Protective orders generally apply to people in domestic relationships. Peace orders apply to other relationships (dating, neighbors, co-workers, acquaintances, strangers).

A petition for protection from domestic violence may be filed in any District Court or Circuit Court in Maryland. If the clerk’s office is open, you must file with the clerk. If the clerk’s office is closed, file with a District Court Commissioner. To locate a court, look at www.courts.state.md.us or the government pages of your phone book. Some courthouses have on-site programs to assist victims with safety plans and filing for protection. Find your local domestic violence program by contacting the clerk’s office or www.mnadv.org. For other help, call 911 or your local law enforcement agency.

CHILD ABUSE SERVICES

Child help

Toll Free.....1 (800) 4-A-CHILD

Website.....www.childhelp.org

DOMESTIC VIOLENCE SERVICES

National Domestic Violence Hotline.....1 (800) 799-SAFE

TTY For the Hearing Impaired.....1 (800) 787-3224

MD Network Against Domestic Violence.....(301) 352-4574

Toll Free.....1 (800) MD-HELPS
Website.....www.mnadv.org
Maryland Judiciary Family Law Forms
Petitions for Protection
Website.....http://www.courts.state.md.us/family/forms/protectorder.html

LEGAL SERVICES

Legal Aid Bureau, Inc.....(410) 951-7777
Toll Free.....1 (800) 999-8904
Website.....www.mdlab.org
MD Volunteer Lawyers Service.....(410) 547-6537
Toll Free.....1 (800) 510-0050
Website.....www.mvlslaw.org
MD Crime Victims' Resource Center, Inc
Toll Free.....1 (877) VICTIM1
Website.....www.mdcrimevictims.org

SEXUAL ASSAULT SERVICES

MD Coalition Against Sexual Assault.....(410) 974-4507
Toll Free.....1 (800) 983-7273
Website.....www.mcasa.org
Sexual Assault Legal Institute (SALI).....(301) 565-2277
Toll Free..... 1 (877) 496-SALI
Website..... www.mcasa.org
Rape, Abuse & Incest National Network
(RAINN) Hotline.....1 (800) 656-HOPE
Website.....www.rainn.org

STATE CORRECTIONS VICTIM NOTIFICATION

MD Dept. of Public Safety & Correctional Services
Website.....www.dpscs.state.md.us
Division of Correction.....(410) 585-3331
Toll Free.....1 (800) 606-7789
MD Parole Commission.....(410) 585-3213
Toll Free.....1 (877) 241-5428
MD Division of Parole & Probation.....(410) 585-3517
Toll Free.....1 (877) 227-8031
MD Sex Offender Registry
Website.....www.socem.info

STATE'S ATTORNEYS' OFFICES IN MARYLAND (www.mdsaa.org)

Allegany County.....(301) 777-5962
Anne Arundel County.....(410) 222-1740
Baltimore City.....(410) 396-4000
Baltimore County.....(410) 887-6600
Calvert County.....(410) 535-1600, Ext. 2369

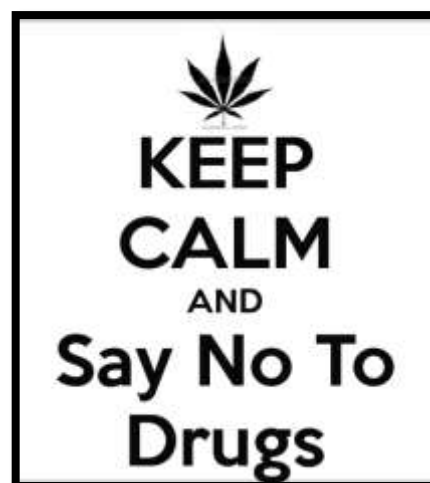
Caroline County.....(410) 479-0255
Carroll County.....(410) 386-2671
Cecil County.....(410) 996-5335
Charles County.....(301) 932-3350
Dorchester County.....(410) 228-3611
Frederick County.....(301) 600-1523
Garrett County.....(301) 334-1974
Harford County.....(410) 638-3500
Howard County.....(410) 313-2108
Kent County.....(410) 778-7450
Montgomery County.....(240) 777-7300
Prince George’s County.....(301) 952-3500
Queen Anne’s County.....(410) 758-2264
St. Mary’s County.....(301) 475-7844, Ext. 4500
Somerset County.....(410) 651-3333
Talbot County.....(410) 770-8060
Washington County.....(240) 313-2000
Wicomico County.....(410) 548-4880
Worcester County.....(410) 632-2166

Maryland State Board of Victim Services

The Maryland State Board of Victim Services was created by the Maryland General Assembly to address the unique needs of crime victims and to make recommendations for improving state and local crime victim services. To learn more about the State Board go to www.goccp.maryland.gov.

SUBSTANCE ABUSE POLICY

Washington Adventist University is committed to providing a drug-free environment to help students attain the highest level of mental, physical, moral, and spiritual health. This will allow students to be truly free and in control of their lives. Because of this commitment, Washington Adventist University expects each citizen of the University community to remain drug-free, abstaining from the use and possession of illegal drugs, alcoholic beverage, tobacco products, and from abuse of prescription medicines. This includes, but is not limited to, alcoholic beverages and/or containers, tobacco products, illegal drugs, or drug paraphernalia. The manufacture, possession, distribution, or use of illegal drugs and the use of alcohol or tobacco is strictly prohibited. This policy has been established to educate, to provide a means for counseling and rehabilitation, and to outline a discipline process. If you have a substance abuse problem, please notify the campus counselor or a residence hall dean for immediate help.



All of the University's drug and alcohol abuse programs, as required under the Drug-Free Schools and Communities Act, are conducted by the Office of Student Life. Questions and concerns about these programs, as well as further details, should be directed to the Office of Student Life.

Washington Adventist University reserves the right to investigate students where reasonable suspicion exists of drug or alcohol involvement. This includes the right to search offices, lockers, on-campus vehicles, residence hall rooms, cases, and bags and also the right to require an appropriate drug test for confirmation. Additionally, the University will contact local, state, and federal authorities to assist in enforcing state laws on underage drinking and drug use.

FEDERAL LAWS REGARDING POSSESSION OF CONTROLLED SUBSTANCES

Students at Washington Adventist University are subject to federal, state, and local laws for the possession and distribution of illegal drugs. Federal law states that it is unlawful to possess controlled substances including marijuana, cocaine, LSD, PCP, Heroin, designer drugs, etc. Federal law 21 USC, sections 841 and 844–845a (1990), states that it is unlawful to possess any controlled substance, including marijuana, cocaine, and heroin, for any illegal purpose. If the substance is cocaine, or contains a cocaine base, the penalty for simple possession is a fine and/or imprisonment from 5 to 20 years. For other illegal drugs, the penalty for simple possession is a fine of at least \$1,000 and/or imprisonment for up to 3 years. The penalties increase if the possession includes intent to manufacture, distribute, or dispense a controlled substance, especially if done so near a public or private elementary, vocational, or secondary school, or a public or private college or university. Additionally, any person who violates this law shall also be liable to the United States for an amount up to \$10,000 in civil penalties.

MARYLAND ALCOHOLIC BEVERAGE LAWS

Possession, Storage, Transportation, etc. – Generally

(a)(1) No alcoholic beverages shall be bought, possessed, stored, imported, transported, kept or suffered to be bought, possessed, stored, imported, transported or kept in any vehicle, vessel, or aircraft or on any premises or under his charge or control by any person except: (i) by a consumer or, (ii) by a licensee as provided in this Article or, (iii) by a person under 21 years of age who may have in his possession or transport alcoholic beverages for any lawful purpose with the knowledge and consent of his parent or guardian or incident to the lawful employment of the person as provided for in this Article. However, this exception shall not be construed to permit a person under the age of 21 to buy or consume alcoholic beverages, nor to possess, store, import, transport or keep alcoholic beverages for his own use, nor to buy, possess, store, import, transport or keep alcoholic beverages for any purpose in any county or Baltimore City where otherwise prohibited by this Article or any other law of this State. Article 2B § 1-201

Sales to Minors and Intoxicated Persons Prohibited

(a)(1) A licensee under the provisions of this Article, or any of his employees, may not sell or furnish any alcoholic beverages at any time to a person under 21 years of age. Article 2B §12-108. Note: A licensee may accept as proof of age the person's State driver's license or ID card, or a U.S. Military identification card.

Misrepresentation of Age

An individual may not knowingly and willfully make a misrepresentation or false statement as to the age of that individual or another to any person licensed to sell alcoholic beverages or engaged in the sale of alcoholic beverages, for the purpose of unlawfully obtaining, procuring, or having unlawfully furnished an alcoholic beverage to an individual. Criminal Law Article § 10-113

False Documentation

An individual under the age of 21 years may not possess a card or document that falsely identifies the age of the individual under circumstances that reasonably indicate an intention to violate the provisions of this part. Criminal Law Article § 10-115

Failure to Provide Proof of Age

- (a) A person being issued a citation under §§ 10-113 through 10-119 of this subtitle or § 26-103 of the Education Article (intoxicating beverages on school premise) may not fail or refuse to furnish proof of identification and age on request of the person issuing the citation.
- (b) A person who violates this section is guilty of a misdemeanor and on conviction is subject to a fine not exceeding \$50. Criminal Law Article § 10-120

Obtaining for Underage Consumption

An individual may not obtain, or attempt to obtain by purchase or otherwise, an alcoholic beverage from any person licensed to sell alcoholic beverages for consumption by another who the individual obtaining or attempting to obtain the beverage knows is under the age of 21 years. Criminal Law Article § 10-116 – See § 10-121 for Penalties

Furnishing for or Allowing Underage Consumption; Exceptions to Prohibition

- (a) Except as provided in subsection (c) of this section, a person may not furnish an alcoholic beverage to an individual if: (1) the person furnishing the alcoholic beverage knows that the individual is under the age of 21 years; and (2) the alcoholic beverage is furnished for the purpose of consumption by the individual under the age of 21 years. (b) Except as provided in subsection (c) of this section, an adult may not knowingly and willfully allow an individual under the age of 21 years actually to possess or consume an alcoholic beverage at a residence, or within the curtilage of a residence that the adult owns or leases and in which the adult resides. (c) (1) The prohibition set forth in subsection (a) of this section does not apply if the person furnishing the alcoholic beverage and the individual to whom the alcoholic beverage is furnished: (i) are members of the same immediate family, and the alcoholic beverage is furnished and consumed in a private residence or within the curtilage of the residence; or (ii) are participants in a religious ceremony. (2) The prohibition set forth in subsection (b) of this section does not apply if the adult allowing the possession or consumption of the alcoholic beverage and the individual under the age of 21 years who possesses or consumes the alcoholic beverage: (i) are members of the same immediate family, and the alcoholic beverage is possessed and consumed in a private residence, or within the curtilage of the residence, of the adult; or (ii) are participants in a religious ceremony. Criminal Law Article § 10-117 – See § 10-121 for Penalties

Underage Possession; Exceptions to Prohibition

(a) Except as provided in subsection (b)(1) of this section, and subject to subsection (b)(2) of this section, an individual under the age of 21 years may not: (1) possess or have under the individual's charge or control an alcoholic beverage unless the individual is a bona fide employee of the license holder as defined in Article 2B, § 1–102 of the Code and the alcoholic beverage is in the possession or under the charge or control of the individual in the course of the individual's employment and during regular working hours; or (2) consume an alcoholic beverage. 43 (b) (1) The prohibitions set forth in subsection (a)(1) and (2) of this section do not apply if: (i) 1. an adult furnishes the alcoholic beverage to the individual or allows the individual to possess or consume the alcoholic beverage; 2. the individual possessing or consuming the alcoholic beverage and the adult who furnished the alcoholic beverage to the individual or allowed the individual to possess or consume the alcoholic beverage are members of the same immediate family; and 3. the alcoholic beverage is furnished and consumed in a private residence of the adult or within the curtilage of the residence; or (ii) the individual consumes the alcoholic beverage as a participant in a religious ceremony. (2) An individual may not be stopped on suspicion of a violation of subsection (a)(2) of this section or charged with a violation of subsection (a)(2) of this section unless the individual is observed in possession of an alcoholic beverage.
Criminal Law Article § 10-114

Counseling Services

If a student has a substance abuse problem, please notify the campus counselor, ext. 4089; Vice President for Student Life, ext. 4110, Vice President for Ministry, ext. 4112, or a residence hall dean, ext. 4177, 4043, 4178, or 4045.

Free counseling is also available in the following areas:

Academic Counseling: Learning assistance. Betty Howard Center for Student Success ext. 4106.
Financial Counseling: Financial Aid Office (financial aid, financial planning, debt counseling), ext. 4005.

Personal Counseling: Licensed Professional Counselor, WH 426, ext. 4089.

Substance Abuse Counseling: Licensed Professional Substance Abuse Counselor, (301) 891-5601 (located at Washington Adventist Hospital).

For an additional list of professional counselors, contact the Office for Student Life (ext. 4110) or the campus counselor, ext. 4089.

Counseling Hotlines/Organizations providing drug and alcohol assistance

Alcoholics Anonymous

1 (800) 492-0209

ALANON

(202) 882-1334 Cocaine Hotline

1 (800) 662-HELP; (410) 402-8600 (MD)

Alcohol and Drug Helpline (Nationwide): 1 (800) 821-4357

Drug Abuse Information

Alcohol Information and Referral: 1 (800) 252-6465

First Step to Recovery Drug Abuse Hotline 1 (800) 905-8666

1 (800) 662-HELP; www.drughelp.org

Montgomery Emergency Hotline: (240) 777-4673 (HOPE)

Prince George's Hospital Crisis Response: (301) 429-2185

Maryland Poison Center: 1 (800) 492-2414

Narcotics Anonymous (meeting times and locations) 1 (800) 317-322

NA Recovery web page www.na.org

National Institute on Drug Abuse (NIDA) web page, Students and Young Adults section

www.nida.org

Institute for Family Centered Services: (301) 696-0726; (301) 721-9324; (301) 577-7931; (301) 934-5607

DISCIPLINARY PROCEDURES

Redemptive and restorative discipline is at times necessary. It seeks to awaken the moral and spiritual sensitivities of the student relative to the infractions committed. It is firm and deliberate, while simultaneously student-centered and compassionate. By deliberately emphasizing redemptive discipline, the school models God's attitude toward wrongdoing, His forgiveness, restoration, and desire for character building.

Individuals assume certain responsibilities for upholding and maintaining the standards and expectations of the community to which they belong. Acceptance to WAU is a voluntary commitment to uphold the University's standards. Therefore, WAU expects students to comply with God's law, civil laws, and University regulations. Student conduct that violates these laws and regulations will result in disciplinary action.

When necessary, counsel, advice, and restrictions may be given by the residence hall deans, Student Life Committee, and/or Vice President for Student Life. A student who may be subject to serious discipline will be counseled by the appropriate personnel, usually the Vice President for Student Life or his/her designee, regarding their rights and possible disciplinary actions. Some disciplinary procedures are addressed by the Conduct and Guidance Committee. The Vice President for Student Life or his/her designee may take immediate disciplinary action that could include suspension or dismissal.

When policy violations are of an egregious nature, the Vice President for Student Life will meet with the student and, if necessary, will contact the chair of the Conduct and Guidance Committee to convene a meeting. The Vice President for Student Life will provide the committee with the student's written statement, which is to include the student's perception of the incident and his/her understanding of what occurred in the conference/meeting with the vice president and/or his/her designee. The Conduct and Guidance Committee will meet to discuss the situation and make a decision about the appropriate action to be taken. The student has the right to meet with the Conduct and Guidance Committee when his/her case is discussed. The student also has the right to choose a WAU faculty/staff as an advocate. Only the WAU faculty/staff advocate selected by the student may accompany the student to the committee meeting. The student also has the right to choose an Advisor to accompany them to the proceedings. This person does not have to be a WAU faculty/staff member. The student can also choose to have a lawyer as their Advisor.

The chair of the Conduct and Guidance Committee and his/her designee will verbally notify the student of the committee's decision. **Please note:** The verbal notification is officially binding. The student will also be notified by letter from either the Vice President for Student Life, the chair of the Conduct and Guidance Committee, or the appropriate designee. The letter will become part of the student's official record. Notice of the action will be made available to University employees or departments directly related to the student concerned.

If a student refuses to meet with the Conduct and Guidance Committee, the committee will meet, discuss the situation, and make a decision.

Evidence

The technical rules of evidence do not apply in Disciplinary Committee hearings. The Disciplinary Committee may consider any evidence, including hearsay evidence that it determines is probative, relevant or material to a case. It may exclude evidence that is irrelevant, immaterial or repetitious. In the absence of the investigating officer, any member of the Campus Security may present a case on behalf of the University.

Disciplinary Procedures for Improper Organizational Behavior

Complaints against a student organization are filed with the chair of the Student Life Committee. The chair has the right to determine whether further action needs to be taken.

Disciplinary Procedures Appeals Process

A residence hall student who has received discipline from the residence hall deans may appeal the decision to the Vice President for Student Life.

A student may appeal disciplinary actions imposed by the Conduct and Guidance Committee. To appeal a decision, the student must submit a written appeal to the Vice President for Student Life within 24 hours of the committee's decision.

Basis for an Appeal

- New information is available that was not available earlier and is relevant to the decision.
- The Conduct and Guidance Committee did not adhere to proper procedures as outlined in the *Student Handbook*.

Procedures for an Appeal

- The written appeal must be given to the Vice President for Student Life or his/her designee, who may make a decision to grant or deny the appeal, and approve it to go before a special appeals committee (an ad hoc committee). If the appeal is granted, an ad hoc committee will hear the appeal.
- A student must abide by the stated disciplinary consequences of the Conduct and Guidance Committee and/or those of the Vice President for Student Life or of his/her designee, pending the final outcome of the appeals process.
- If a student is granted an appeal before a Special Appeals Committee, the decision of the committee is final. The committee may uphold the decision of the Conduct and

Guidance Committee or that of the Vice President for Student Life or his/her designee, or it may reach a decision that is of lesser or greater consequence than the original decision.

- In any disciplinary situation, a student has the right to a Washington Adventist University faculty/staff advocate of his/her own choosing.

If the student feels that the stated appeals **process** has not been followed, the student may appeal, in writing, to the president of the University, requesting a review of the **process**.

Disciplinary Actions

The following disciplinary actions are adopted by WAU with the intent to provide flexibility to the disciplinary process. **Please note:** The following actions are not in sequential order of the disciplinary actions that will be taken. Washington Adventist University reserves the right to amend, change, and/or determine what actions are to be imposed. They include, but are not limited to:

1. *Warning* – written notice that continuation or repetition of inappropriate conduct may be cause for more serious disciplinary action.
2. *Community Service* – duties assigned, preferably related to the infraction.
3. *Fines* – a sum of money to be paid for infraction.
4. *Restitution* – reimbursement of damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
5. *Restriction*
 - a. For the individual – exclusion from participation in specified University activities (e.g., dining hall privileges, extracurricular activities), and maintenance of exemplary conduct for a specified period of time. No refunds of payment will be made to a student placed on restriction.
 - b. For the organization – exclusion from specified activities sponsored by the organization or the University, and maintenance of exemplary conduct for a specified period of time. Restriction may include loss of use of all facilities provided by the University for a specified period of time.
6. *Probation* – a trial period during which a student/organization has an opportunity to prove that he/she/it can be a responsible and effective member of the WAU community. During the probation period, the student/organization may be subject to the following actions:
 - a. The student/organization may not represent WAU in any extracurricular activity such as the Student Association, intercollegiate sports, drama, or music. He/she/it may, however, be permitted to participate in informal activities of a recreational nature.
 - b. The student may not run for or hold office in any organizations recognized by the Student Life Committee.
 - c. The student/organization may be called upon to perform duties suitable to the particular situation, including constructive work projects and referral for alcohol or drug education at the offender's expense.
 - d. The student/organization will be subject to immediate suspension for not adhering to any University regulation while on disciplinary probation.

7. *Suspension* – shall be for a specific period of time or until a specific condition is met, after which time the student must apply to the Vice President for Student Life for reinstatement. If one is suspended more than once during an academic year, he/she will automatically be dismissed.
 - a. For the individual – exclusion from classes and other privileges or activities of the University for a definite period of time. Students under suspension are not permitted on University property or allowed to participate in any University-sponsored activity. Suspension extending beyond the semester in which action is taken will be full semester(s). No refunds of payments will be made to students placed on suspension.
 - b. If information reviewed during an investigation seems to indicate it appropriate, the accused may be suspended pending the outcome of an investigation and presentation to the Conduct and Guidance Committee.
 - c. Deferred suspension becomes effective after a specific future date. It is used typically near the end of a semester to avoid the financial penalty that an immediate suspension would entail. If a student is involved in any further offense while on deferred suspension, immediate implementation of suspension will be made by the officiating committee or person.
 - d. Students suspended for the remainder of a semester will be charged tuition and fees until the day of disciplinary action.
 - e. For the organization – removal of the right to conduct group-sponsored activities or to participate in University-sponsored activities as a group for a definite period of time as indicated in the notice of suspension.
8. *Dismissal (Please note: This policy pertains to citizenship and not to academic dismissal – see Academic Probation and Dismissal Policy)*
 - a. For the individual – termination of student status with the privilege of applying for readmission. No refunds of payments will be made. The individual is not permitted on University property or allowed to participate in any University-sponsored activity. Exceptions are for a personal appearance before the Conduct and Guidance Committee or after reacceptance. To reapply, the individual must do the following: 1) request and complete a WAU application. Recommendations and the application fee are not required; 2) have the citizenship hold on their name removed. Present a petition for reacceptance, in writing or in person, to the Vice President for Student Life. The Vice President for Student Life or the Conduct and Guidance Committee will determine when and if the hold will be removed, and if other stipulations for the removal of the hold will be imposed. The individual will be notified in writing of these stipulations; and 3) if the hold is removed, the individual's name is then taken to the Admissions Committee.
 - b. Students dismissed for the remainder of the semester will be charged tuition and fees until the day of disciplinary action.
 - c. For the organization – termination of approved organization status with the privilege of applying for reinstatement. Any conditions for reinstatement shall be stated in the notice of dismissal.

9. *Expulsion*

- a. For the individual – permanent termination of student status. Students who are expelled are not permitted on University property or allowed to participate in any University-sponsored activity.
 - b. For the organization – permanent termination of group status.
10. *Removal from Residence Halls*. Temporary or permanent removal from residence halls as a resident and/or guest. Any conditions for reinstatement will be stated in the notice of exclusion from residence hall living.

Maryland Sale of a Controlled Substance Laws

How Maryland Classifies CDS

Maryland divides CDS into five “schedules.” Schedule I lists the most dangerous drugs, which have a high probability of abuse and addiction, and no recognized medical value. Schedules II, III, IV, and V decrease in dangerousness and probability of abuse; and increase in recognized medical uses.

These schedules are also used to determine the applicable penalties for illegally possessing specific CDS (described in the next section). If you’ve been arrested for illegal CDS possession, you’ll need to consult the Maine Code that lists precisely which drugs fit into each group. Go to the statute ([Md. Ann. Code. § 5-402, 5-403, 5-404, 5-405, & 5-406.](#)) and find the substance you're charged with possessing -- it will be listed under one of the five Schedules.

Penalties for Making or Selling CDS

It is illegal in Maryland to make, sell, or possess CDS with the intent to do these things; with few exceptions, such as a doctor who legally prescribes a prescription medication. Penalties vary according to the Schedule of the CDS involved. (Md. Ann. Code. § 5-602.)

Schedule I and II narcotic substances

Making, selling, or possessing Schedule I or II Narcotic CDS with the intent to do those things incurs a fine of up to \$25,000, up to 20 years in prison, or both. Second convictions incur a fine of up to \$100,000, at least ten years in prison, or both. Third convictions incur a fine of up to \$100,000, at least 25 years in prison, or both. Fourth convictions incur a fine of up to \$100,000, at least 40 years in prison, or both. (Md. Ann. Code. § 5-608.)

Schedule I and II hallucinogenic substances

Making, selling, or possessing a Schedule I or II hallucinogenic CDS with the intent to do those things incurs a fine of up to \$20,000, up to 20 years in prison, or both. Second convictions incur a fine of up to \$100,000, at least ten years in prison, or both. Third convictions incur a fine of up to \$100,000, at least 25 years in prison, or both. Fourth convictions incur a fine of up to \$100,000, at least 40 years in prison, or both. (Md. Ann. Code. § 5-609.)

Schedule III, IV, and V substances

Making, selling, or possessing a Schedule III, IV, or V CDS with the intent to do those things incurs a fine of up to \$15,000, up to five years in prison, or both. Second and subsequent

convictions incur a fine of up to \$15,000, at least two (and up to five) years in prison, or both. (Md. Ann. Code. § 5-607.)

What Does Drug Possession Mean Under Maryland Law?

Legally, possession refers to having control over something. This means the drugs don't have to be in your pocket or your hand. If you can exercise control over them, they are in your possession. If the drugs are found under your car seat, on your end table, or lying loose in your lap, you are considered in "possession" of them.

Marijuana Possession

Marijuana is the only drug that requires a different penalty under Maryland law. If you are convicted of being in possession of marijuana, you will face misdemeanor penalties of up to one year in jail.

Maryland Drug Possession – Penalties

If you are found in possession of any other drug, aside from marijuana, you will face a felony charge. Possession of drugs carries a potential four-year prison sentence and fines reaching \$25,000. This maximum potential sentence applies to drugs such as cocaine, heroin, ecstasy, LSD, meth, and prescription drugs.

Alternatives to Incarceration

There are no hard and fast rules in Maryland when it comes to who gets probation and who doesn't. There are no guaranteed second chances. The court, with the help of the prosecution, will weigh many factors in determining your sentence. With the assistance of an aggressive defense attorney, you may be able to argue that you are a good candidate for such an alternative, increasing your chances of being granted probation instead of active jail time. But remember, if you're caught in violation of this probation, you could go back to jail.

When you are charged with drug possession, having someone in your corner looking out for your best interest is important. While we can tell you what the law says, an experienced criminal defense attorney can help you build a solid defense and weigh any other potential options.

Cocaine Statutes in Maryland

The charges and penalties under Maryland's cocaine laws are listed below.

Code Section	Art. 27 §§276, et seq.
Possession	Misdemeanor with penalty of up to 4 yrs. and/or \$25,000; Bringing 28 g. into state: felony with penalty of up to \$50,000 and/or 25 yrs.; Subsequent offense: double penalties
Sale	Felony with penalty of 20 yrs. and/or \$25,000; Sale of more than 448 g. or 50 g. of crack: not less than 40 yrs.; Subsequent offense: double penalties; 2 yrs. mandatory, not less than 10 yr. sentence; Third offense: not less than 40 yrs. Sale to minors or near school property: stricter penalties
Trafficking	If "drug kingpin" 20-40 yrs. and/or \$1,000,000 fine

There are Maryland state statutes as well as federal laws on the books. Federal drug laws prohibit simple cocaine possession along with manufacturing and cultivation and trafficking and distribution. As seen above, penalties for cocaine possession or sale can be severe and generally vary depending on whether you have prior drug convictions and the quantity of drugs involved.

In some cases, prosecutors can offer a plea bargain to a lower-level offender in exchange for helping to build a case against higher-level producers and dealers. In addition, some jurisdictions have recently created specialized "drug courts" that allow first or second-time drug crime defendants to spend time in treatment in lieu of a jail sentence.

Offense	Penalty	Incarceration	Max. Fine
Possession of Marijuana			
Personal Use			
10 g or less	fine-only*	none	\$ 100
10g - 50 lbs	misdemeanor	1 year	\$ 1,000
With intent to distribute			
Less than 50 lbs	felony	5 years	\$ 15,000
More than 50 lbs	felony	5 years**	\$ 15,000
More than 50 lbs (drug kingpin)	felony	20 - 40 years	\$ 1,000,000
In a school vehicle, or in, on, or within 1000 feet of an elementary or secondary school	felony	2 - 5 years	\$ 40,000
Involving a minor	felony	20 years	\$ 20,000
* Fine increases to \$250 for second-time offenders.			
** Subsequent offense carries a mandatory minimum sentence of 2 years.			
Trafficking			
5 - 45 kg	felony	10 years	\$ 10,000
More than 45 kg	felony	25 years	\$ 50,000
In possession of a firearm while trafficking	felony	5* - 20 years	\$ 0
* Mandatory minimum sentence			
Cultivation			
See Possession section for details.			
Hash & Concentrates			
Penalties for hashish are the same as for marijuana. Please see the marijuana penalties section for further details.			
Paraphernalia			
Possession of paraphernalia	misdemeanor	1 year	\$ 1,000
Selling paraphernalia	misdemeanor	2 years	\$ 2,000
To a minor who is at least 3 years younger	misdemeanor	8 years	\$ 15,000
Advertising the distribution of paraphernalia	misdemeanor	2 years	\$ 2,000
Paraphernalia includes all equipment and materials used in the use, manufacture, or distribution of marijuana			

CRIME STATISTICS

In compliance with the Federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act of 1998 (formerly the Crime Awareness and Campus Security Act of 1990), the following pages contain reported crime statistics for the Washington Adventist University campus over the last three calendar years. Department of Safety and Security also maintains a Daily Crime Log. Crime Statistics and the Daily Crime Log are available to the public for viewing

during business hours, and on the WAU Safety and Security Department website; <http://www.wau.edu/security>

Reports Available

Copies of this annual report may be printed in PDF format from the WAU Safety and Security website, <http://www.wau.edu/security> or requested from the WAU Safety and Security office:

Department of Safety and Security
7600 Flower Ave
General Services, Building #6, Office G-4
Takoma Park, Maryland. 20912

Definitions of Locations and Crime Categories

Public Property: Statistics consist of streets, sidewalks, parking facilities, and parks contiguous to and within the campus. This is property not owned or controlled by Washington Adventist University. Most of these statistics are provided voluntarily by local law enforcement, such as the Takoma Park Police Department.

Crime Categories

Murder/Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Negligent Manslaughter: The killing of another person through gross negligence.

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

Sex Offenses, Non-Forcible: Unlawful, non-forcible sexual intercourse.

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.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.

Burglary: The unlawful entry of a structure to commit a felony or a theft.

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

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

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

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

Liquor Law Violations: The violation of laws or ordinance prohibiting the manufacture, sale, transportation, furnishing, or 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; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Referrals for campus disciplinary action:

The referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

This Annual Security Report and Annual Fire Safety Report publication is compiled annually in compliance with the Clery Act and HEOA requirements. It contains crime statistics and statements of security policy. Annually, prior to October 1st, students and employees are sent a notice by US Postal Service, campus mail and/or electronic mail that the current edition of the Security and Fire Safety reports has been posted on the Department Safety and Security website.

Individual printed copies may be obtained, in person or by phone, from the Washington Adventist University Department Safety and Security (DSS), General Services Building #6 Office G-4 7600 Flower Ave Takoma Park MD 20912, Tel. (301) 891-4019. The publication and any updates will be posted online <https://www.wau.edu/security>.

CRIME DATA

	On Campus			Student Residences			Non-Campus Buildings			Public Properties			Hate Crime		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
Crime Reported															
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses Non Forcible	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	4	6	1	1	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Thefts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Bodily Injuries (Only if Hate Crime)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrest/ Disciplinary Referrals															
Liquor Laws Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Laws Referrals	7	12	3	4	16	0	0	0	0	0	0	0	0	0	0
Drug Arrests	2	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Drug Referrals	4	16	1	4	16	1	0	0	0	0	0	0	0	0	0
Weapons Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Referrals	0	1	1	0	0	1	0	0	0	0	0	0	0	0	0
Hate Crimes															
Larceny/Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assaults	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	5	0	0	0	0	0	0	0	0	2	0	0	0
Dating/Domestic Violence/Stalking															
Dating Violence	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Important Contact Information

President	Dr. Weymouth Spence
Provost	Dr. Cheryl Kisunzu
Vice President, Finance	Patrick Farley
Director of Safety and Security	Edwin Monge
Asst. Director of Safety and Security	John Meier
Vice President, Student Life	Adrienne Matthews
Vice President of Ministry	Dr. Baraka Muganda

Washington Adventist University Numbers

Department of Safety and Security	(301) 891-4019
Office of Student Life	(301) 891-4110
Campus Counselor	(301) 891-4089
Health Services	(301) 891-4009
Vice President for Ministry	(301) 891-4112
Halcyon Hall Dean	(301) 891-4174
Morrison Hall Dean	(301) 891-4043

Outside Numbers

Emergency (Police, Fire, EMS)	911
Takoma Park Police Department	(301) 270-1100
Montgomery County Police Department 3 rd District	(240) 773-6800
Montgomery County Sexual Assault Services	(301) 565-9420
Washington Adventist Hospital	(301) 891-7600

RESIDENCE LIFE

Mission and Vision for Residence Life

Residential life at Washington Adventist University provides a safe, clean, living and learning environment for our students. We provide an environment that affirms the dignity of and welcomes people of all cultures, as we seek to develop and nurture a community experience that binds us together. Our goal to prepare our students in the development of a Christ-like character is woven into our mission and vision expression.

Residence Hall A to Z

Bicycles

Residents may store their bicycles in an area in the residence hall authorized by the dean or in private rooms. There is a secured space for bicycles in the basement of each residence hall. See a residence hall dean for entry. For safety and security reasons, bicycles should never be left unlocked or in a hallway, or ridden inside the buildings. Any bicycle found in an inappropriate place will be confiscated by a residence hall dean, and there may be a \$50 fine to reclaim it. Riding bicycles, skateboards, rollerblades, scooters, and all other types of sports equipment is prohibited in the residence halls.

Bulletin Boards and Residence Hall Newsletters

Part of being a successful student is being properly informed. Please check the bulletin boards and residence hall newsletters for information about residence hall and campus activities, campus and residence hall policy updates, and announcements.

All information placed on bulletin boards in the residence halls or distributed in resident mailboxes must be approved by the dean, prior to display or distribution.

Chaperones

For purposes of residence life, we define chaperone as a person, especially an older or married man or woman, who accompanies young unmarried people on mixed gender overnight/weekend leaves such as camping trips, etc. (See Curfew and Leave Policy/Saturday Night/Weekend Leaves/Holiday Leaves). For more information and a list of approved chaperones, see a residence hall dean. You may request a name to be added to the list of approved chaperones.

Citizenship Probation

Citizenship probation means that upon further violation of Washington Adventist University's policies and expectations, your status as a student will be immediately reevaluated by the Vice President for Student Life and/or the Conduct and Guidance Committee. During the second week probationary period, weekend and overnight leaves may be restricted to the home of your parents. Any exceptions may be granted by a residence hall dean. Further violations will be grounds for immediate suspension, dismissal, or expulsion from Washington Adventist University.

Clubs

The official residence hall clubs are as follows:

Halcyon Hall Residents:

Theta Alpha Beta (TAB) is WAU's women's club and stands for "Daughters of the Eternal King." Its members are Halcyon Hall residents and female commuter students. Officers are elected in the spring of each year to plan programs, trips, and other social events for the following school year.

Morrison Hall Residents:

The WAU Men's club members are Morrison Hall residents and male commuter students. Officers are elected in the spring of each year to plan programs, trips, and other social events for the following school year.

Computer Rooms

The computer rooms located in the residence halls are for residents' use only. If the computer rooms are full, priority is given to residents who need computers for study. Residents must provide their own portable media (USB, CDs, DVDs etc.), and printer paper. Never store documents on the hard drives. Please be reminded that food, televisions, and radios are not permitted in the computer rooms. Residents who leave a computer for more than 15 minutes may lose their place at the computer. The rooms are open 24 hours a day, but are closed from an hour before sundown Friday to sundown Saturday.

Curfew and Leave Policy

Residence hall living means there are hundreds of individuals sharing the same "home." It is our responsibility to provide you with a safe environment, and it is your responsibility to honor your commitment to follow the expectations and policies outlined in this handbook, and to exercise good judgment. Students living in the residence halls are to abide by the following curfew times. Curfews are based on **cumulative** GPA (For exceptions see *Exempt Status*):

All freshmen, regardless of number of completed credit hours and GPA:

Sun.-Fri. 11:00 p.m., Sat. 12:00 a.m.

All other students with fewer than 24 completed credit hours and or a **GPA of less than 2.5:**

Sun.-Fri. 11:00 p.m., Sat. 12:00 a.m.

GPA 2.5 - 3.19:

Sun.-Fri. 12:00 a.m., Sat. 1:00 a.m.

GPA 3.20 - 3.74:

Sun.-Fri. 12:30 a.m., Sat. 1:30 a.m.

GPA 3.75 - 4.00:

Sun.-Sat. 2:00 a.m.

Washington Adventist University residence hall students have the privilege of a 15-minute grace period beyond curfew. Please make curfew your goal! The grace period is to allow for any delay, not a late entry. Entry into a residence hall after 2:00 a.m. is considered an overnight absence (See Saturday/Weekend Leaves/Holiday Leaves and Curfew Infractions).

Residents must fill out a *Leave Request Form* and have it approved for late, extended, overnight, or weekend leave, prior to departure. Late leaves will be granted for no more than one hour past normal curfew and never later than 2:00 a.m. **Please note late leaves are to be used under special circumstances only. They are not an extended curfew time.** Forms must be turned in and signed by the dean before the resident leaves. The resident's copy of the *Leave*

Request Form is then placed in his/her mail or message box. Changes in plans after approval should be communicated to the dean on duty before leave is taken. Please note that leaves are not automatically granted. **Do not leave campus prior to a leave approval.** All leaves must comply with University standards. Leaves will not be approved after midnight. Violation of this policy will result in disciplinary action. If you are on an approved leave, and for some reason, need to return to the residence hall prior to the end of the leave, please inform the dean on duty immediately, upon your return. If you desire to leave the residence hall again, another *Leave Request Form* must be filled out and approved. Leave requests for house sitting must be accompanied by a written invitation from the home owner and a letter of consent from the parent/guardian of any student under 18 years of age.

A leave is invalid if a resident does any of the following:

- Leaves before getting approval.
- Remains in the residence hall.
- Does not fill out the leave slip completely (i.e., contact information – name, address, phone number, relation to resident, etc.).

Curfew Infractions

Infraction 1: The resident will meet with a dean concerning the curfew infraction and a warning will be given. The resident's 15-minute grace period will be suspended for seven (7) days.

Infraction 2: The resident will meet with the dean concerning the curfew infraction. The resident will receive a 9:00 p.m. curfew for the next five consecutive days, and must obtain a signature from the dean (or designee) on duty at 9:00 p.m. A form summarizing the meeting/infraction will be sent to the resident and copies of all correspondence regarding the infraction will become a part of this student's residence hall permanent file.

Infraction 3: The resident will meet with the dean concerning the curfew infraction. The student will be charged \$50 for entering the residence hall between their curfew and 2a.m., and will be charged \$100 for entering after 2 a.m. A resident can incur a maximum of five (5) charges for curfew infractions throughout the academic year.

Infraction 4: The resident will meet with the Vice President for Student Life and accordingly will be subject to disciplinary action, which may include, but is not limited to citizenship probation, community service, or referral to the Conduct and Guidance Committee.

The resident is required to meet with the dean regarding their curfew infraction within 24 hours of receiving a curfew infraction. Failure to do so may result in further disciplinary action including but is not limited to a minimum fine of \$25.

Petition for Exemption

Curfew Exemption Petitions for standing exemptions because of class or employment conflicts are available at the front desk in the residence hall. A photocopy of the resident's official class registration form, or a letter from his/her employer verifying work hours, must be submitted with the petition. All verification must be submitted with the petition. **Residents must use a *Leave Request Form* each time they need to stay out past curfew until the exemption petition**

is approved. If there is a class/work schedule conflict, petitions must be resubmitted within 10 days of the beginning of each semester.

Saturday Night/Weekend Leaves/Holiday Leaves

Overnight leaves are not given on Sunday through Friday nights, except to go home.

Exceptions are made only by the residence hall dean on duty.

Weekend leave requests must be turned in by Thursday at 9:00 p.m. Weekend leave requests turned in after that time must be brought directly to the residence hall dean on duty for signed approval. Saturday night/weekend leaves to other students' homes will be approved at the discretion of the dean on duty. **Overnight/weekend leave requests to homes of single members of the opposite sex will be denied.** Approved chaperones (see Chaperone) are required for mixed gender overnight groups (retreats, camping, etc.). If you have questions, consult with the residence hall dean on duty. Students who stay away overnight from the residence hall without proper authorization are in violation of the rules. Please note that "overnight" is defined as being out after 2:00 a.m. without permission from the residence hall dean. Whenever a resident is in doubt about proper authorization, he/she should contact the residence hall dean at the earliest possible time and make proper arrangements. Students who violate this rule will be immediately referred to the Vice President for Student Life and will be subject to citizenship probation and/or a meeting with the Conduct and Guidance Committee.

Parental Permission Options

Three options are available on *Parental Permission Cards* for freshmen concerning Saturday night/weekend leaves:

1. Parent grants Saturday night/weekend leaves only to resident's home.
2. Parent grants Saturday night/weekend leaves to specified homes only.
3. Parents grant unrestricted Saturday night/weekend leaves, in keeping with the community standards and policies outlined in the *Student Life Handbook* and the *Residence Life Handbook*.

Emergencies

In case of emergencies please call the residence hall deans at (301) 891-4174 (Halcyon Hall), (301) 891-4043 (Morrison Hall). Safety and Security at (301) 891-4019 and/or in an extreme emergency, dial 911. If an evacuation is necessary, **instructions for evacuation are posted behind each residence hall room door. See a residence hall dean for an expanded list of emergency procedures.**

Exempt Status

Exempt status is a privilege, and with privileges there are increased responsibilities.

Students who are age 21 or older will be exempt from curfew regulations. **Students who are age 21 or older will be exempt from curfew regulations upon their 21st birthday. In order for exemption status to be enacted, students are required to provide a copy to the respective dean of a valid, state-issued ID with proof of date of birth.**

Exempt students will be required to sign in and sign out when entering and exiting the residence halls after 11:00 p.m. **If a student exits the residence hall after 11:00 p.m., he/she is required to provide an emergency number at the front desk.** Note, exempt status does not mean that a resident is allowed to stay out overnight without notification and approval of the dean. Residents who are graduating seniors will be given exempt status, upon presentation of the approved graduation contract to a residence hall dean. Exempt status means that students are exempt from worship and curfew regulations. Students who are age 21 and above are encouraged to attend all worships, but there is no requirement.

For safety and security reasons, and in the event of a family emergency (so the deans are able to locate a resident), an *Exempt Status Leave Form* must be filled out whenever a student plans to be away during the hours of 11:00 p.m. to 6:00 a.m.

Exempt status is a privilege. Failure to sign in/out will result in loss of privileges. Please meet with a residence hall dean for additional information.

Fire

County code prohibits open flame in residence halls. This includes candles and incense. The only exception to this is the fireplace in the basement of Halcyon Hall. Instructions for evacuation of the building in the event of fire or other emergencies are posted behind each room door. The following are some general guidelines in case of fire:

- If you are the first person to notice a fire, pull the fire alarm in the hallway and report the fire to the front desk.
- When the alarm sounds, evacuate the building quickly and safely according to the exit plan that has been demonstrated by the residence hall staff.
- Stay close to the floor if there is smoke. Check the door knob for heat before opening. If the door knob is hot, do not open the door.
- If needed, soak a blanket and lay it over and around yourself.
- Don't try to fight the fire.
- Once outside, stand away from the building until told by a member of the residence hall staff that it's safe to return.
- Identify yourself to the authorities if you pulled the alarm.
- Familiarize yourself with the location of all alarms, exits, and fire extinguishers; and learn how to use them before a fire starts. Your residence hall staff will provide you with on-going instructions.

If you are trapped by fire or smoke, do the following:

- Keep doors closed.
- Put a towel or some clothing in the crack at the bottom of the door.
- Open the window from the top so the heat will go out.
- Open the window from the bottom so fresh air will come in.
- Wave a bright colored or lighted object from the window.
- Wait to be rescued. Don't jump unless you have to.

Fire Drills

Fire drills are conducted periodically as a safety precaution. When the fire alarm sounds, residents should leave the building immediately and meet at the designated place (Halcyon Hall residents next to the library, and Morrison Hall residents in front of Richards Hall). Residence hall deans and RAs will review the fire drill procedures in detail. **Please note:** Familiarize yourself with proper fire safety procedures above and on the webpage. Review information posted on the behind your residence hall room door. **Failure to leave the residence hall during a fire drill will subject the resident to disciplinary action.** In addition, the Montgomery County Fire Code Enforcement Official may impose a fine up to \$500 for not exiting the building during a fire drill.

First Aid

Services are available on campus at Health Services, Wilkinson Hall, Room 13, ext. 4009. A first aid kit for minor medical needs is available from your RA and at the front desk in each residence hall.

Food Deliveries

If you have ordered food for delivery, please provide the restaurant with an accurate number to contact you. Announcements will not be made for students to pay for and collect their deliveries. Sabbath deliveries are prohibited on the campus of WAU. Local restaurants that frequently deliver food to the campus have been informed of this policy. (See *Sabbath and Seventh-day Adventist Church*). Be reminded that consequences exist for non-compliance.

Furnishings for Residence Hall Rooms

Each room is carpeted and furnished with two twin beds, two desks, two chairs, a sink, and two closets. Residents must provide their own linen, towels, and wastebasket.

Possession of a TV, DVD player, and sound equipment is allowed so long as the volume is controlled (See Noise). **Headphones must be worn after 11:00 p.m.**

Use white poster putty to mount posters or pictures. **Mounting with anything that will damage the walls, including tacks, nails, masking tape, and scotch tape is prohibited.**

Check with your RA for additional information and instructions.

The University reserves the right to charge for room damages, unclean rooms, and unauthorized moving of furniture. This includes damage of walls, floors, telephones, and painting of walls and room furniture (See Room Deposit). Residents who want to request a change in room furniture **must** make arrangements with one of the residence hall deans before making any changes.

Halcyon Hall Residents:

The window measurements are: 47" wide, 52" high (rod to sill), 89" high (rod to floor). All rooms are furnished with Venetian blinds, but rods are not provided.

Morrison Hall Residents:

The window measurements are: 78" wide and 64" high. All rooms are furnished with Venetian blinds, but rods are not provided.

General Information

Your Mailing Address:

Your Name

Washington Adventist University

7600 Flower Avenue

Your Residence Hall, Room # _____

Takoma Park, MD 20912-7796

Residence Hall Telephone Numbers:

Halcyon Hall (301) 891-4174

Morrison Hall (301) 891-4043

Some Other Important Numbers

Dial (301) 891 + extension)

Campus Ministries, ext. 4112

Center for Student Success, ext. 4106

Counselor, ext. 4089

Dining Services, ext. 4103

Financial Aid, ext. 4005

Health Services, ext. 4009

Human Resources ext. 4542

Library, ext. 4217

Records/Registrar, ext. 4119

Security, ext. 4019

Sligo Church (301) 270-6777

Student Accounts, ext. 4488

Student Association, ext. 4100

Student Life, ext. 4525

Washington Adventist Hospital, (301) 891-7600

Guests

No visitors of the opposite sex are allowed in students' rooms without permission from the residence hall dean on duty. Violation of this policy will result in disciplinary action. In consideration of the care and safety of all parties involved, babysitting is prohibited in the residence halls. Violation of this policy will result in disciplinary action.

Guests of the Opposite Sex

Guests of the opposite sex are welcome to visit residents in the residence hall lobby on the main floor or in the recreation room. **Please note:** When visiting in the recreation room, guests must sign in at the front desk and leave their ID badge at the front desk. Upon leaving the residence hall, the guests must sign out and retrieve their ID badge. All guests must leave the residence hall at closing time (11:00 p.m.).

Overnight Guests

Residents are to arrange with a residence hall dean for same-sex guests to stay overnight in their rooms. All guests are to register with the residence hall dean on duty and are expected to

abide by campus and residence hall regulations. Failure to register a guest at room check will result in a \$25 fine. Each visitor may stay a maximum of three nights per semester with no charge (parents and grandparents). After three nights, a guest will be charged \$15 per night for a maximum of 10 nights per semester. Failure to register a guest at room check will result in a \$15 per-night fine to the resident's account. Former students who want to stay overnight in a resident's room will be subject to the policies and procedures governing residence hall guests.

Parents, grandparents, and siblings of same gender as the resident are welcome to a maximum stay of three nights per semester, without charge, in a resident's room. These guests must register with the residence hall dean on duty at the front desk. Free rooms for graduation weekend are allotted in both residence halls, as space allows, one room per graduating senior.

Guest Rooms

Guest rooms must be reserved in advance. For reservations and room rates please call Halcyon Hall, ext. 4174 and Morrison Hall, ext. 4043.

Hair Care

County health code prohibits barbering and hair care in public places. Public places include lobbies, halls, stairwells, bathrooms, etc.

Halcyon Hall Residents:

The beauty salon is available for your use. On special occasions by permission of the residence hall dean, men may make appointments. The salon is located next to the north laundry room, in the basement.

Morrison Hall Residents:

A barbershop is located in Room 118. Please contact a residence hall dean for more information.

Holiday and Break Policy

Be reminded – The residence halls are closed during Christmas Break. Residence halls will close at noon on Sunday, following final exams, and will reopen the day before classes begin.

PLEASE NOTE: Dining services opens for breakfast on the day classes begin. Please plan your schedules and meals accordingly.

Insurance

Residents are required to purchase insurance on their valuables. The University is not responsible for loss of personal items. Brochures and applications may be picked up at the Office of Student Life/Housing Station at registration. They are also available at the Student Life Office, WH 428, or in the residence halls.

Internet Connection

Each room is equipped with two Internet connections. Contact Information Technology Systems (301) 891-4570 for assistance in connecting your computer. In the event that your computer is not properly equipped, there is a charge for the necessary connectors.

Key Cards/Lock codes

Residents in Halcyon Hall will receive a room keycard upon moving in to the residence hall. The resident agrees not to duplicate any keycards supplied by the University. Residents in Morrison Hall will receive a lock code. **The resident agrees not to share the lock code with anyone and not to tamper with the codes on any room door. If a student gives out the code, s/he will be charged \$150 and will thereafter be subject to disciplinary procedures.**

When a student terminates his/her residency, the keycard must be returned to the residence hall dean. If a resident loses a Keycard or code, a replacement fee of \$50 will be charged. If a keycard is stolen, a report must be filled out with the Safety and Security Dept. Students using electronic entry devices must see a residence hall dean for information about fines for lost devices. **Residents should keep their rooms locked at all times.** Halcyon Hall residents who lock themselves out should contact their RA. There will be a monetary fine imposed for repeated requests to unlock doors. Contact your RA or a residence hall dean for detailed information.

Unlawful Entry

It is unlawful to enter someone else's room without their verbal or written consent. Residents may not obtain access to anyone else's room. Please do not ask! To ensure your privacy and security, no master keys are available at the front desk.

Kitchen/Cooking

County code prohibits cooking in the residence hall rooms except in microwave ovens. Residents may use the residence hall kitchen free of charge. The kitchen is for use only by current residents. Each kitchen is equipped with a stove, refrigerator, sink, and oven. A resident may sign out the key at the front desk. WAU promotes and supports a vegetarian lifestyle; therefore, only vegetarian cuisine may be prepared and/or stored in the residence hall kitchens. If residents store food in the refrigerator, they should mark the food clearly with name and date. The University is not responsible for loss or for contamination of items left in the kitchen. Unmarked or spoiled food may be thrown out by residence hall staff at any time. **To maintain a clean, healthy environment, residents are expected to thoroughly clean the kitchen after each use. Failure to do so will result in loss of privilege to use the kitchen and may also result in a fine.**

Laundry Rooms

Laundry rooms equipped with coin-operated washers and dryers are located in each residence hall. All laundry facilities are for the convenience of the residence only. The laundry rooms are opened 24 hours a day, but are closed from sundown Friday to sundown Saturday.

Ironing Rooms

County code prohibits ironing in private rooms in the residence halls. Violation of the county code may result in a monetary fine. For your convenience, ironing rooms are located on the second and third floors, and the sub-basement of Halcyon Hall. An ironing board is available, to be checked out, at the front desk of Morrison Hall.

Light Bulbs

WAU's Facilities Services replaces light bulbs. Notify the front desk if you need a bulb replaced.

Lobbies

The lobbies on the first floor of the residence halls are accessible to the public. Even though they are places of social interaction, when the buildings are “open,” please be sure to dress and conduct yourself in a manner befitting one living in the WAU campus community. (See Community Standards and Policies).

Mail

Mailboxes

Each residence hall has mailboxes (Halcyon Hall, basement lobby; Morrison Hall, main lobby). Mailbox numbers are the same as room numbers. Residents are assigned a combination for the mailbox at the front desk. There is a United States mailbox located behind Wilkinson Hall (loading dock area).

Mail Delivery

Mail is delivered in the afternoons. There is no mail delivery on weekends. Residence hall personnel do not have access to the University mailroom at any time. Packages can be mailed from the mailroom in Wilkinson Hall, first floor.

Packages and Postage

Packages can be mailed from the mailroom, Wilkinson Hall, first floor. Stamps may be purchased at the University Store and Accounting Office.

Moving

Check-In Procedures

*The following steps **must** be followed to properly check-into a residence hall room:*

1. Confirm your room reservation prior to arriving on campus (see Room Reservations).
2. Notify the residence hall dean on duty of your arrival.
3. Complete *Residence Check-In Form*.
4. Secure your room keycard or code (see Keys).
5. Proceed to your assigned room.
6. Arrange with the residence hall dean to store trunks, suitcases, etc. in the storage room.

Check-Out Procedures

The following steps **must** be followed to properly check-out of a residence hall room:

1. Clean the room.
2. Complete a *Residence Check-Out Form*. **Make an appointment with your resident assistant (RA) at least 48 hours prior to your check out time, and the RA will give you a *Residence Check-Out Form*.**
3. Return keycard.
4. Have residence hall staff check the condition of your room, **before** you leave the building.

Failure to follow the above procedures will result in a \$75 charge for improper check-out, a \$75 cleaning and damage repair fee, and/or \$50 for not returning the keycard. Costs for any damages in excess of \$150, (see Room Deposit), will be charged to the student's account.

Moving from Room to Room

Residents wishing to move from one room to another must first make arrangements with a residence hall dean. Most of the check-out procedures also apply to changing rooms, including filling out a *Residence Check-Out Form*.

In observance of the Sabbath there are no Check-In or Check-Out procedures during Sabbath hours (Sunset Friday to Sunset Saturday). All moving must be completed one hour before sunset on Friday or commence one hour after sunset on Saturday.

Noise

Residence hall students live close to each other; therefore, it is important for students to be considerate of others. **A student's right to be noisy stops when other students are forced to listen.** The residence hall has a 24-hour sound curfew and must remain quiet for study and sleep at all times. Sound emissions (voice or equipment) are considered excessively noisy if audible outside a resident's room with the door closed. **Headphones must be worn after 11:00 p.m.** A radio, stereo, television, or musical instrument, etc. that can be heard in other rooms, or in the hallway, is considered too loud. Residents are responsible for the noise volume of guests in their rooms. When a resident is inconsiderate of the noise policy, the RA will meet with the student and may refer the resident to the residence hall dean. Disciplinary action will be taken which may include the removal of sound equipment from the room and referral to the Vice President for Student Life.

Sound equipment shall not be placed in windows nor directed outside the building or into the halls. Members of the University community are required to control the volume of auto sound equipment. Auto stereos that are audible outside of a vehicle will subject the driver/owner to University discipline and/or suspension of auto registration and parking privileges on University parking lots. Violation of these standards will be appropriately handled by the residence hall staff or Vice President for Student Life (for commuter students).

Parking

Your vehicle may be registered on www.my.wau.edu, but the parking permit is obtained from Safety and Security, located in the General Service building, Room 4, ext. 4019. (See *Vehicle and Parking for additional information*).

On-campus parking is available for residents of each residence hall. Halcyon Hall residents may park in the lot next to the residence hall, in the lot behind Morrison Hall, or with the proper authorization on Maplewood Avenue. Morrison Hall residents may park in the lot behind the residence hall. A resident's vehicle must be registered with the Security Department. Vehicles with suspended registration or that are illegally parked (i.e., handicap, fire lanes, dean's parking etc.) are subject to booting and subsequent impoundment **at the owner's expense**. In addition, there is a possibility of a citation and fine by the City of Takoma Park.

Personal Devotional Life

The strength to live the Christian life is possible only through an on-going, personal relationship with God. We encourage you to take time to pray, meditate, and study on a daily basis. For

additional spiritual nurture, please contact your residence hall deans, Campus Ministry and the Pastoral staff at Sligo Church (301) 270-6777.

Prayer Rooms

There is a prayer room available for special, private, and small-group meditation in each residence hall. Please see your RA or residence hall dean for specific information.

Prohibited Items

In order to maintain a safe environment in the residence halls, several items are strictly prohibited for the sole purpose of helping to maintain a safe environment for all who live and work in the residence halls. Among the prohibited items are firearms or weapons of any kind, lighters, matches, candles, incense, toaster ovens, hot plates, electric skillets, knives, metal knuckles, explosive devices, razors, and any other item that a reasonable individual can consider a weapon. **See the residence dean or an RA for an extended list and more information.**

Clothing peculiar to cult groups and those bearing slogans and/or insignia not in harmony with the standards and philosophy of WAU is prohibited. Also prohibited are any items or decorations promoting, pertaining to, or glorifying lifestyles contrary to the standards of the Seventh-day Adventist Church. This includes, but is not limited to, alcoholic beverages and/ or containers, tobacco products, illegal drugs or drug paraphernalia. See residence hall dean or an RA for more information and an extended list.

Recreation Rooms

There is a recreation room and television room available in the residence halls and on campus. See the residence hall dean or RA for locations in your residence hall:

Halcyon Hall Residents:

Halcyon's recreation room is located off the basement lobby. Residents who want to use the room for parties or other activities should make arrangements in advance with one of the deans. This room can be used for coed parties but these parties must have more than three individuals attending.

Morrison Hall Residents:

A Student Lounge is located on the lower level of the residence hall. It is not available for use 30 minutes before sunset on Friday night to 30 minutes after sundown on Saturday night.

Coed Student Recreation Room:

This room is located in the basement of the Health Science Building adjacent to the Athletic offices. There are various games (ping pong, pool, chess, etc.) for the student's use and enjoyment. Social conduct in the room should always be appropriate and in line with the expected behavior of a WAU student.

Student Weight Room:

The Weight Room is located across the hall from the Recreation Room in the Health Sciences Building, adjacent to the Athletic offices. A variety of fitness equipment is available for student use including treadmills, stair machines, and stationary bicycles.

Repairs

If an item provided by the University in a residence hall room breaks or is non-functional, residents can complete a repair form located at the front desk. Facilities Services personnel may need to be in the residence halls to make necessary repairs. Announcements will be made by the dean of their presence. Your cooperation when this occurs is greatly appreciated.

Residency

Living in a campus residence hall is a privilege that is granted by WAU. At WAU, that privilege is reserved for traditional students enrolled in six or more semester hours. If, for whatever reason, a student is asked to withdraw from WAU, the student **must** find another place to live within **24 hours** from when withdrawal/non-acceptance becomes final. If there are extenuating circumstances which preclude a student from leaving within 24 hours, a residence hall dean must be informed of the circumstances and will give appropriate counsel.

Off-Campus Residency

Single students who are less than 22 years of age and are registered for six or more hours (or four or more during summer session) are required to live with their parents or in a campus residence hall. However, approval to live off campus is readily granted if the student has a good citizenship record and falls into one or more of the following categories:

1. is living with his/her parent(s)
2. is living with his/her grandparent(s)
3. is living with his/her biological uncle and/or aunt who is 22 or older
4. is living with a faculty/staff member who is 22 or older
5. is living with a brother/sister who is 22 or older

Students who do not fall into one of the above categories will not be granted off-campus status. Exceptions are very rare and only for truly extenuating circumstances. If a student wishes to request an exception, *Off-Campus Housing Petition Forms* are available at the Office for Student Life, Wilkinson Hall, Room 428. Petitions will be given careful consideration by the Vice President for Student Life and/or the Student Life Committee.

Please note that permission to live off campus is not granted until the application has been processed and approved. **Approval must be obtained prior to moving or signing a lease.**

Change in Residency

When transitioning from a campus residence to an off-campus residence, students must notify the Office of Student Life and be officially approved to change residency status.

Residence Assistants – RAs

RAs are student staff members who are an integral part of the resident hall team. They are available to answer questions about WAU and/or help you with personal, academic, or other

problems which typically confront students. RAs assist the deans in management of the residence halls, and they are responsible for the development of a healthy environment conducive to academic and personal success. RAs provide leadership and support for students that reside on their hall. RAs take room check and conduct floor workshops. Your RA lives on the hall with you, and will orient you to residence hall living (i.e., policies concerning worship, fire drills, room check, curfews, etc.). The RAs will assist in the check in and check-out processes.

Residence Hall Probation

A student may be placed on residence hall probation for infractions against residence hall policy. Residence hall probation is for a period of two to six weeks and may affect, but is not limited to, weekend leaves, overnight leaves, or status as a residence hall student. Further incidents of misconduct will result in citizenship probation and an appointment with the Vice President for Student Life. At the discretion of the Vice President for Student Life, the student will be placed on citizenship probation or referred to the Conduct and Guidance Committee.

Residence Hall Security

Locked Doors

In an effort to secure your safety, the main entrances to the residence halls are locked at curfew and entrance to the buildings is monitored by front desk worker through an electronic system. However, visitors are allowed to remain in the residence hall lobby area until 11 p.m. Sunday through Friday and until midnight on Saturday. The main entrances to the residence halls are unlocked daily at 6 a.m. For security reasons, all other doors are kept locked. (The back door to Morrison Hall is open during campus operating hours.) Windows and locked doors are prohibited as entries or exits, except during emergencies.

Personal Losses

Wisdom dictates that room doors be locked whenever a resident leaves the room. **The University is not responsible for personal losses that may occur in your room or in public areas.** Expensive equipment should be covered by your own insurance. We encourage residents to purchase insurance for their valuables. Brochures and applications may be picked up at the Office for Student Life or in each residence hall.

Right of Entry

WAU reserves the right for residence hall deans, university administrators, RAs, law enforcement and fire department personnel, IT Technician, security, and facilities services personnel to enter and search any resident's room. If a room is entered, to ensure compliance with WAU standards, the appropriate personnel has the right to check through all contents in the room. The right of entry also helps to ensure compliance with fire, health and safety standards, policy infractions, and cleanliness. Please note that by accepting residence hall living, a resident acknowledges and authorizes this right of entry.

Room Check

Room check is at 11:00 p.m., Sunday through Friday, and 12:00 a.m. on Saturday. An RA must see residents personally before checking them in for the evening. It is the resident's responsibility to inform the RA or dean on duty if he/she has not been checked in by

11:00 p.m. **Please note** each resident must be in his/her own room for the 11:00 p.m. room check. If a student is unaccounted for, that student will be considered absent from the residence hall without permission and will be subject to disciplinary action (See *Curfew and Leave Policy*). Parents may be notified. Exempt residents are also subject to room check.

Room Deposit

Each resident must pay a \$150 room deposit at the time a room is reserved. The request for refund of a room deposit is initiated with the completion of the *Residence Check-Out Form*. All deposits are refunded by accounting services (WH 104). This deposit is refunded when a student permanently terminates (i.e., graduation, transfer to another school etc.) his/her residency from WAU. However, if room damage is discovered by the residence hall dean or his/her appointee during checkout procedures, the room deposit will not be refunded an additional may be charged, depending on the extent of the damage (See Moving/Checkout Procedures).

Room Inspection

Each student in a residence hall deserves to live in a clean, safe environment. Students are responsible for the care and maintenance of his/her assigned room. Fire regulations call for clear floor space under windows and the doors must be able to open fully. Rooms will be spot-checked for cleanliness, appropriateness, and fire safety hazards. A residence hall dean will request and require compliance, if needed. Excessive violations will result in disciplinary action.

Room Reservations

Please note a reservation is not a guarantee of a room. All students must be financially cleared before moving in to a residence hall. How to reserve a room:

1. Be accepted as a student at Washington Adventist University.
2. Submit a *Room Reservation* form and pay a room deposit to the residence hall dean or send it to the admissions office.
3. The residence hall dean will be happy to assist you in finding a roommate.
4. Room reservation process is now complete.

Please note that at this point the reservation process is complete, but students cannot move into a residence hall unless they have been financially cleared.

Roommate Rights

How much you enjoy life at WAU is really dependent upon how much thoughtful consideration you display toward others. The list below should help you with your responsibility to your roommate. Each roommate has a right to the following:

- The right to read in a quiet environment. Noise and unnecessary distraction interfere with this right.
- The right to sleep undisturbed day or night.
- The right to expect that your roommate will respect what is yours.
- The right to live in a clean room.
- The right to some privacy.
- The right to have visitors, understanding they will respect your and your roommate's rights, and the rights of others who live in the hall.

- The right to have your concerns addressed.
- The right to be free from fear of intimidation, physical, and/or emotional harm.

Sabbath Observance

Seventh-day Adventists believe the seventh day of the week is the day of rest and worship as stated in the Bible. Therefore, we celebrate the Sabbath from sundown Friday to sundown Saturday. (See *Student Life Handbook*, Seventh-day Adventist Church and Sabbath.)

Signing In/Out

All residents leaving or returning to the Residence Halls after the doors are locked must sign in/out at the front desk. **Be certain you are aware of your individual curfew, before signing out.**

Storage Room

Each residence hall has limited space for storage. Check with a residence hall dean for available space. All items stored must be labeled with name and a permanent address. **The residence hall and University are not responsible for any loss or damage to items left in storage.** Items left without proper arrangements will be disposed of by the residence hall staff. There is a \$35 fee for summer storage. All items should be reclaimed at the end of the summer or they will be discarded.

Study Rooms

Study rooms are located in each residence hall. The rooms are available upon request to the dean 24 hours a day, except during the hours from sundown Friday to sundown Saturday. No food, televisions, or radios are permitted in the study rooms. (See a residence staff for additional information.)

Summer Residence

Residence hall living is a privilege, and all students who desire to live in the residence hall during the summer must file a petition with the residence hall dean, no later than three weeks before the end of the spring semester. Students are expected to be on exemplary behavior at all times. Residents who are 18 to 20 years of age will have a 2 a.m. curfew. Those residents who are 21 and over will continue to have an exempt status; however, if an exempt resident has an estimated time of return to the residence hall between 2 and 6 a.m., **the overnight sign-out form, available at the front desk, must be completed prior to leaving the residence hall.** There is a zero-tolerance policy during the summer break, and violation of policies will result in immediate disciplinary action. (See Holiday/Break Policy for fees.)

Telephones

All rooms are equipped for telephone services; however, residents need to provide their own telephones. Local phone service is included in the residence hall charge. Residents are welcome to use phone cards to make long distance calls. If a resident needs to make an emergency long distance call, please contact the residence hall staff.

Trash Disposal

In order to maintain sanitary conditions in the residence halls, students are expected to dispose of their trash in the dumpsters located behind the residence halls and in the appropriately

designated locations in the residence halls. **Dumping personal trash in inappropriate areas will subject one to immediate disciplinary action.** The residence hall dean will determine where and when the community service will be rendered. Each resident is to supply his/her room with a trash receptacle.

Worship Petitions

Petitions for worship exemption due to class or work conflicts are available at the front desk. A photocopy of the official class registration form, or a letter from the resident's employer verifying hours, must be submitted along with the petition for consideration. Petitions must be resubmitted each semester.

Worship Petitions (Double Conflict)

Double conflict worship petitions are available when a resident experiences two (2) direct conflicts in a week due to class, team, or work appointments that are not already covered by a Worship Exemption Petition. Petition slips are available at the front desk. Incomplete petitions will not be considered. These petitions are primarily for use by athletes and musicians during game seasons or tours.

Worship Policy

Worship is an integral part of our community at Washington Adventist University. This is a special time when we can set aside studies and work to reflect on our Creator and Savior and how He impacts our personal lives. Morning and evening and worships are provided in the residence halls. Your participation with covenant groups is also part of your residence life worship experience. Please see the Chaplain for Ministry ext. 4112, a residence hall dean, or an RA's for more information about Covenant Groups. There are various worship options available to assist you in completing your worship requirement. Please see a residence hall dean for additional information. There are also more intimate "floor worships" conducted by the RAs. Check with your RA for scheduling. If a group of students are studying certain inspirational and/or religious themes, they may share a brief proposal with the residence hall deans for possible worship credit. Scheduled worship times are posted, if you miss the signs, see residence hall deans for the scheduled times and for your worship requirements. Proper attire is expected at all worships during Sabbath hours (see Sabbath).

Number of worships required each semester, by class:

Freshman 30

Sophomore 24

Junior 21

Senior 15

As with all policies, there are consequences for noncompliance. If you do not fulfill your worship requirements, you can expect to meet with the residence hall dean regarding disciplinary actions. You will be subject to early curfew restrictions for a specified number of days. If a student continues to miss worships, the student will be placed on residence hall probation, which may ultimately result in citizenship probation, and possible suspension.

Worship Room

A worship room is located on the lower level of each residence hall. Residents who want to use the room for a religious service, or for practice for a religious event, should make arrangements in advance with one of the residence hall deans. **Please note** that food, radios, televisions, etc. are not allowed in the worship rooms without permission from a residence hall dean or his/her designee.

Dining Hall and Food Services

Washington Adventist University, a Seventh-day Adventist institution, promotes and supports a vegetarian lifestyle; therefore, only vegetarian cuisine is served in the dining hall and at all school-sponsored functions.

Residence Hall students are allowed entrance into the dining room upon presentation of valid WAU Student ID. Commuter students are also required to present a WAU Student ID, and their meals may be purchased by cash or through the Commuter Student Meal Plan (see Commuter Students).

The Dining Services is located in WH, second floor. In helping to foster a sense of community and socialization, the dining hall hours of operation are as follows:

Dining Hall Schedule

Sunday

Brunch 10:30 a.m. - 2:00 p.m.

Dinner 5:00 p.m. - 6:00 p.m.

Continental Breakfast

Monday - Friday 6:30 a.m. - 7:00 a.m.

Breakfast

Monday - Friday 7:00 a.m. - 9:30 a.m.

Lunch

Monday - Friday Noon - 2:00 pm

Sabbath (Saturday) Noon - 2:30 pm

Dinner

Mon - Thurs 5:00 p.m. - 7:00 p.m.

Friday and Sabbath (Saturday) 5:00 p.m. - 6:00 p.m.

Please note that when the University is closed for snow or holidays, the dining hall will operate on a Sunday schedule.

Dining Services is closed during academic summer sessions and winter break.

Meal Plan: All residence hall students are required to purchase the meal plan. The plan entitles the student to eat in the dining hall for every meal. Students with meal cards have unlimited access to the dining hall during hours of operation.
Commuter Student Plan (See Commuter Student Meal Plan).

Special Needs: If one has a special dietary need please notify the dining services manager and your dietary needs will be met (allergies, vegan, special health restrictions etc.).

Take-out Meals: If a student has a school-related conflict with regularly scheduled meal times, a take-out meal can be provided. Contact the Vice President for Student Life for details at (301) 891-4525.

Dining Hall Policies. Students must present their Student ID cards for admittance into the dining hall. Only those students on the meal plan (Residence Halls or Commuter Students Meal Plan) will be allowed to enter the Dining Hall. Students are not permitted to use another student's ID card to gain entrance to the dining hall. All trays must be taken to the dish room conveyer belt. Students leaving trays on tables will be subject to disciplinary action. Food and drink may not be taken out of the dining hall, with the exception of one piece of fruit per meal, and sick trays, with permission from a residence hall dean or the campus nurse. Polite, respectful decorum is expected in the dining hall at all times. Dress should be appropriate, and shoes are required (See Dress Code). To assist in establishing a special atmosphere for Sabbath, students and guests are required to dress in casual business attire or better, during the Sabbath hours (sundown Friday to sundown Saturday). Appropriate attire for the dining hall must, at all times be modest, neat, clean with no rips, tears, etc. T-shirts/sweatshirts, sweatpants, tank tops, and beach footwear are examples of inappropriate attire.

Community Standards and Policies

Washington Adventist University is committed to creating a community that demonstrates belief in the word of God. In our community, we believe the word of God establishes the principles that are to guide personal development and govern behavior. These principles include, but are not limited to, the responsibility of the following:

- Love God (Matthew 23:37; Ephesians 4:17-6:18). This involves a wholehearted commitment to know and obey God's Word as it applies in both thought and action, and thoughtful stewardship or management of our intellect, abilities, sexuality, relationships, financial resources, and time.
- Love your neighbor as you love yourself (Matthew 22:39). This involves an unselfish commitment to understand and help others, as we serve in love (Galatians 5:13, 14).
- Love enough to handle the challenging issues according to the Word of God (Matthew 18:15-17; Colossians 3:13).

Even though every student may not have personal convictions as outlined above, all students are responsible to know and abide by all the community standards, policies, and regulations of Washington Adventist University.

As noted on your student ID card, you must present your ID when requested by faculty or staff. If a student fails to identify himself/herself when requested to do so by a member of the faculty or staff, a member of the security department will be called to immediately escort the student off campus. Further action may be taken to the Conduct and Guidance Committee which may result in suspension. The rules of any community grow out of a particular tradition. Washington Adventist University is a Seventh-day Adventist institution and, as such, adheres to the tenets and traditions of the Seventh-day Adventist Church. We hold in high esteem the following characteristics: celebrating and honoring the Sabbath from sundown Friday to sundown Saturday; honesty and integrity; thoughtfulness in social relationships and entertainment; respect of the rights, opinions, and property of others; respect for and obedience to the laws of the city, state, and federal government; modest dress; and a willingness to do good in every situation. Therefore, all students are expected to abide by the following standards:

- WAU is a drug-free campus. The University recognizes that the use of tobacco products and alcoholic beverages presents a danger to personal health.. Use of these products by members of the WAU community is prohibited. No member of the community may use or possess tobacco, alcohol, or illegal drug products on campus. Students whose off-campus behavior reflects negatively on the University community, or who return to campus under the influence of alcohol or illegal drugs, will be subject to disciplinary action.
- Exercise wholesome thought and speech patterns. The use of profanity and coarse joking, particularly that which is degrading to gender, ethnicity, and/or people groups, is not acceptable.
- Use discretion in dating practices, public and private. Students are encouraged to build balanced, healthy, Christ-centered relationships.
- In an effort to minimize awkward situations, and to protect their personal relationships, students are expected to refrain from inappropriate or lingering public displays of affection or confrontation.
- Students are expected to exercise discretion in their selection of reading materials, Internet activity, and entertainment.

The Community's Responsibility for Campus Safety

It is absolutely necessary to have the cooperation and involvement of the college community to prevent crime and make the campus safe. Members of the community must assume responsibility for their own personal safety and the security of personal and college property by taking simple, common-sense precautions.

Personal Safety Tips

The following addresses an area of utmost importance to Public Safety: your own personal safety. Please read this section carefully and follow these tips in your everyday life.

Dating

- When you feel uncomfortable in a situation, trust your instincts.
- When you mean “no,” say “**NO.**” Don’t allow room for misinterpretation by being ambiguous in your actions. Be firm. You should communicate your intentions and limits early.
- Don’t immediately transfer your trust from an old friend to a new one. Remember, trust must be earned.
- Control the environment. You should be the one to choose or agree to the dating activity and location.
- Be alert to diminished awareness caused by alcohol and drugs. When you lose control because of impaired judgment, you give the advantage to a would-be assailant.
- Don’t allow others to violate your personal space.

Residence and Work Areas

- Lock your room/apartment/office door whenever you leave, even if you’re just going out “for a minute.”
- Take care of your keys. Don’t leave them in your “cubby” or other hiding place.
- Be wary of bringing casual acquaintances to your room or home.
- When going out, let someone know with whom you are going, where you are going, and, if possible, the approximate time of your return.
- Do not prop doors open. If you find a door propped on-campus, close it or report it to Public Safety.
- Know where fire alarms and emergency exits are located.
- Observe the college’s fire prevention regulations.
- If you smell smoke or see a fire, pull the fire alarm and leave the building immediately.
- When a fire alarm sounds, leave the building immediately. Do not wait to see if it is a false/malfunctioning alarm.
- Notify the Security Department immediately (301) 891-4019) of any emergency, criminal activity, suspicious conditions, or suspicious subjects.

Campus Grounds

- Avoid taking shortcuts through isolated areas.
- Don’t go for a “nature walk” through the woods alone.
- When walking, jogging, or running around the campus road after dark, wear reflective clothing.
- Do not walk, jog, or run on campus alone after dark.
- Call security for on-campus escorts from dusk to dawn.

Telephone

- Be suspicious of surveys or wrong-number calls. Do not divulge your name, room number, or phone number. The caller may have reached you by dialing a number at random.
- Always be certain of the identity of the person on the other end of the line.
- Hang up immediately on annoying or obscene telephone calls. Remember, you control with whom you talk.
- Report all obscene or annoying phone calls immediately.

Vehicle

- Have keys ready when approaching your vehicle. Check for intruders before and lock the door immediately after getting into your vehicle.
- Close all windows (in addition to locking all doors) when leaving your vehicle, whether it's for a few minutes or several hours.
- Lock all valuables in the trunk.
- Park in well-lighted areas at night.
- Do not attach your name or license tag number to your key ring.
- Never pick up hitchhikers or hitchhike yourself.
- Always keep your gas tank at least half full.
- If your vehicle breaks down in an isolated area, raise the hood, lock the doors, and stay inside.
- If someone stops to help, ask him/her to call the police. Sound the horn if you feel threatened.
- If you see a suspicious vehicle or someone driving recklessly on campus, notify the Department of Safety and Security immediately.

Property Security Tips

- What follows are common-sense reminders for protecting your property. Please remember and practice these tips at all times.
- Never leave your book bag, wallet, purse, or other valuables unattended.
- Even if you are going to be gone for "just a minute," take your belongings with you.
- Don't leave easily stolen items—such as your wallet, checkbook, or jewelry—in open view.
- Don't keep large sums of money in your room.
- Engrave your driver's license number and state on all valuables (stereo, TV, computer, etc.) Engravers are available at the Office of Public Safety.
- Do not engrave valuables with your Social Security number. Those numbers are federally protected, and law enforcement agencies are unable to learn an owner's identity if property is recovered.
- Fill out a serial number registration form, which is available at the Department of Safety and Security. Include serial numbers of valuables, and the Office of Public Safety will maintain this record for five years.

MEDICAL EMERGENCIES/INJURIES/ILLNESSES

Medical Emergency

Call 911.

Serious Incident/Injury (e.g., cardiac or respiratory arrest, loss of consciousness, asthma, etc.)

Call 911 (9-911 from campus phones) and provide them the following:

- Number of injured/ill and condition.
- Your name, location, and phone number.
- Any care being given to the victims.
- Stay on line until EMS hangs up.
- Care for the victim(s) to the level of your training. If you are not trained, stay with the victim(s) until help arrives.

- Contact Campus Police ((301) 891-4019) if they have not already arrived on the scene.
- Remain at the scene until victim(s) have been transported and you have answered all questions from EMS regarding the victim(s).

Alcohol Intoxication/Poisoning

Alcohol poisoning can be fatal. Do not allow someone who has drunk too much to “sleep it off.” Stay beside the person and call Campus Police at (301) 891-4019, or 911 (9-911 from campus phones) immediately if the person displays the following signs:

- Cannot be roused
- Is incoherent and is vomiting
- Breathes shallowly
- Has cold, clammy skin
- Looks bluish or pale
- Has taken other drugs with alcohol
- Has a head injury

Work Related Injuries/Illness

Seek medical attention as required. Report the injury/illness to your supervisor, regardless of severity.

If you require immediate medical attention:

- Contact Campus Police (301) 891-4019) for escort to Health Services or Emergency Room. Public Safety will decide if EMS needs to be activated.
- If on-site medical attention is needed, call 911 (9-911 from campus phones) and request emergency services.
- If exposure to blood-borne pathogens is possible, person should be taken to the Emergency Room.

Mental Health/Emotional Distress

We all experience stress as a natural part of life, but mental distress is a serious condition that requires help from professionals.

Signs of Serious Mental Distress may include the following:

- Experiences severe listlessness, lack of energy, or sleepiness
- Shows marked change in personal hygiene, appearance or behavior
- Chooses isolation from others
- Has impaired speech, disjointed thoughts
- Threats harm to self or others
- Creates artwork that depicts graphic images of death or violence
- Possesses weapons on campus or is preoccupied with weapons
- Shows high levels of irritability and/or is easily frustrated
- Abuses alcohol or other drugs
- Experiences dramatic weight loss or gain
- Reacts with bizarre behavior for a given situation
- Experiences prolonged or intense displays of fearfulness, tearfulness, or nervousness

- Shows the onset of uncharacteristically poor performance or extreme procrastination

Suicide Intervention

Typical warning signs of someone contemplating suicide include the following:

- Overly suicidal statements (“I won’t be around next week.”) or expressions of despair (“I just can’t go on.”)
- Ambivalence about the future
- Giving away or destroying prized possessions
- Anxiety and/or depression
- Radical change in behavior

If you have concerns about a student or coworker’s well-being, contact Campus Security (301) 891-4019). If the threat of suicide or violence seems immediate, call 911 (9-911 from a campus phone) and, if possible, alert Campus Security (301) 891-4019).

SEARCH AND SEIZURE POLICY

Authorized University employees may search premises occupied by students and their personal possessions with prior authorization from the Vice President of Student Life or his designee. The Vice President, Deans, and/or Security Office will authorize a search only upon a showing of reasonable grounds to believe that the search will reveal evidence of a Code of Conduct violation. Employees who need to enter a room during the performance of their duties will knock and identify themselves. If there is no response, a passkey will be used to enter the room. For purposes of this provision, premises occupied by students include, but are not limited to, University owned or controlled property and residences, student vehicles, personal property, backpacks, workstations, or any other space occupied by a student on a University sponsored trip or activity. Contraband items, for example, those prohibited by law or University policy, in clear view may be confiscated by the University employee and used as evidence in a disciplinary proceeding. Such items will not be returned to students.

TITLE IX COORDINATOR

Introduction

Washington Adventist University (WAU) is committed to providing a safe learning and working environment for all members of our campus community. In compliance with federal law—specifically Title IX, the Jeanne Clery Act and the Campus Sexual Violence Elimination Act (SaVE Act)—WAU has adopted policies and procedures to prevent and respond to incidents of sexual discrimination, harassment, misconduct, assault, dating violence, domestic violence, and stalking. These guidelines apply to all members of the Washington Adventist University community (students, faculty, and staff) as well as contractors and visitors.

Role of Title IX Coordinator

All educational institutions receiving Federal financial assistance must designate at least one employee to coordinate their efforts to comply with and carry out their responsibilities under Title IX of the Education Amendments of 1972, which prohibits sex discrimination in education

programs and activities. These designated employees are generally referred to as Title IX coordinators. A school's Title IX coordinator or coordinators are expected to play a critical role in helping a school ensure that every person affected by its operations—including faculty, staff, and students—are aware of their legal rights under Title IX, and that the school and all of its employees, through its policies, procedures, and practices, complies with its legal obligations under Title IX. A school should ensure that the Title IX coordinator is given the visibility, training, authority, and support necessary to fulfill these responsibilities. The coordinator should not have other job responsibilities that may create a conflict of interest. Designating a full-time Title IX coordinator will minimize the risk of a conflict of interest.

A student should contact the Title IX Coordinator or Deputy Title IX Coordinator(s) in order to do the following:

- seek information or training about students' rights and courses of action available to resolve reports or complaints that involve potential sex discrimination, including sexual misconduct;
- file a complaint or make a report of sex discrimination, including sexual misconduct;
- notify the College of an incident or policy or procedure that may raise potential Title IX concerns;
- get information about available resources (including confidential resources) and support services relating to sex discrimination, including sexual misconduct; and
- ask questions about the College's policies and procedures related to sex discrimination, including sexual misconduct.

The office of our Title IX Coordinator, Dr. Ralph Johnson, is located in Wilkinson Hall, 7600 Flower Ave, Takoma Park, Maryland. His telephone number is **(301) 891-4028**.