

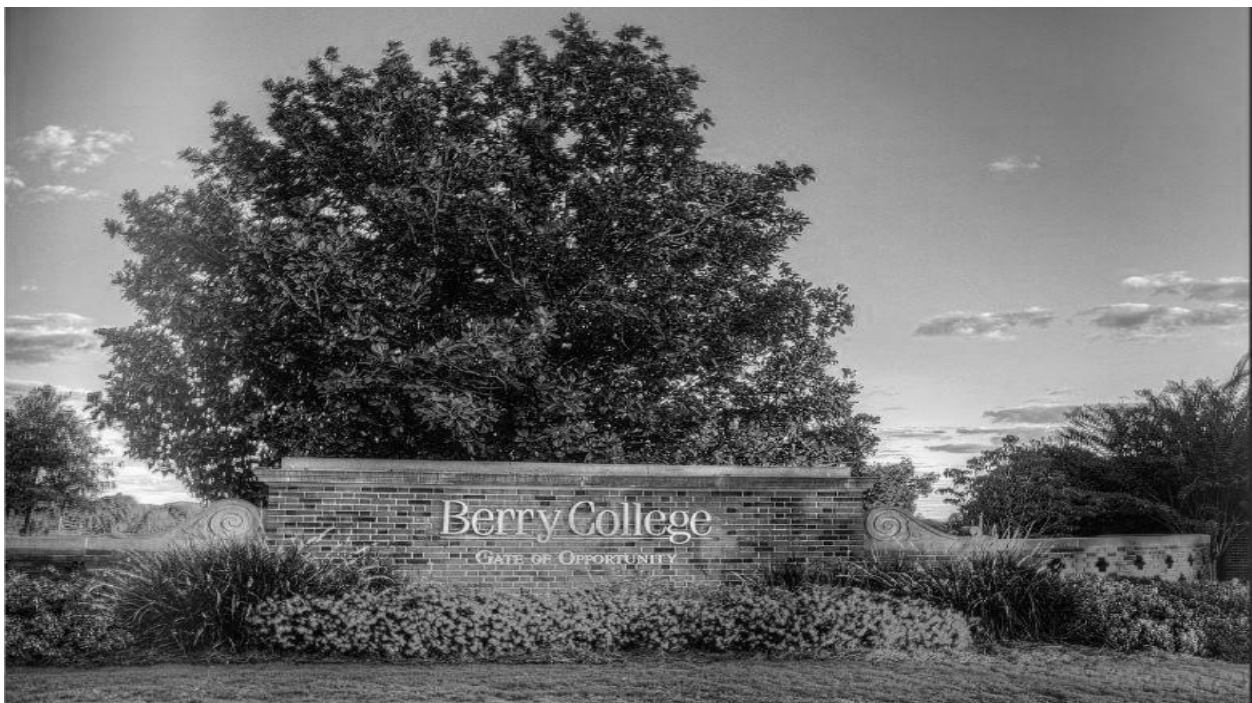


Berry College

Annual Security and Fire Safety Report

Campus Crime, Arrest, and Fire Statistics

2017



*An institutional report in compliance with the Jeanne Clery Disclosure of
Campus Security Policy and Campus Crime Statistics Act, the 2008 Higher
Education Opportunity Act, and the Violence Against Women
Reauthorization Act of 2013 (VAWA)*

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Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act

The Clery Act requires all institutions of higher education to publish an annual report of security policies and crime statistics. The Higher Education Opportunity Act of 2008 also requires an annual report containing information on campus emergency response and evacuation procedures, emergency notification, additional hate crime reporting and fire safety policies and statistics. This report is made available to all current and prospective students and employees. Berry College sends an e-mail to every enrolled student and current employee on an annual basis to notify that the report is available to be viewed which includes a .PDF file containing the report's direct link. Printed copies are available, at no charge, upon request and are available in person at the Berry College Police Department (located at Oak Grove Cottage) during regular open hours or by contacting the Berry College Police Department (Campus Extension 6999 or 706-368-6999).

The report is due by October 1st of each year and must contain certain crime statistics for the most recent three-year reporting period.

The purpose of this publication is to:

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

Comprehensive crime statistics for Berry College are also available online at the U.S. Department of Education (<http://ope.ed.gov/security/>).

Rome, Georgia/ Floyd County area statistics are also available by accessing the Federal Bureau of Investigation Uniform Crime Reports (UCR) (<https://ucr.fbi.gov/ucr-publications>).

Message from the Vice President

Dear Berry College Community:

Berry College is committed to providing a safe and secure environment for our students, faculty, staff and visitors. To that end, we are pleased to present the 2017 Annual Security and Fire Safety Report.

This institutional report is prepared by Berry College Campus Police which is responsible for ensuring the safety and security of the Berry College community from all hazards, including crime.

This report will provide you with information on the safety and security on the Berry College campus. Inside you will find information on the Berry College Police Department, policies and procedures for reporting crime, safety and security prevention and protection programs, victim assistance services, fire safety and other material to assist you in maintaining your safety and security. This report is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) and the Higher Education Opportunity Act (HEOA) and the Violence Against Women Reauthorization Act of 2013 (VAWA).

We encourage you to read this information and consider how it can help you and the Berry College community to prevent and protect yourself against crime, in particular the crime prevention tips. Personal safety is a responsibility of everyone, and we need your assistance in helping to make our campus a safe environment. Thank you for taking time to review this information and helping to make Berry College a safer community.

Brian Erb, Vice President for Finance

BERRY COLLEGE

Welcome To Berry College

Berry was founded in 1902 by Martha Berry (1865-1942) as a school for enterprising rural boys when few public schools existed in Georgia. A girls' school was added in 1909. Berry became one of the nation's most successful educational experiments, combining academic study, student work and interdenominational Christian religious emphasis. Berry has an excellent record of sound growth. A junior college was established in 1926 and a four-year college in 1930; graduate programs were added in 1972.

For more than a century, Berry College has emphasized the importance of a comprehensive and balanced education that unites a challenging academic program with opportunities for meaningful work experience, spiritual and moral growth, and significant service to others. This commitment to providing a firsthand educational experience – expressed as “Head, Heart and Hands” by college founder Martha Berry – remains just as relevant today as it was when the institution was founded in 1902.

Nationally recognized for both quality and value, Berry is an independent, coeducational college of approximately 2,100 students that offers exceptional undergraduate degree programs in the sciences, humanities, arts and social sciences, as well as undergraduate and master’s level opportunities in business and teacher education. Students are encouraged to enrich their academic studies through participation in one of the nation’s premier on-campus work experience program, and more than 90 percent take advantage of this unique opportunity to gain valuable real-world experience prior to graduation.

Berry College is located next to Rome on U.S. 27 in northwest Georgia, 72 miles northwest of Atlanta and 75 miles south of Chattanooga, Tennessee.

Quick Facts (2016-2017 Academic Year)

STUDENT BODY:

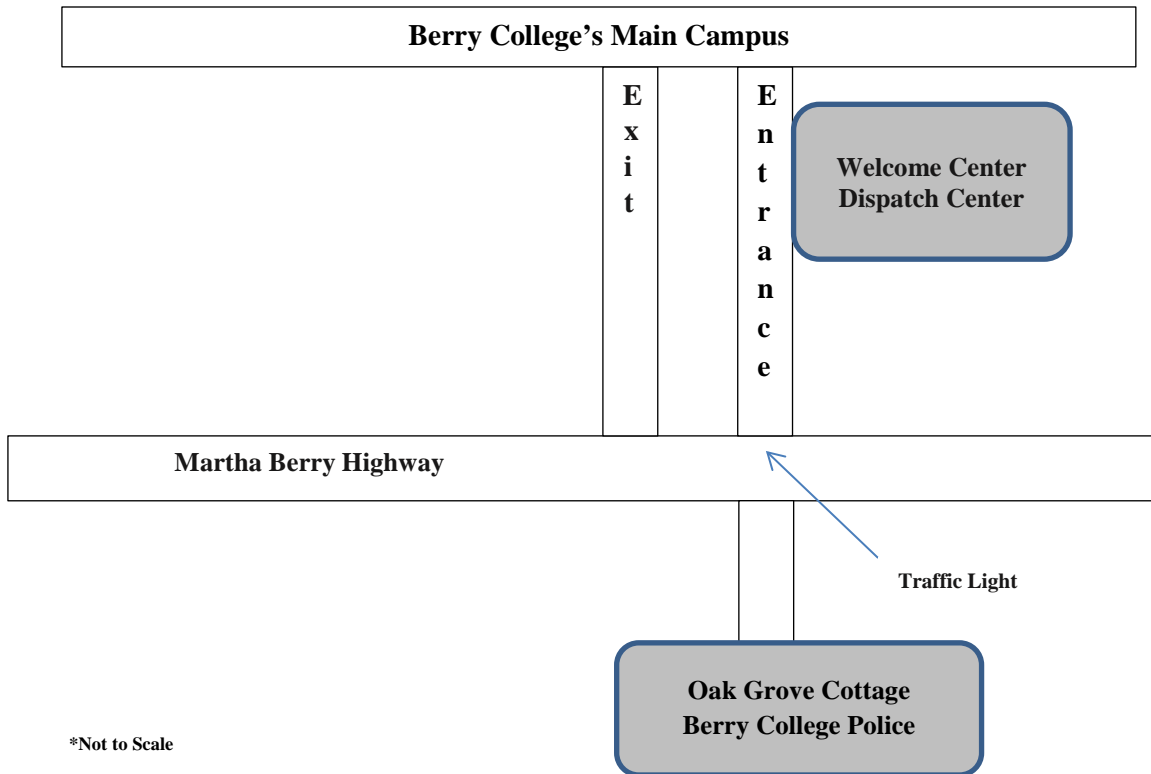
2,073 Undergraduate
101 Graduate
65.9 percent from Georgia
42 states
9 foreign countries

FACULTY:

95 percent of ranked faculty hold a Ph.D. or equivalent degree

STUDENT TO FACULTY RATIO:

12:1



BERRY COLLEGE POLICE DEPARTMENT

Locations:

Headquarters

Located in Oak Grove Cottage off of Martha Berry Highway, directly across from the main entrance to Berry College.

24 Hour Dispatch Center

Located to the right on the main entrance driveway as you enter campus inside the Welcome Center.

Important Telephone Numbers:

Emergency: 706-236-2262 (Campus extension 2262)

This is the number to our dispatch center. It is staffed 24 hours a day, seven days a week, every day of the year. All calls to this extension are recorded.

Non-emergency: 706-368-6999 (Campus extension 6999)

This is an administrative number and is in operation Monday-Friday from 8 a.m. to 5 p.m., excluding college holidays.

Office Fax: (706) 368-5665

This number is monitored only during open hours which are Monday-Friday from 8 a.m. to 5 p.m., excluding college holidays. **Berry College Police Department**

BERRY COLLEGE

Berry College Police Department

Berry College takes the responsibility of providing life safety and property protection very seriously. To meet these important responsibilities, the college maintains a force of state-certified police officers whose duties are integrated to provide law enforcement, crime prevention and parking control/enforcement. The department strives to contribute to the academic environment by performing professional law enforcement tasks with a positive, service oriented and educational approach.

Our police officers receive their law enforcement authority through the *Official Code of Georgia Annotated*, Title 20.

The Georgia Peace Officer Standards and Training Council certify all police officers after they successfully complete the 408-hour basic mandate training course. The officers are then required to complete a minimum of 20 hours of annual training to maintain their peace officer certification and arrest powers. As of January 1, 2017, all peace officers have to complete a specified minimum of 5 hours for designated topics within the 20 hour annual training requirement. The designated topics to be completed each year within the 20 hours are:

- Firearms Requalification – 1 Hour
- Use of Deadly Force – 1 Hour
- De-escalation training – 1 Hour
- Community Policing – 2 Hours

Our officers typically receive a minimum of 40 hours of annual training in a wide range of topics that better equip our personnel to serve the Berry community

The department is comprised of 18 employees: 13 police officers, four dispatchers and one office manager.

Berry's police officers are authorized full police powers, including the power of arrest, on all college property.

Officers patrol the campus, **24 hours a day**, via marked patrol units, bicycles and by foot to deter acts of crime and to detect and intervene when criminal activity occurs. **They respond and follow-up on all reported crimes.** In addition to patrol duties, officers investigate traffic accidents and alleged crimes, assist in medical emergencies, provide limited motorist assistance, enforce campus parking/traffic regulations, and provide support to numerous campus activities and events, including dignitary planning and protection.

The department maintains a twenty-four hour communications and dispatch office located in Berry College's Welcome Center. **Call 706-236-2262 for emergencies (or dial 2262 from campus telephones).** The communications office and all Berry College Police officers have radio links with local emergency response agencies.

The central fire and security alarm receiver is located in the communications office allowing constant monitoring of these systems. Security cameras located throughout campus, campus emergency phones, panic alarm buttons and the card access system are also monitored by the BCPD communications office. The communications office is open and accessible for walk-in assistance year-round, twenty-four hours per day.

The department maintains a close working and professional relationship with local emergency agencies and their members. Local agencies come together through meetings, training and investigative follow-ups and information is freely shared between these agencies. The department maintains a written agreement with the Floyd County Police Department and the Rome/Floyd E-911 Center for access to national and state crime information computers (NCIC and GCIC). There is no written memorandum of understanding with any other local emergency agency.

Officers work closely with our Campus Residence Life partners in assigned buildings to provide training and information to promote crime prevention awareness and to develop healthy relationships with the residents of the buildings.

BERRY COLLEGE

The Berry College Police Department strives to foster and encourage community-Campus Police partnerships, both to aid in the prevention of crime, and to develop and maintain positive communication and mutual understanding and trust between students, staff, faculty, and Campus Police personnel. Partnerships between community and the police are always stronger when the community understands and supports the role of the police and when the community is confident the actions of the police are fair and just. Students who fully understand the role of BCPD and our efforts to enhance the quality of community life will be better prepared to provide advice to Campus Police to help shape policies and initiatives. Personal safety and security must be a cooperative venture, and no police department can be effective unless individuals exercise reasonable care and prudence. The officers and staff of BCPD need your help in continuing to make Berry College a safer campus.

Campus Security Authorities (CSAs)

The Berry College Police Department is recognized as the official law enforcement authority on campus. We encourage the direct reporting of all crimes to the Berry College Police Department.

The Department of Education in 34CFR Part 668 also defines “campus security authorities” as someone having “significant responsibility for student and campus activities.”

A "Campus Security Authority" is:

1. A campus public safety official or police officer.
2. Any individual or individuals who have responsibility for campus security but who do not constitute a public safety department
3. 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.
4. An official of an institution who has significant responsibility for student and campus activities, or any employee who manages or otherwise oversees student and campus activities, including but not limited to, student housing, student discipline, and campus judicial proceedings. **An official is defined as** any person who has the authority and the duty to take action and/or respond to particular issues on behalf of the institution.

The following is a partial list of CSA contact information:

- Dean of Students (Campus Extension 2207)
- Assistant Dean of Students for Residence Life (Campus Extension 2209)
- Director of Student Activities (Campus Extension 2293)
- Director of Human Resources (Campus Extension 4062)
- Athletic Director and Team Coaches (Campus Extension 2260)
- Faculty Advisors to Student Groups

As a result of the negotiated rulemaking process which was followed by the passage of the law, the 1998 amendments to 20 U.S.C. Section 1092 (f) clarified the identity of those considered to be campus security authorities. Campus “Pastoral Counselors” and “Professional Counselors,” *when acting as such*, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of common practice, counselors are encouraged, if they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The following officials are exempt from reporting when they are acting as pastoral or professional counselors.

For this purpose:

- A *Pastoral Counselor* is a person who is associated with a religious order or denomination, is recognized by the religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.
- A *Professional Counselor* is a person whose official responsibilities including providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

Other persons who have significant responsibility for campus and student activities and who counsel or advise students and employees are not exempt from reporting, even if the counseling is confidential.

Criminal Activity Off-Campus Involving Students

Berry College operates no off-campus housing or off-campus student organization facilities. However, approved students live off campus provided that they complete the non-residency application process (For additional information see the *Viking Code*).

When a Berry College student is involved in an off-campus offense, BCPD *may* assist with the investigation in cooperation with local, state, or federal law enforcement. Local agencies *may* request a BCPD representative be present when dealing with students in areas immediately adjacent to campus. BCPD will not have primary jurisdiction in these cases and will serve only as requested.

Campus Crime and Arrest Statistics

The information below provides context for the crime statistics reported as part of compliance with the Clery Act.

The statistics in this report are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law. Berry College submits the annual crime statistics published in this report to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website. In addition, a daily crime log is available for review upon request at Berry College Police Department Headquarters (located at Oak Grove Cottage). The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the college community that are obtained from the Berry College Police Department (BCPD) and other Campus Security Authorities. For statistical purposes, crime statistics reported to any of these sources are recorded and provided for the calendar year during which the crime was reported.

A designated Campus Security Authority may be, but is not limited to identified deans, directors, and department heads, residence life staff, and counselors (unless exempted as described in previous sections). A written request is also sent annually to representatives of the Rome City Police Department, and the Georgia Department of Natural Resources, and appropriate agencies in locales where Berry College students/faculty participate in international studies programs for relevant statistical information.

Clery Act Definitions: Campus Geography

On-Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and any building or property that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

Non-Campus Building Or Property: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. Residence halls that are located outside the campus boundaries are captured in the Non-Campus category.

Note: Berry College operates no off-campus housing or off-campus student organization facilities

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

Clery Act Definitions: Crime Definitions for Reportable Crimes

Murder/ Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence: the killing of another person through gross negligence.

Sexual Assault

- i. An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."
 - A. **Rape** is defined as 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.
 - B. **Fondling** is defined as the touching of the private parts of another person for the purposes 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.
 - C. **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - D. **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.

Robbery: 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: unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. Usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

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

Motor Vehicle Theft:

Theft of any self-propelled vehicle that runs on land surface and not on rails, such as sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, trail bikes, mopeds, all-terrain vehicles, self-propelled motor homes, snowmobiles, golf carts and motorized wheelchairs. All incidents where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned.

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

Vandalism: To willfully or maliciously destroy, injure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Drug Abuse Violations: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in the preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or the importation of any controlled drug

Clery Act Definitions: Crime Definitions for Reportable Crimes (*Continued*)

or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Weapon Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or deadly weapons.

Clery Act Definitions: Violence Against Women Act (VAWA)

Domestic violence:

- (1) A felony or misdemeanor crime of violence committed-
 - a. By a current or former spouse or intimate partner of the victim;
 - b. By a person with whom the victim shares a child in common;
 - c. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 - d. 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, or
 - e. 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.
- (2) For the purpose of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Dating violence:

- (1) Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
- (2) 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.
- (3) For the purpose of this definition-
 - a. Dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse.
 - b. Dating violence does not include acts covered under the definition of domestic violence.
 - c. For the purpose of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking:

- (1) Means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.
- (2) For the purpose of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Clery Act Definitions: Hate Crime Definitions for Reportable Crimes

Hate Crime: A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Although there are many possible categories of bias, under the Clery Act, only the eight following categories are reported: race, religion, disability, sexual orientation, ethnicity, national origin, gender, or gender identity; also known as a bias crime.

Bias Categories

Race-*A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.*

Religion-*A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.*

Sexual Orientation-*A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.*

Gender-*A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.*

Gender Identity.*A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.*

Ethnicity.*A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.*

National Origin.*A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.*

Disability.*A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.*

For Clery Act purposes, Hate Crimes include any of the following offenses that are motivated by bias.

- Murder and Non-Negligent Manslaughter
- Sexual Assault
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Larceny-Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

Clery Act Definitions: Hate Crime Definitions for Reportable Crimes (*Continued*)

Larceny-Theft is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

Simple Assault is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Clery Act Definitions: Fire Safety Definitions

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

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

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

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

Fire-related death: Any instance in which a person:

- (1) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or
- (2) dies within one year of injuries sustained as a result of the fire.

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

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

Fire log:

- (1) An institution that maintains on-campus student housing facilities must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log must include the nature, date, time and general location of each fire.
- (2) An institution must make an entry or an addition to an entry to the log within two business days of the receipt of the information.
- (3) An institution must make the fire log for the most recent 60 day period open to the public inspection during normal business hours. The institution must make any portion of the log older than 60 days available within two business days of a request for public inspection.
- (4) An institution must make an annual report to the campus community on the fires recorded in the fire log.

Crime and Fire Log

The Berry College Police Department maintains a daily Crime and Fire log of offenses and fires reported. The log, containing information for the most recent sixty (60) day period is available for public view during normal business hours at BCPD Headquarters, located in Oak Grove Cottage.

Normal business hours are Monday-Friday, 8 a.m. to 5 p.m., excluding college holidays.

The Crime and Fire Log contains information on all criminal incidents and alleged criminal incidents reported to BCPD. The log contains specific information about reported criminal incidents, including the date the crime was reported, the date and time the crime occurred, the nature of the crime, the general location of the crime, and the disposition of the complaint, if known.

The log is designed to disclose crime information on a timelier basis than the annual statistical disclosures. A crime is entered into the log as soon as it is **reported** to BCPD. This includes crimes that are reported directly to BCPD, as well as crimes that are initially reported to another campus security authority or to a local law enforcement agency if such party subsequently reports them to BCPD.

Information that is prohibited by law or that would jeopardize the confidentiality of a victim will not be disclosed on the log. The department will also withhold certain other information if there is clear and convincing evidence it would:

- Jeopardize an on-going criminal investigation or the safety of an individual.
- Cause a suspect to flee or evade detection.
- Result in the destruction of evidence.

Any information that is withheld by the department will be made available immediately once these conditions are no longer applicable.

Reporting Crimes and Emergencies

Community members, students, faculty, staff, and guests are encouraged to report all crimes and safety related incidents to Berry College Police Department in a timely and accurate manner. To report a crime or emergency on campus, call BCPD (706-236-2262 or Campus Extension 2262).

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

We encourage the reporting of information regarding incidents of sexual misconduct to the Berry College Police Department.

To report a fire or to request an ambulance for a medical emergency, it is preferable that you call the Berry College Police Department (706-236-2262 or Campus Extension 2262). If you do dial 911, provide accurate and complete information regarding your location and the nature of the emergency. It is important that your information be relayed accurately as it will enable prompt response.

Reporting a crime:

- Call BCPD at 706-236-2262 or Campus Extension 2262 report any and all details of the incident
- Describe the suspect's appearance, clothing, height, weight, coloring, scars or other noticeable features
- Describe the location of the incident
- Describe the suspect's vehicle, license plate number and direction of travel
- **If you observe a crime or a suspicious incident, call immediately.** Don't assume someone else has made the call.

Try to provide the dispatcher with accurate, detailed information about the problem. When reporting an emergency, try to explain your needs as calmly as you can. **STAY ON THE LINE** until the dispatcher says it is okay to hang up.

Crimes often occur in clusters. If you report a crime or a suspicious situation, you might prevent the next one from taking place. An activity which you feel is unusual may be a sign of a criminal act. It is crucial that you contact BCPD immediately whenever you see or hear something suspicious. BCPD will respond to all reports of suspicious activity - whether or not you choose to identify yourself. Your call could prevent a crime against a friend, a neighbor, or yourself. "If you see something, say something."

Dispatchers are available at these respective telephone numbers 24 hours a day to answer your call. In response to a call, BCPD will take the required action, dispatching an officer or asking the victim to respond to the Berry College Police Department Headquarters (located at Oak Grove Cottage). BCPD officers respond to all reports of crimes and emergencies and may complete an "Incident Report" for crimes occurring on college property. BCPD incident reports involving students are forwarded to the Dean of Students office for review and potential action as directed by the Viking Code of Student Conduct.

Reporting Crimes and Emergencies: Emergency Phones

Emergency Telephones

Campus Emergency Phones are located outside of most residence halls, in strategic locations around campus (i.e. Stretch Road and Viking Trail) and in all elevators on campus. If you need emergency assistance, activate any emergency "blue light phone" located strategically throughout campus or elevator emergency phone. These emergency phones connect directly to the Berry College Police Department communications center. The phones are activated by the touch of a button, and when the phones are activated a strobe light on the top will flash and/or the phone will automatically dial the communications center. The communications center is equipped to determine the location of the phone activation in the event that you are unable to communicate.

Most Emergency Phones are equipped to announce the location of activation via prerecorded data.

When you activate an emergency phone please provide the following information:

- Your location
- The nature of the emergency

Be prepared to answer the communications officer's questions and respond to any instructions that may be given.

Testing Procedure

- All elevator/emergency phones will be tested once a week by the Berry College Police Department.
- During this testing process each phone will be activated by an officer or other departmental designee.
- During this testing process, the on-duty dispatcher will maintain a testing log as a means to document testing.
- Phones that are found to be inadequately functioning are reported immediately to Berry College's Telecommunications Department or other appropriate personnel for maintenance.

It is recommended that you familiarize yourself with emergency telephone locations. Please see the maps located on the inside covers of this document indicating the outdoor locations of these emergency telephones.

Reporting Crimes and Emergencies: Residence Assistant Staff

Residence Life staff have multiple ways in which they can report incidents occurring within the residence halls:

1. Incident report: is housed on VikingWeb and is an electronic form RAs use to submit a summary of an incident including who, what, when, where
2. Medical report: is housed on VikingWeb and is an electronic form RAs use to submit a summary of a medical incident including who, what, when, where
3. Student alert: RAs submit a student concern directly to professional staff
4. Maintenance report: link found on the Residence Life webpage that all students can use to submit a maintenance request; RAs use this tool during rounds of the residence halls
5. Staff participate in an on-call rotation (including RA, Head Resident, and professional staff); RAs are trained who and when to call when dealing with an incident

2016 Residence Assistant Training Summary

Emergency Protocol and Response

Date: August 11, 2016

Speaker: Stephen Wyatt, Trish Wiggins

of RAs/HRs in attendance: 81

Health and Safeties

Date: August 10, 2016

Speaker: Matt Mixer

of RAs/HRs in attendance: 81

Incident Reports

Date: August 10, 2016

Speaker: Trish Wiggins

of RAs/HRs in attendance: 81

Student Alerts

Date: August 9, 2016

Speaker: Julie Bumpus, Trish Wiggins

of RAs/HRs in attendance: 81

Behind Closed Doors

Date: August 12, 2016 and August 15, 2016

Speaker: Matthew Mixer, Stephen Wyatt, Trish Wiggins

of RAs/HRs in attendance: 81

Title IX/Sexual Assault Training

Date: August 15, 2016

Speaker: Lindsay Norman & Lindsey Taylor

of RAs/HRs in attendance: 81

Campus Safety/Drug Awareness

Date: August 9, 2016

Speaker: Ryan Chesley

of RAs/HRs in attendance: 81

Active Shooter Training

Date: August 11, 2016

Speaker: Ryan Chesley

of RAs/HRs in attendance: 81

Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the college system or the criminal justice system, you may want to consider making a confidential report. A Berry College Police Department officer can file a report on the details of the incident without revealing the victim's identity. The purpose of a confidential report is to maintain confidentiality, while taking steps to ensure the future safety of yourself and others. With such information, the college can keep an accurate record of the number of incidents involving students, employees, and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential dangers. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. You may call BCPD at 706-236-2262 or Campus Extension 2262 and ask that the information remain confidential.

When these reports involve allegations of sexual misconduct (including sexual harassment or sexual violence) they are made available to the College's Title IX Coordinator.

NOTE: If a report of crime or incident of sexual misconduct discloses an immediate threat to the college campus community, where timely notice must be given to protect the health or safety of the community, the college may not be able to maintain confidentiality. Immediately threatening circumstances include, but are not limited to, reported incidents of sexual misconduct that include the use of force, a weapon, crimes of violence, or other circumstances that represent a serious and ongoing threat to Berry College students, faculty, staff or visitors.

Emergency Notifications and Timely Warnings

Students, faculty, staff, community members, and guests are encouraged to report all crimes and public safety-related incidents to BCPD in a timely manner to aid in providing accurate and timely warning notices to the community when appropriate, and to ensure inclusion in the annual crime statistics.

Berry College makes every attempt to communicate accurate, timely information to members of the campus community in the event of a crisis, serious crime, emergency, or other situation which may impact the safety of the community. The intent of a Timely Warning is to provide information to enable members of the college community to protect themselves.

Information on criminal incidents that occur, either on or off campus, that, in the judgment of the Chief of Campus Police or his/her designee thru consultation with the President's Office, constitutes an ongoing or continuing threat to the campus community will be distributed on a timely basis.

In the event of a serious incident, requiring emergency notification to the Berry College community, the college may use any combination of e-mail, the Berry Alert system, in person notifications and the Emergency Notification Outdoor Siren System to distribute information. A campus meeting may be called at the discretion of the college president. Warning posters may also be strategically placed throughout the campus depending on the nature of the incident. Any combination of the above resources may be used.

Status updates regarding the resolution and/or "un-founding" of a crime and issued timely warnings will be disseminated in a similar fashion and updated as soon as possible.

Notification to the Berry College Community About an Immediate Threat

Berry College community members are encouraged to notify BCPD of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students, faculty, staff, or visitors on campus. BCPD has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, BCPD has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If so, federal law requires that the institution notify the campus community or the appropriate segments of the community that may be affected by the situation.

If the Berry College Police Department confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Berry College community, emergency notification procedures will be activated to provide immediate notification of the threat to the Berry College community, or to the appropriate segment of the community if the threat is limited to a particular building or segment of the population. Berry College Police Department will, without unnecessary delay and taking into account the safety of the community, determine the content of the notification and initiate notification, unless issuing a notification will, in the judgment of the first responders (including, but not limited to BCPD), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident, requiring immediate notification to the Berry College community concerning an ongoing threat, the college may use any combination of e-mail, the Berry Alert system, in person notifications and the Emergency Notification Outdoor Siren System to distribute information. Any combination of the above resources may be used.

2016

April 26, 2016- A notification was disseminated to the Berry Community regarding the arrest of a Berry College student who was taken into custody due to involvement in a sexual assault. Notification provided information indicating event occurrence, suspect apprehension, threat containment, and reporting guidelines for additional incidents.

Berry Alert for Students

Berry College maintains an emergency notification system (known as “Berry Alert”) which enables emergency, inclement weather, or college closing information to be broadcast to the entire College community through email and/or text message notification. As a currently enrolled student you do not need to register for Berry Alert; all students are automatically enrolled in Berry Alert. We have registered your Berry College “.edu” email address and the cell phone number you provided to the college.

We have attempted to answer the questions you may have about the Berry Alert service in the Frequently Asked Questions section below.

What phone number does Berry College have?

We have the cell phone number you provided to the college.

How do I send Berry College a correct, current cell phone number?

It is very important that Berry College has your current cell phone number. There is a “Berry Alert” form located on the “Forms and Reports” section of VikingWeb that will show you the cell phone number we have on file. If we do not have your cell phone number or the phone number is incorrect, please provide the correct number on the form and then click on the “submit” tab at the bottom of the page. The form can be found on VikingWeb at https://vikingweb.berry.edu/ics/Students/Forms_and_Reports.jnz. After clicking the link, you will need to login into VikingWeb.

Can you send an alert to an International Number?

Unfortunately, no, we can only send texts to US cell phone numbers. If you provided us with an international cell phone number, please submit a local cell phone number.

How do I sign an additional party up for Berry Alert?

We understand that someone in your family may also want to receive this information. The Berry Alert form contains an option to add a secondary phone number or secondary email address.

Can I add a third phone number/email address?

At this time, we are only accepting a secondary number/email address

Can I opt out?

We only use Berry Alert for important, emergency type information so we would rather you not opt out; however, if you still want to opt out, you may do so at any time by texting 'optout' to 79516 (or, responding to an alert with the word 'optout').

Berry Alert for Faculty and Staff

Berry College maintains an emergency notification system (known as “Berry Alert”) which enables emergency, inclement weather, or college closings information to be broadcast to the entire Berry College community. As a current employee of Berry, we have registered your Berry College “.edu” email address in the Berry Alert system. If you wish to also receive alerts as a text message on your mobile device, you will need to self-register your cell phone number. We strongly encourage everyone to register a cell phone number in the Berry Alert Emergency Notification system. Registering a cell phone number will help ensure you receive an alert in a timely manner in the event of an emergency.

You can find the new registration page on the Forms and Reports page on the Employee section on VikingWeb: https://vikingweb.berry.edu/ICS/Employee/Forms_Reports.jnz. After clicking the link, you will need to login into VikingWeb. There is a “Berry Alert” form located in the “Forms and Reports” section of VikingWeb where you can provide a cell phone number and then click on the “submit” tab at the bottom of the page.

We have attempted to answer the questions you may have about the Berry Alert service in the Frequently Asked Questions section below.

Can I register a secondary email address and cell phone number?

We understand that someone else in your family may also want to receive this information. The Berry Alert form contains an option to add a secondary phone number and/or secondary email address.

Can I add a third phone number/email address?

At this time, we are only accepting a second number/email address

BERRY COLLEGE

Testing: Berry Alert Messaging System

2016

In 2016, Berry College conducted a dissemination test of the Berry Alert system on January 15th 2016 and September 23rd 2016 to test the functionality and messaging process.

Berry College Emergency Notification Outdoor Siren System

Berry College takes seriously its obligation to serve the safety and wellbeing of its community. In an effort to expand and enhance the ability to communicate in a far reaching and effective way, Berry College has invested in the installation of an Emergency Notification Outdoor Siren System.

The system is comprised of four strategically located tower sirens. System activation is managed by the Berry College Police Department in conjunction with the office of Emergency Response Management. All communications and patrol personnel are trained in the operation and activation of the system. The system's communication hub is located in the Berry College Police Department's Communications Center. The system may be activated remotely by computer interface or at the main control device.

Testing Procedure

The Emergency Notification Outdoor Siren System performs a scheduled test daily that silently checks the operability of the system's communication functions.

A full audible test of the system is conducted during the first Friday of every month at 11:55 am. During this full audible test, Berry College Police personnel verify the audible quality of the system's messaging. Activation responsibility is rotated among personnel to maintain operator familiarity. On occasions when it is deemed appropriate due to actual weather events, or other circumstances, the regularly scheduled test may be suspended. Such suspended tests will be performed at the most reasonably feasible time.

Berry College StormReady

In 2015, Berry College initiated the process of partnering with the National Weather Service to work towards being designated as a StormReady community. This process was completed in late 2015 and an official designation was made declaring Berry College StormReady.

Berry College is proud to be one of only nine such designated colleges and universities in the state of Georgia.

StormReady communities, counties, Indian tribal governments, universities and colleges, military bases, government sites, commercial enterprises and other groups are better prepared to save lives from the onslaught of severe weather through advanced planning, education and awareness. No community is storm proof, but StormReady can help communities save lives.

StormReady uses a grassroots approach to help communities respond to extreme weather—from tornadoes to hurricanes. StormReady helps communities respond to hazardous weather by providing emergency managers with clear-cut guidelines on how to improve their hazardous weather operations. To be officially StormReady, a community must:

- Establish a 24-hour warning point and emergency operations center
- Have more than one way to receive severe weather warnings and forecasts and to alert the public
- Create a system that monitors weather conditions locally
- Promote the importance of public readiness through community seminars
- Develop a formal hazardous weather plan, which includes training severe weather spotters and holding emergency exercises.

Berry College has maintained its Storm Ready status and its required conditions in the year 2016.

Emergency Response Management

The Emergency Response Management (ERM) department at Berry College was developed to create a system of efficient communication and response to any and all emergencies on campus. The ERM department has established a building coordinator for every building/facility that is used by the college, its students, and its faculty. Building coordinators are responsible for disseminating information and instructions to building occupants during an incident. These coordinators are critical resources in the event of an emergency. They are provided with training and materials to accomplish their tasks. These individuals are responsible for familiarizing themselves with the Emergency Operations Plan and for ensuring that building occupants have an understanding of procedures related to their specific area.

Evacuation plans are posted in all buildings, and in residence halls there are Resident Advisors that are trained in all the proper emergency response procedures.

All emergencies should be reported to Berry College Police first so that they can dispatch and escort the appropriate emergency services required for any incident on campus.

For more information related to Emergency Response Management at Berry College, please contact:

**Gary Will
Assistant VP for Campus Police & ERM
gwill@berry.edu
706-368-5674**

Emergency Management and Evacuation Policies

Upon confirmation of a significant emergency or a dangerous situation occurring on campus (or directly affecting the campus) that involves an immediate threat to the health or safety of student or employees, the college will alert the campus community in the most expeditious manner available. It will do so by use of established lines of communication with college staff, administrators, residence hall personnel (including resident assistants), building coordinators, campus security personnel, and local law enforcement and emergency responders, as well as media reports and any other available sources. The college's Emergency Response Team will determine, based on that information, whether notification is necessary or desirable and, if so, what form that notification should take and to whom it should be directed. This notification will generally involve activation of our Berry Alert system. This system, which can be activated by campus police, will via phone text messages and other media, alert those who have preregistered for the system. This initial alert will be augmented, if appropriate, by other forms of communication, including electronic mail, phone calls, activation of the Emergency Notification Outdoor Siren System and/or personal contact. The college will make every effort to confirm the validity of the emergency or dangerous situation.

However:

- If the Emergency Response Team has not yet gathered, the college president (or the senior administrative officer acting in his or her absence) or the Chief of Staff may authorize notification.
- In a critical emergency when safety concerns demand it, and there is not time to contact either the Emergency Response Team or the college president or Chief of Staff, the Chief of Campus Police (or designee) will make the notification.
- Notification will not be delayed simply because all information has not been gathered or fully confirmed. A notification in such cases may use wording that stresses that an incident has been "reported" or that there is not yet confirmation. What is most critical is that the awareness of those potentially affected, directed or indirectly, is heightened and that any appropriate safety precautions are taken without delay. The college will err on the side of notification, understanding that corrections can be made through subsequent communications.

The content of the notification will be only the information necessary to give the nature of the threat or situation and the recommended actions, recognizing that the longer the message the more time it takes to absorb and act upon.

Usual components of such a message would be:

- The nature of the situation (to the extent known);
- The location of the situation (to the extent known);
- What action should be taken (if appropriate); and
- A promise of further information as it becomes known.

An example of such a message containing those components would be: "Fire reported in Cage Ctr. Evacuate that building. Others stay clear. More info to follow."

Individual and community safety is the paramount concern in any decision to notify the campus community of a dangerous or emergency situation. Safety may, in certain circumstances, require that notification be delayed, particularly when emergency or law enforcement personnel believe that such notification will compromise efforts to assist a victim or victims or frustrate efforts to respond to or mitigate an emergency. Due deference will be given to such considerations, but only in truly exceptional circumstances there will be a decision to delay or avoid notification.

Emergency Management and Evacuation Policies (*Continued*)

Those responsible for carrying out this policy include members of the college Emergency Response Team:

- President (Campus Extension 2281)
- Chief of Staff (Campus Extension 2227)
- Director of Campus Safety and Chief of Police (Campus Extension 2173)
- Vice President for Student Affairs and Dean of Students (Campus Extension 2207)
- Vice President for Finance (Campus Extension 2265)
- Director of Physical Plant (Campus Extension 2231)
- Director of Food Services (Campus Extension 1701)
- Director of Residence Life (Campus Extension 2209)
- Assistant Vice President for Public Relations and Marketing (Campus Extension 7846)
- Director of Network Operations (Campus Extension 6727)
- Director of Health and Wellness (Campus Extension 4050)
- Director of Counseling (Campus Extension 2259)

After the campus community or affected portions of the campus community have been notified, the Emergency Response Team will coordinate the dissemination of emergency information to the larger community, both by means of media and through local emergency responders.

The Emergency notification, response, and evacuation procedures are tested at least once each calendar year, including at least one time when the college is in regular session and at least one time when the test is unannounced. Two tests per year are preferable. The Chief of Campus Police shall keep a record of all such tests, noting the time, date, nature of the test, and whether it was announced or unannounced. After each test of the system an electronic mail message to the campus community will explain the purpose of the Berry Alert system and its role in emergency notification, and how one can sign up for the Berry Alert system if one has not done so already.

This policy will be published and maintained in the appropriate section of the college's website.

Related Activities

2016

February 1- February 5 – Severe Weather Preparedness Week, Outdoor Siren Activation February 5th

March 3- Severe Weather Evacuation Drill, Hermann Hall Staff

August 9- Emergency Action Plan Drill, Testing coordinated response between Sports Medicine, Redmond Emergency Response, and Berry College Police

December 6- Berry College Emergency Exercise, Scenario involving gas emergency, table top addressing the logistics of full campus evacuation and situation response. Coordination between local Emergency Management, Local Emergency Medical Response, Berry College Emergency Management Response, Berry College Police

BERRY COLLEGE

Facilities

Most campus buildings and facilities are accessible to students, parents, employees, contractors, and guests during normal business hours, excluding holidays.

The dean responsible for a particular building regulates that academic building's hours. Most academic buildings are opened and closed by housekeeping or campus police officers. Non-academic buildings are controlled by the department director assigned to that building.

- All buildings have phones for reporting emergencies.
- As a general rule labs (computer, biology, chemistry, etc.) will have a lab assistant during hours of operation. Hours of operation are effected by needs of faculty, special events and other scheduled activities.

After hours use of an academic building requires the approval of the academic dean for that particular building. Persons using buildings after hours should do so with a partner or let someone know where they will be and for how long.

Berry College **does not** operate any student off-campus housing. Several homes are adjacent to or near the campus and are owned by the college, but are used only for faculty and staff housing.

All facilities have fire alarm systems that report locally with an audible alarm and/or to the campus police dispatch center. There is an ongoing effort to upgrade all fire alarm systems. Some buildings are equipped with sprinkler systems.

Resident hall **exterior** doors are locked 24 hours a day with the exception of approved occasions when access may be opened for short periods of time. One example of such an instance is student move in. Card access has been added to all **exterior** residence hall doors. **Students are issued keys for their particular room.** Responsibility for the residence halls belongs to the **Assistant Dean of Students** (Campus Extension 2209).

Lighting has been installed around all buildings and parking lots, as well as additional sidewalk and street lighting. Each summer, during all breaks and on daily patrol, officers make extensive surveys on lighting, locks and other physical safety matters. They submit work requests to the Physical Plant for repair on malfunctioning lights, locks and windows. Requests are also made on an as needed basis. Students, faculty, and staff are encouraged to report all safety related maintenance requests to the Physical Plant at campus extension 2231 or via e-mail to: physicalplant@berry.edu

Keys to residence halls and all other campus buildings are regulated and issued through the college locksmith who reports to the director of the physical plant.

Knox-Box Rapid Entry System

The police department has implemented the Knox-Box Rapid Entry System (www.knoxbox.com). This system allows quick entry to a building during an emergency, crisis or disaster. Knox-Boxes are strategically placed around academic buildings and residence halls. Approximately eighty boxes have been installed by physical plant personnel at locations determined by our patrol officers. It is the goal of the department to install at least one Knox-Box at every major building on campus. The Knox-Box contains a set of keys to the building where it is located and where appropriate an attempt has been made to create key redundancy for the adjacent buildings. This helps in immediate access to that building by police and other emergency responders. All of the Knox-Boxes are keyed to a single master key. **Only Berry College Police personnel are issued a master key.**

Access to Campus (For additional information see the *Viking Code*)

After Hours Access to Campus

The Main Entrance gate will remain closed and access will be via electronic passes. All visitor's that have not registered with Parking Services to receive an electronic pass will use the Visitor Entrance of the Welcome Center. Campus closes to the general public at 7pm daily. The Service Road is only accessible only via electronic passes.

Campus residents who expect guests can assure minimal delay for their guests by providing the Main gate personnel with appropriate information (student name, visitor name, time of arrival, vehicle description) prior to their visit.

Student Access to Berry Property

The Berry College campus provides student opportunities to enjoy a distinctively unique area of natural resources. Students are encouraged to enjoy the beauty of the environment. For safety reasons and liability concerns, certain areas of campus property are restricted areas. All unpaved roads are restricted access as posted. The forestry areas are designated as either wildlife management or wildlife refuge areas. Hunting is allowed in the wildlife management areas, but not in the wildlife refuge areas and is monitored by Berry College Police and Georgia Department of Natural Resources. The wildlife refuge areas create a safety buffer zone around campus buildings and facilities.

- Hiking is permitted during daylight hours only.
- Access at other times is by special permission only. Berry police officers have authority to declare any area unsafe and to further restrict access as necessary.
- Non-vehicular traffic is prohibited on Lavender Mountain Road. Please use the Viking Trail.
- Sunbathing is permitted in areas adjacent to residence halls.
- To preserve the unique beauty of the Mountain Campus, all sporting activities are limited to the athletic and intramural facilities in and around Henry Hall (WinShape Centre).
- The House o' Dreams is available by appointment for students, faculty and staff to visit. To make arrangements to go to the House o' Dreams, please contact 706-368-6789.
- All vehicles must stay on roads maintained for normal vehicular travel. Vehicles are not allowed on logging roads, trails, etc.

Solicitation on Campus

Faculty, staff and students should refrain from soliciting on the campus. Solicitation for a humanitarian cause or with special merit may be conducted upon application to and approval of the Dean of Students. Except for the representatives of reputable textbook publishers, outside agents are not normally permitted to solicit on campus.

"Solicitation" is interpreted to refer to any door-to-door residential solicitation of employees or students at their places of work, in the dining hall, or elsewhere on the campus, including placing "flyers" on vehicle windshields, posting flyers on or in any campus buildings, or the use of any donation receptacles. Any student/group must have its solicitation approved by the director of student activities and the dean of students.

All unauthorized solicitors should be reported immediately to campus police.

Sex Offender Notification and Information (Megan's Law)

The Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act has been amended by the Campus Sex Crimes Prevention Act of 2000 to require sex offenders who are enrolled in or work at institutions of higher education to register with the state's sex offender registration program. The state in turn is obligated to notify the school's law enforcement unit as soon as possible. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

Below are links to websites that list registered sex offenders:

- <http://gbi.georgia.gov/georgia-sex-offender-registry>

This website is operated by the Georgia Bureau of Investigation and allows you to search by offender name, city, county or zip code in Georgia.

<https://usvi.nsopw.gov/>

This website is operated by the United States Department of Justice and allows you to search by offender name, city, county or zip code of participating states.

Berry College Sexual Misconduct Policy

Berry College is a residential academic community that is grounded in relationships built on trust and respect. The College seeks to provide a learning and working environment conducive to thought, creativity, and growth, where individuals are free to realize their full potential. Sexual harassment, assault and other forms of sexual misconduct are fundamentally at odds with these goals and an affront to human dignity. In both obvious and subtle ways, sexual misconduct harms students, faculty, and staff, as well as the academic community as a whole.

I. POLICY STATEMENT

Berry College will not tolerate sexual misconduct and will work diligently to prevent and eliminate sexual misconduct at the College.

This policy is intended to define sexual misconduct for Berry students and employees. It is also intended to educate the members of our community (students, faculty, staff) about their responsibilities regarding the policy, procedures for reporting incidents of sexual misconduct, and remedies for resolution.

The College prohibits sexual misconduct by College faculty, staff, students and those who use College facilities. The prohibition applies regardless of the gender of the reporter or of the respondent and includes sexual relationships involving a status differential and those between peers, colleagues, and co-workers. This policy applies to all members of the Berry community as they interact with one another in both on- and off-campus settings. Acts of sexual assault by or against students, employees, visitors to the campus, or other persons who use college facilities will not be tolerated and will be pursued under the college's sexual misconduct policy without regard to whether they are pursued separately by law enforcement.

A. Relationship to College's Policy Concerning Consensual Relationships between Employees and Students

College employees should be aware that any inappropriate personal interaction with students or subordinate employees could subject them to formal disciplinary action if a sexual harassment complaint is subsequently made and substantiated, and that they bear the greater burden of responsibility due to the inherent power differential that exists between them (see Berry College's Policy concerning Consensual Relationships between Employees and Students).

B. Relationship to College's Policy on Academic Freedom

Nothing in this policy is to be construed to limit academic freedom and appropriately exercised free expression within the College (see statement on Academic Freedom in the Faculty/Staff). Written, auditory, or visual course materials which are used for educational purposes or which are part of academic or cultural programs, do not necessarily constitute sexual harassment, regardless of their sexual, erotic, suggestive, or vulgar content and regardless of whether they may be offensive to some individuals.

II. NOTICE OF NON-DISCRIMINATION UNDER TITLE IX

As required by Title IX of the Education Amendments of 1972, Berry does not discriminate on the basis of sex or gender in its educational, extracurricular, athletic or other programs and activities, or in the context of admission or employment at the College.

Berry College Sexual Misconduct Policy

The College has designated a Title IX Coordinator to oversee the investigation and resolution of reports of sexual misconduct and the College's compliance with Title IX. The Title IX Coordinator is also responsible for coordinating and implementing campus-wide training and educational programs relating to sex discrimination and sexual misconduct. The Title IX Coordinator is Debbie Heida, Vice President of Student Affairs:

Debbie Heida
Vice President of Student Affairs
P.O. Box 495009
Mount Berry, Georgia 30149-5009
dheida@berry.edu
(706) 236-2207

The Title IX Coordinator in conjunction with the Director of Human Resources will oversee all matters relating to sexual misconduct on campus, including distribution of policies, educational programs, investigations, policy enforcement, and follow-up with complainants and respondents in investigations.

III. DEFINITIONS

A. Sexual harassment: Sexual harassment consists of, but is not limited to, unwelcome sexual advances, requests for sexual favors, other unwelcome verbal or physical conduct or written communication of a sexual nature, and hostile or intimidating behavior motivated by another's gender. Sexual harassment may involve the behavior of either gender against a person of the same or opposite gender. Depending on the severity of the conduct, a violation of this policy may be found in a single act or episode, as well as in repeated behavior, and need not be sexual in nature, but may be based on conduct creating a hostile environment based on one's gender.

The following is a non-exhaustive list of behaviors that may constitute sexual harassment:

- a. Explicit or implicit threats or hints that a person's employment, wages, academic grade, promotional opportunities, classroom or work assignments or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances, or may be improved by submitting to sexual advances;
- b. Implied or overt promises of preferential treatment with regard to an individual's employment or academic status;
- c. Pressure for sexual activity;
- d. Requests for romantic or social contact after a person has indicated no interest, or by a member of the faculty or another employee to a person who is a student or a subordinate employee;
- e. Unwelcome verbal expressions of a sexual nature, including sexual commentaries about a person's body, dress, appearance, or sexual activities;
- f. Unwelcome use of sexually degrading language, jokes, or innuendoes; suggestive or insulting sounds or whistles; sexually suggestive phone calls, emails, text messages, social media; or derogatory comments based on sex or gender;
- g. Pornographic objects, pictures, videotapes, audio recordings, computer communication or literature, placed in a work or study area, or sent electronically or posted to social media, that may embarrass or offend individuals;
- h. Stalking, which means any course of conduct in which the stalker directly or indirectly, by any action, device, or means, follows, surveils, communicates to or about, or engages in any act, without the consent of the

Berry College Sexual Misconduct Policy

other person, which interferes with the activities and educational pursuits of the other person, or would otherwise place a reasonable person in fear for their safety, or causes a reasonable person actual emotional distress or mental anguish. Stalking may also be found when a person violates the terms and conditions of any judicially issued restraining order or no-contact order issued by the college administration.

- i. Unwelcome physical contact, which may include inappropriate hugging, patting or pinching, brushing or touching of another person's body;
- j. Threatened sexual assault.

Some acts of sexual harassment may also constitute violations of criminal law, e.g., sexual battery, indecent exposure, sexual abuse, etc. In such instances Berry College Campus Safety is to be notified immediately and will provide assistance to the victim and will initiate a criminal investigation.

- B. Sexual assault: Sexual assault includes attempted or completed rape, sexual touching of another person without his or her consent, and/or forcing a person who is unwilling or has diminished judgment or capacity to engage in sexual activity or consent to sexual activity. Sexual assault may be committed by a stranger or by an acquaintance, and may occur between members of the same or opposite sexes. Sexual assault occurs when sexual acts are committed either by actual or implied force, coercion, threat, intimidation, or through the use of the reporter's mental or physical helplessness, including incapacitation from alcohol or drugs, of which the assailant was aware or should have been aware. The use of alcohol or drugs will not be accepted as justification for the actions of any person charged with a violation of this policy.
- C. Consent occurs in many different forms including verbal and nonverbal behaviors. Consent may be revoked at any time and this revocation may occur verbally or nonverbally.
- D. Reporter: An individual who alleges that another person violated this policy. The definition of reporter is not limited to Berry students, faculty, or staff.
- E. Respondent: A Berry College student, employee or vendor who has been accused of sexual misconduct.
- F. Responsible Employees: All Berry faculty, supervisory staff, and students in level 4 or 5 supervisory positions.

IV. OVERVIEW OF PROCEDURES FOR REPORTING SEXUAL MISCONDUCT

A. Timeliness in Reporting and Responding

Berry College encourages the prompt reporting of violations of this policy to the college or the police. Prompt filing enables the College to investigate reports more effectively, to take appropriate action to ensure the safety and security of the campus community, and to resolve problems in an expeditious manner. Delays in reporting, however, will not deter the College from investigating and responding to a report. All reports of sexual misconduct will be investigated.

A report may be made by any person with knowledge of the violation. Incidents of sexual misconduct or other violations of this policy may be reported to any of the Title IX officers or any Responsible Employee.

The Title IX coordinator will notify reporters of the progress and resolution of their complaint.

Reports may also be made to law enforcement including the Berry College Campus Safety Department and the Rome City or Floyd County Police Departments.

A reporter may inform both the college and law enforcement about an incident of sexual misconduct. The college reserves the right to conduct its own Title IX investigation and make a determination prior to the completion of and separate from the outcome of the criminal proceeding.

All cases involving a minor should be reported to Campus Safety at 706-236-2262.

Berry College Sexual Misconduct Policy

B. Confidentiality

Conversations with Title IX Officers and other responsible employees are private but not confidential. The primary role of the Title IX Officer is to see that the College responds promptly and fairly to reports of sexual harassment. Title IX Officers are able to answer questions, provide guidance, discuss options, and, refer persons to other appropriate resources. Unlike a confidential counselor, Title IX Officers with knowledge of misconduct have a legal and institutional responsibility to report the incident promptly.

When investigating a complaint of sexual harassment, the College will proceed in such a manner as to maintain privacy and respect the confidentiality of the individuals involved to the extent practical under the circumstances. All parties to the report and witnesses interviewed during an investigation will be asked to keep the report and investigation confidential. The College's obligation to prevent and respond to reports of sexual misconduct, however, means that it must take appropriate action to address the misconduct. Therefore, the College cannot guarantee confidentiality or anonymity.

C. Counseling Options

Members of the Berry Community who want confidential information or counseling about sexual misconduct should contact the Counseling Center at Berry (706-236-2259). They may also contact the Sexual Assault Center of Northwest Georgia (706-802-0580). Discussions with representatives of these offices will not be considered reports of misconduct to the College and will not, without additional action by the reporter, result in intervention or corrective action.

Conversations with licensed mental health professionals or medical professionals give reporters the highest level of confidentiality. Such conversations are not disclosed to anyone (unless there is a clear and foreseeable threat to harm self or others or if a minor is involved) without the express permission of the person seeking advice. Members of the College community who wish only to discuss their experience should first seek the advice of a confidential counselor if they wish to ensure their conversation receives the maximum degree of protection from disclosure.

D. Protection of Reporter

When a report of sexual misconduct is received, the Title IX investigator will take immediate steps to ensure the safety of the reporter and the integrity of the investigative process. Reporters may request arrangements that include, but are not limited to, changes in class assignments as feasible, changes in housing assignments, or the temporary reassignment of an employee to another supervisor until a determination of fact and a resolution can be concluded. No contact orders will be initiated to protect the reporter and the respondent and the integrity of the investigation.

Retaliation or threats of retaliation against a person making a sexual misconduct report or against a person who participates in an investigation or disciplinary procedures concerning sexual misconduct will be considered a violation of this policy and will be subject to discipline.

E. Responsibility of Title IX Coordinator

The Title IX Coordinator, in collaboration with the Director of Human Resources, will oversee all matters relating to sexual misconduct on campus, including distribution of policies, educational programs, investigations, policy enforcement, and follow-up with reporters and respondents in investigations.

Berry College Sexual Misconduct Policy

F. Criminal Complaints

Reporters may also choose to report sexual misconduct to the police for criminal or civil action, and the College encourages such reports for cases of sexual assault. Any student, faculty member, staff member, administrator, or visitor to the campus who has been sexually assaulted or who has witnessed a sexual assault on campus should report the assault to Campus Safety (706-236-2262). Assaults occurring off campus should be reported to the Rome City-Floyd County police by calling 911.

Those who have been sexually assaulted are also encouraged to call the Sexual Assault Center of Northwest Georgia (706-802-0580). The Center has individuals who will provide support and, if desired, will accompany victims of sexual assault to Floyd Medical Center or Redmond Regional Hospital and will stay with them while they receive medical treatment.

In the event of a sexual assault, the college will also conduct its own investigation according to this policy and determine an appropriate college response separate from and often prior to the completion of criminal or civil legal proceedings.

Berry College Campus Safety will investigate concurrently all reports of sexual assault and will update those reporting sexual assault about the status of the criminal investigation on a regular basis (at least weekly). Campus Safety will immediately notify the Title IX Coordinator of any reports of sexual misconduct.

V. PROCEDURAL STEPS FOR REPORTING SEXUAL MISCONDUCT

A. Initial Report

A complaint may be made to the Title IX coordinator or any Title IX Officer. The college has designated several individuals as Title IX officers (see Section II of this policy for a list of names). These officers are all designated intake officers for complaints as well as advisors in understanding the policy and the available resources for both reporters and respondents.

The initial report does not have to be in writing. Reports come in a variety of forms including reports by the person affected, observations of misconduct by other students, faculty or staff, or a pattern of behavior reported to the college's Title IX officers.

Anonymous reports may also be made to a Title IX Officer. The College will attempt to investigate anonymous complaints but often cannot do so with the same rigor as signed complaints.

If a complaint is made to a responsible employee, or if a responsible employee learns of an incident of alleged sexual misconduct, that employee must report the information to the Title IX Coordinator or a Title IX Officer. Responsible employees should inform a reporter at the earliest opportunity that a report of alleged sexual misconduct cannot be kept confidential but must be reported to a Title IX officer (see section IV. B). Responsible employees should also make a reporter aware of available resources (section IV. C).

Employees working as counselors in the Counseling Center, the college chaplain, and medical staff in Health and Wellness Center are not required to report knowledge of misconduct if such knowledge was gained through their role as a counselor or medical provider. These employees will report the number of incidents of sexual misconduct for the federally mandated Clery Act Annual Security and Fire Safety Report but will not disclose details of the incident.

B. Initial Response of Title IX Officer

Upon receipt of a report of sexual misconduct or other violation of this policy, a Title IX Officer will conduct an initial review of the allegations and, if necessary, take the following measures to ensure the safety and well-being of the reporter, respondent, and the college community:

Berry College Sexual Misconduct Policy

- Identify on- and off-campus medical, counseling and support resources for the reporter and respondent.
- Advise the reporter and respondent of available interim measures, such as the ability to modify housing, modify work schedules, change academic schedules, withdraw from or retake classes without penalty, and to access academic support.
- Inform the reporter of the right to notify law enforcement if the conduct may be of a criminal nature.
- Provide the reporter and respondent with information regarding the College's procedure for resolving reports of sexual misconduct and the College's policy against retaliation. Retaliation or threats of retaliation against a person making a sexual misconduct complaint or against a person who participates in an investigation or disciplinary procedures concerning sexual misconduct will be considered a violation of this policy and will be subject to discipline.

At the earliest opportunity, the Title IX Officer notifies the Title IX Coordinator. The Title IX Coordinator will, in collaboration with the Director of Campus Safety/Chief of Campus Police, determine if the reported conduct poses a threat to the health or safety of the Berry community and issue a timely warning if appropriate. In the event of a sexual assault report the Title IX Coordinator will inform Campus Safety. Any reported sexual misconduct that is deemed an alleged criminal act will be entered into the college's daily crime log.

VI. INVESTIGATION AND RESOLUTION OF SEXUAL MISCONDUCT COMPLAINTS

A. Initial Investigation Procedures

If it is determined that the allegations, if proven, would constitute a violation of this policy, the Title IX Coordinator will designate a lead investigator to conduct an investigation and prepare a report of the findings. All Title IX Officers are eligible to serve as lead investigators.

The College will investigate every allegation of sexual misconduct in a timely manner. The investigation shall be appropriate to the allegation, taking into consideration its seriousness and the nature of the resolution the reporter desires.

The Investigator will investigate the report of sexual misconduct or other violations of this policy to compile as much relevant information as possible, including the nature of each incident, the time, place, actual or potential witnesses, any actions or other responses to the alleged misconduct already taken by the reporter, and other pertinent facts or allegations. In the event of a report regarding the conduct of a faculty or staff member, the vice president to whom the employee reports will be informed of the report and any interim accommodations provided.

Berry College Campus Safety will also investigate all reports of sexual assault and will update those reporting sexual assault as to the status of the investigation on a regular basis (at least weekly). Campus Safety will immediately notify the Title IX Coordinator of any reports of sexual assault.

B. Consent Resolution of Sexual Harassment Complaints

In cases of reported sexual harassment, the Title IX investigators have some discretion, working directly with the reporter, to resolve the complaint. This may include, but is not limited to, communication between the Title IX Investigator and the respondent, a letter to the respondent, or other actions or remedies to stop the inappropriate conduct. With the consent of both the reporter and the respondent, the matter may be resolved. The Title IX Coordinator is to be informed of the resolution and the nature of the resolution is to be recorded. The Coordinator will also provide additional remedies as needed.

Berry College Sexual Misconduct Policy

C. Resolution Procedures for Contested Sexual Misconduct Complaints

1. Once an investigation is initiated, the Title IX investigator will move with all due diligence and resolve. The Title IX Investigator will (1) provide a copy of the report to the respondent, (2) receive a written response from the respondent that will be shared with the reporter, (3) solicit the names of potential witnesses from the reporter and the respondent, and (4) interview witnesses. The College will complete its investigation as quickly as possible with the intent to complete within 60 days.
2. The Title IX Investigator will issue a written investigative report that includes a review of the evidence, a determination of whether college policy was violated (based on the standard of preponderance of evidence), recommendations for the resolution of the complaint, and rationale for the determination and the recommended resolution. The reporter and the respondent have three (3) days to respond to the investigative report.
3. If the reporter and the respondent consent to the recommendations, the Title IX investigator will seek approval in writing by the Title IX Coordinator within 48 hours.
4. If an agreement is not reached, the investigative report, including findings and recommendations, will be provided to the Student Conduct Board (consisting of 4 faculty and staff members and 6 student members) for student respondents, to the Vice President for Finance for staff respondents or the Provost for faculty respondents. The Student Conduct Board, Provost or Vice President for Finance will review the Title IX Investigator's report, will meet with the reporter and the respondent separately, determine if the respondent has violated the sexual misconduct policy, and take disciplinary action if the respondent is found in violation of the policy.
5. Sanctions for a violation of the policy may include but are not limited to written warning or reprimand, probation, a change of position or assignment, mandatory counseling or educational program, suspension, termination, expulsion and/or educational sanctions deemed appropriate. Sanctions for a finding of responsibility depend upon the nature and seriousness of the misconduct and any record of prior discipline. In determining sanctions, consideration will be given to whether a particular sanction will bring an end to the behavior in question and whether the sanction is reasonably likely to prevent a recurrence of similar behavior. Whenever possible, the Student Conduct Board, Provost or Vice President for Finance, as applicable, will make all reasonable efforts to reach a decision quickly with the intent to reach a decision within 10 business days. A written report of the decision that includes the rationale for the decision will be provided to the reporter and respondent.

The Title IX Coordinator will keep the reporter fully informed of the implementation of any sanction until all terms are satisfied. The Coordinator will also review each case and provide additional remedies as needed.

D. Appeal of Resolution

Following the decision of the Student Conduct Board, Provost or the Vice President for Finance, as applicable, either party has 10 days to appeal in writing to the Title IX Coordinator. In order to be considered, appeals must meet one of three conditions:

1. New and significant information can be introduced that was unavailable at the time of the hearing and could have affected the outcome of the case.
2. There is reason to believe the sanction is not consistent with the seriousness of the behavior.
3. The respondent's right to a fair hearing was violated. Procedural or process errors must be significant enough to have affected the outcome of the case in order for the fair hearing standard to have been violated.

Berry College Sexual Misconduct Policy

The right to appeal does not entitle the reporter or the respondent to a full rehearing of the case. The appellate board or appeals officers review the full case materials only if sufficient and appropriate grounds for appeal exist.

Appeals brought by student respondents, or by student reporters in cases involving student respondents, are heard by the Student Appeals Board (an appeals panel that consists of three persons: one faculty, one staff, one student). The decision of the Student Appeals Board is final. The Student Appeals Board will provide written rationale for its decision to the reporter and the respondent.

Appeals brought by employees or by student reporters involving employee respondents are made to the President. Within two weeks of the notification of appeal the President will decide the case and inform both parties in writing of his or her decision. The decision of the President is final. The President will provide rationale for his/her decision to the reporter and the respondent.

The Title IX Coordinator will keep the reporter fully informed of the implementation of any sanction until all terms are satisfied. The Coordinator will also review each case and provide additional remedies as needed.

E. Supporters, Advisors, and Attorneys

The reporter and the respondent are each permitted to select one supporter, advisor, or attorney to accompany them to meetings and other proceedings regarding the investigation. Their role is to support the reporter or the respondent and as such are not permitted to speak in investigative meetings or hearings, question witnesses, or disrupt any proceedings.

F. No Recording of Proceedings

No proceedings may be recorded by a party to the investigation (a reporter, respondent, or witness) or his or her supporter, advisor, or attorney.

G. Conflict of interest

In the event the report creates a conflict of interest for any of the responsible college officials, that person has the responsibility to recuse themselves from a decision-making role. Responsibilities will be transferred to another Title IX officer or vice president after consultation with the president. In the event that a complaint is filed against a senior college official, outside counsel may be retained to investigate the incident.

H. False Reports of Sexual Misconduct

The College encourages and seeks to facilitate reporting of all instances of sexual misconduct. It is important to remember that making a false report of sexual misconduct, or providing false evidence in support of a report, is a violation of College policy, and could result in sanctions at the College and/or civil or criminal liability. Any person who is found to have knowingly or recklessly made, or participated in making, a false report of sexual misconduct or who knowingly or recklessly provides false testimony or other evidence in support of a report of sexual misconduct, will be subject to disciplinary action. Students will be held accountable under the Viking Code of Student Conduct. Faculty members will be referred to the Provost. Staff members will be referred to the Vice President for Finance.

Berry College Sexual Misconduct Policy

VII. EDUCATIONAL PROGRAMS

Promoting awareness of the definition and consequences of sexual misconduct is an important part of this policy. Notification of this policy will be distributed to all current faculty, staff and students and to all new members of the College community and the full policy will be posted on the Berry College website. The College will also conduct regular, on-going training programs to educate members of the College community about the seriousness of this offense, and inform all persons who participate in College programs and activities about their obligations to bring complaints of misconduct and the procedures for doing so. The Health and Wellness Committee will assist in these efforts under the direction of the Title IX Coordinator and the Director of Human Resources.

All individuals who serve as Title IX officers or investigators or who serve as decision-makers for incidents or appeals in cases of sexual misconduct will receive regular and on-going training.

VIII. RECORD KEEPING

The Title IX Coordinator and the Director of Human Resources will maintain records of all sexual misconduct complaints. Records will include information concerning the receipt of the report, the notification of the respondent and his or her response, interim relief or accommodations provided, the steps taken to investigate the report, and whether the report was substantiated. All written statements obtained, as well as summaries of witness interviews, will be included in the documentation. If the report is substantiated, the records will document actions taken to stop the misconduct and to remedy its effects, as well as disciplinary actions taken and the written notification to the reporter of the resolution of the case.

Records will be kept in employee personnel files or students' files only if a report of sexual misconduct is substantiated and disciplinary action is taken. Student records are protected from disclosure under the Family Education and Privacy Rights Act.

Records of reports, including anonymous complaints, will be kept confidential and will be used for the annual Clery Act Security and Fire Safety Report and to document that the College responded to the complaints. The Director of Human Resources and the Vice President of Student Affairs will regularly review records of reports to determine if a pattern of misconduct exists that would warrant an investigation.

IX. PERIODIC POLICY REVIEW

The Title IX Coordinator and the Director of Human Resources will report annually to the President a statistical summary of the number of sexual misconduct reports they received (including formal, informal, and anonymous complaints), the number of cases investigated, the number of substantiated and unsubstantiated cases, and all disciplinary action taken by the College.

The Title IX Coordinator will analyze this information and identify any areas of concern related to sexual misconduct on campus and will provide the President with a recommendation regarding needed amendments to this policy or its enforcement, broad remedies designed to improve campus culture, or targeted educational programs to ensure student and employee understanding of this policy.

Berry College Sexual Misconduct Policy

SUMMARY

A. Available Resources:

The college provides resources for addressing the health and safety of our students and employees through the various individuals and procedures identified in this policy. There are additional resources available as well.

B. Important Reminders to Victims of Sexual Assault

In the event of a sexual assault:

Go to a safe place.

Preserving evidence for criminal prosecution

The College encourages and supports reporting any instance of sexual assault to law enforcement for prosecution. While the College realizes an assault victim may suffer shock following an attack, he or she should make every effort to report the assault and preserve any evidence necessary for prosecution of the alleged perpetrator as soon as possible. Contact should be made with outside agencies such as the NWGA Sexual Assault Center or a local hospital ER, which are trained to conduct post-assault examinations. In order to preserve evidence from contamination or degradation, it is generally recommended that victims and others should not alter the scene of the attack and should not change clothes, take a bath, brush teeth, eat, drink, smoke, urinate or defecate before calling the police, being assisted by the Sexual Assault Center, or going to the emergency room for an exam. If clothes are removed, they should be placed in a paper bag. Bedding or other items which may contain hair, skin, or other biological material should be preserved in a paper bag. Victims should also write down everything they can remember about the sexual assault.

Making a report: Any student, faculty member, staff member, administrator, or visitor to the campus who has been sexually assaulted or who has witnessed a sexual assault on campus should report the assault to Campus Safety (706-236-2262). Assaults occurring off campus should be reported to the Rome City-Floyd County Police by calling 911.

Those who have been sexually assaulted are also encouraged to call the Sexual Assault Center of Northwest Georgia (706-802-0580). The Center has individuals who will provide support and, if desired, will accompany victims of sexual assault to Floyd Medical Center and will stay with them while they receive medical treatment.

Students or employees who are victims of sexual assault also should report any incident of sexual assault to one of the Title IX Officers. This will initiate an immediate investigation and may prevent another assault. Faculty and staff who learn that a student has been sexually assaulted are required to report the alleged assault to Campus Safety and/or a Title IX officer. Those who have been assaulted or who are aware of sexual assault may make an anonymous report to any Title IX officer. The College will record and will attempt to investigate anonymous reports but may not be able to do so with the same rigor as signed reports.

C. Counseling and health services

Confidential counseling for sexual assault is available on campus at the Counseling Center (706-236-2259) and off campus at the Sexual Assault Center of Northwest Georgia (706-802-0580) and Floyd Medical Center and Redmond Hospital Emergency Rooms. Health services are available at the Health and Wellness Center (706-236-2267). Counseling and health services are also available in the community at the Floyd County Health Department (706-295-6123) and from counselors, psychotherapists, and doctors practicing privately in the area. The Sexual Assault Center can make referrals for individual counseling and support groups.

Berry College Sexual Misconduct Policy

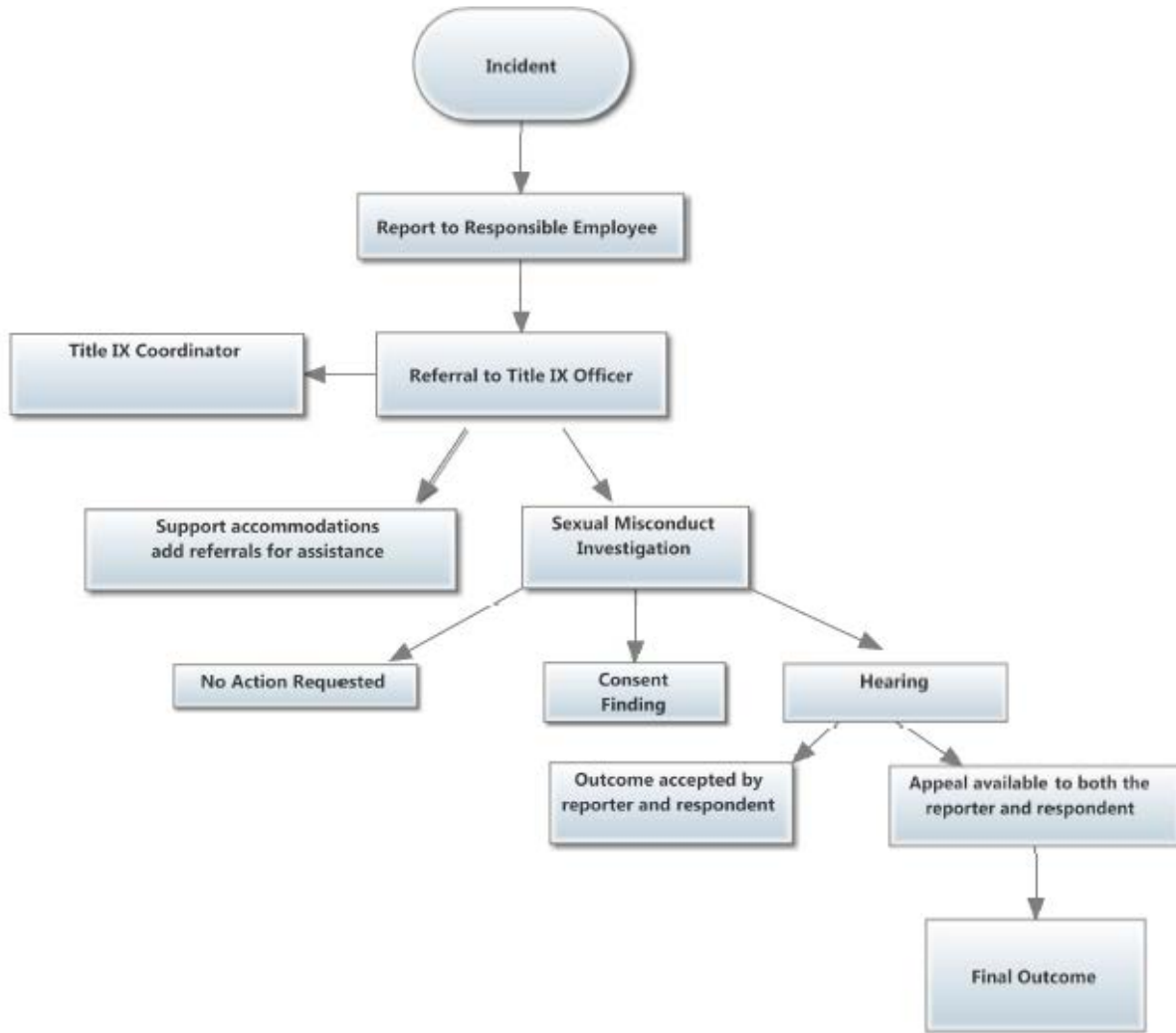
D. Requests for Accommodation

Individuals who have been sexually harassed or assaulted may request changes in their work, academic, or living situations by contacting a Title IX officer. Requests for such changes will be considered on the basis of their appropriateness and whether the requested change is reasonably available. Campus police can assist students in obtaining other relief, including a police escort, a protective order directing the accused not to have any further contact with the complainant, and a ban from campus of non-students alleged to have committed sexual assault on campus.

E. Additional resources for filing complaints

Members of the College community whose reports are not resolved to their satisfaction through these procedures may file a sexual misconduct complaint under federal law. Sexual harassment of employees is a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964. Complaints under Title VII may be filed with the U.S. Equal Employment Opportunity Commission (www.eeoc.gov). Sexual harassment of students is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. Complaints under Title IX may be filed with the Office of Civil Rights of the U.S. Department of Education (<http://www.ed.gov/offices/OCR/>).

Sexual Misconduct Policy Process



BERRY COLLEGE

Title IX: Sexual Misconduct

Berry College is a residential academic community that is grounded in relationships built on trust and respect. The College seeks to provide a learning and working environment conducive to thought, creativity, and growth, where individuals are free to realize their full potential. Sexual harassment, assault and other forms of sexual misconduct are fundamentally at odds with these goals and an affront to human dignity. In both obvious and subtle ways, sexual misconduct harms students, faculty, and staff, as well as the academic community as a whole.

Berry College will not tolerate sexual misconduct and will work diligently to prevent and eliminate sexual misconduct at the College.

TITLE IX CONTACTS

INSTITUTIONAL OVERSIGHT:

Debbie Heida

Vice President for Students Affairs and Dean of Students, Title IX Coordinator

Hermann Hall Rm 205

(706) 236-2207

dheida@berry.edu

TITLE IX OFFICERS:

Lindsay Norman, Assistant Dean of Students

Ladd Center Rm 11

(706) 236-2209

Wayne Phipps, Director of Human Resources

Hoge Building Rm 202

(706) 233-4062

Katherine Powell, Director of First-Year Experience

Krannert Center Rm 331

(706) 236-1707

Dr. David Slade, Dean of Academic Services

Hermann Hall Rm 204

(706) 236-2229

Ginger Swann, Assistant Athletic Director and Senior Woman Administrator

Cage Center

(706) 368-6330

Lindsey Taylor, Assistant Vice President for Student Affairs

Hermann Hall Rm 210

(706) 236-2207

Gary Will, Assistant Vice President for Campus Police and Emergency Management

Hermann Hall Rm 228

(706) 368-5674

Personal Safety and Crime Prevention

Personal safety and property security at Berry College is everyone's responsibility. Our department urges all members of the Berry community to participate in making our campus as safe as possible.

If you develop good security habits, you can assist us in safeguarding your property and college property. In the event of suspicious or criminal activity, promptly call the Campus Police (706-236-2262 or Campus Extension 2262). Officers are also available for educational programs. To develop good safety habits, follow these security tips:

Residence Hall Safety

- Lock your door when you leave the room, even if you will be gone only for a minute. It takes about eight seconds for someone to walk into an open room and remove an item.
- Notify police promptly of any suspicious persons loitering in the vicinity of your building or room.
- Never leave purses, wallets, jewelry and other valuables unattended in laundry rooms, showers or kitchen areas.
- Mark your valuables for identification purposes by using engravers made available by our department.

Safety in Your Car

- Always lock your car.
- Check the back seat before you get in.
- Have your keys in hand so you don't have to linger before getting in, especially at night.

Safety Outside and at Night

- Walk confidently, directly, at a steady pace.
- Walk on the side of the street facing traffic.
- Stay in well-lighted areas as much as possible.
- Never work alone in an office or classroom on campus at night
- Arrange a buddy system with someone with whom you work or study.
- While sun-bathing stay within designated areas near the residence halls.
- Stay alert to your surroundings. Trust your instincts.
- When you feel you are in danger, attract attention any way you can.

The college does not maintain a formal escort service, but if you ever feel uncomfortable in any situation on campus call Berry College Police Department at 706-236-2262 or Campus Extension 2262 and an officer will be dispatched to your location to give you a ride.

Hazing

Berry College does not condone hazing in any form. Berry defines hazing as any action taken or situation created intentionally to produce physical discomfort, embarrassment, harassment, or ridicule. Any individual, student group or organization that is found in violation of this policy will be subject to disciplinary action. (For Additional Information see the *Viking Code*)

Personal Safety and Crime Prevention (*Continued*)

The college provides the following services and programs to improve safety on campus and to educate the community about security issues:

Students, staff, and faculty are encouraged to walk with others when possible and to choose paths that are well lit.

Personal Safety

Sessions on personal safety, crime and violence prevention, crisis and emergency management planning, residence hall safety, rape prevention, self-defense, fire safety, and first aid/CPR are offered regularly on campus by various departments and groups. Please contact Berry College Police Department at 706-236-2262 or Campus Extension 2262 for assistance in locating these programs.

New Student Orientation

Crime prevention materials are provided and questions are answered during new student and parent orientation meetings.

Bicycle Registration

The bicycle registration program is a free service for students. Upon registration, a numbered decal will be affixed to your bike. Your registration information will be kept on file for at least four years. If the bike is stolen and recovered, the owner can be traced through the registered decal number. To register your bike, contact Berry College Police Department in person at Police Headquarters (Located at Oak Grove Cottage).

Crime Education Material

Brochures and posters related to substance abuse, personal safety, motor vehicle and bicycle theft prevention, residence and office security and many other topics are available at the BCPD office.

Community Outreach

Upon request Berry College Police Officers are available for departmental or group training covering a variety of topics including personal safety, crime reporting, drug and alcohol awareness, etc. Please contact the Berry College Police Department at 706-236-2262 or Campus Extension 2262 to discuss your specific training needs.

Vehicle Registration

All faculty, staff and students who operate and/or park a motor vehicle on campus are required to register them with Parking Services (Located in Berry College Police Department Headquarters- Oak Grove Cottage). *Also, see Access to Campus guidelines in proceeding pages for further information regarding access and visitation policies.*

A common theme of all crime prevention and awareness programs is to encourage students and employees to be aware of their responsibility for their own security and the security and safety of others.

Missing Student Investigations and Protocol

Missing Student Notification Protocol

As a requirement of the Higher Education Opportunity Act and in an effort to assist in ensuring the safety of our residential students, Berry College has established a missing student notification protocol that requires the college to alert an emergency contact designated by the student and/or the student's parents as well as local law enforcement if the student has been missing for more than 24 hours. This protocol is established in compliance with Section 485(f) of the Higher Education Act, as amended by section 488(g) of the Higher Education Opportunity Act. This protocol must be included in the annual security report. This act and amendment requires institutions that maintain an on-campus student housing facility to establish, for students who reside in an on-campus student housing facility, both a missing student notification policy that allows students to confidentially register a contact person, and procedures for notifying a missing student's contact person.

Students, employees and others may report a missing student to one of the following college officials:

- Chief of Campus Police (706-368-6999 or Campus Extension 6999)
- Dean of Students (706-236-2207 or Campus Extension 2207)
- Assistant Dean of Students for Residence Life (706-236-2209) or Campus Extension 2209)

After normal business hours, Monday-Friday 8-5 excluding holidays, such reports should be made immediately to Berry College Police Department at 706-236-2262 or Campus Extension 2262.

Following receipt of a missing student report, college officials will immediately notify the campus police department, who will investigate to determine if the student is actually missing.

If the student has designated an emergency contact person, the college will notify that individual. Berry College students can confidentially designate an emergency contact person with the Dean of Students Office. This information will be confidentially maintained by the Dean of Students office. Regardless of whether a student registers an emergency contact person, the campus police department will be notified in the event that the student is determined to be missing.

By law, the parent/guardian of students who are under 18 and not legally emancipated will be notified in the event that the student has been reported missing for 24 hours.

In conjunction with Campus Police, Dean of Students and Information Technology, an on-line reporting feature has been added to VikingWeb. In addition to registering a general emergency contact, students have the option to identify confidentially an individual to be contacted by Berry College in the event the student is determined to be missing for more than 24 hours.

Accessing the Emergency Contact/Missing Persons Contact Forms

(1) Access the Berry College VikingWeb portal by using the link:

<https://vikingweb.berry.edu/ICS/>

(2) Sign in using your assigned **username** (Berry College Identification Number) and **password** in the appropriate spaces located in the top right corner of the page.

(3) Once Logged in **Select the Students Tab** at the top of page.

(4) From the list, located on the left side of the page, **Select the Forms and Reports Tab**



Accessing the Emergency Contact/Missing Persons Contact Forms (Continued)

- (5) From the Student Affairs Online Forms list, located on the right side of the page, **Select the Emergency Contact and Missing Persons Forms Tab**

Student Affairs Online Forms

[Student Health Insurance Information](#) Provide private health insurance information.

[Service Activity Entry Form](#) Complete this form to enter participation in service activities.

[Emergency Contact and Missing Persons Forms](#) Provide a list of contacts to be notified in the event of an emergency or a missing persons investigation.

[RCR Check-In Form](#) This form allows you to fill out a Room Condition Report within three days of check-in.

- (6) Follow the Form Instructions

Form Instructions:

At least one emergency contact is required for the Emergency Contacts Form.

Please only use numeric characters for phone number fields.

- * Indicates a required field.
- * Either a home number or an office number must be provided for each contact.

To submit a Missing Persons Contact Information, please click the below link.

Submitting a Missing Persons Contact Information Form does not require the submission of an Emergency Contacts Form, and one form may be submitted without submission of the other.

[Missing Persons Contact Information](#)

Accessing the Emergency Contact/Missing Persons Contact Forms (Continued)

- (7) If you wish to add a Missing Persons Contact, **Select the Missing Persons Contact Information link and Complete the Required Fields**

Missing Persons Contact Information

Please identify an individual to be notified if you are determined to be missing. If you are determined missing, Berry College will also notify the appropriate law enforcement agency not later than 24 hours after the time you are determined missing. In addition, if you are under 18 years of age and not an emancipated individual, Berry College is also required to notify your custodial parent or legal guardian if you are determined to be missing.

If you register a contact person, you are also providing permission for law enforcement personnel to contact the identified individual for the purpose of a missing student investigation.

Contact information may be accessed only by authorized campus officials, who may disclose the contact information only to law enforcement officials and only for the purpose of a missing student investigation.

Vice President, Student Affairs
Associate Vice President, Student Affairs
Assistant Dean of Students, Residence Life
Assistant Vice President, Campus Security
Director/Chief, Campus Police
Assistant Director/Major, Campus Police

Please check this box if you are under 18 and are not an emancipated individual.

(An "emancipated individual" refers to a minor who is self-supporting and independent of parental control, usually as a result of a court order.)

Contact First Name:

Contact Middle Initial:

Contact Last Name:

Contact Relationship:

Alcohol and Other Drug Policies and Educational Policies

Possession or Use of Alcoholic Beverages (For Additional Information see the *Viking Code*)

No alcohol is permitted on the Berry College campus. **Any student on the campus who is in possession of or under the influence of alcohol will be charged with a violation of college policy and/or state law.** The minimum legal drinking age in Georgia is 21 years old (*Georgia Criminal Code 3-3-23.1*).

Possession, Sale, and/or Consumption of Narcotics, Depressants, Stimulants, Hallucinogens or Solvents (For Additional Information see the *Viking Code*)

The college does not permit the possession, consumption, ingestion, injection, or inhalation (without prescription or medical authorization) of substances that have the capacity to change a person's mood, behavior, or mind, or modify and relieve pain, such as, but not limited to marijuana, opiates, amphetamines, barbiturates, hallucinogens, psychedelics, or solvents. Any student or students found to be in conflict with the above will be referred to the dean of student's office where the process defined in the *Berry College Code of Student Conduct* will be followed. The sanction may result in suspension or expulsion from Berry and/or referral to the criminal process. **Any student or students found to be in violation of local, state, and federal narcotics laws will be subject to arrest and prosecution through the proper criminal process.**

Drug Abuse (*Faculty and Staff Handbook*)

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at Berry College. Further, consistent with the Drug Free Work Place Act of 1988, the college has incorporated the requirements that, as a condition of employment, all employees must abide by Berry's policy against drug abuse and must notify the college within five days of any conviction for violating any criminal drug law by an action in the workplace. Violation of Berry's Drug Abuse Policy will be considered cause for termination of employment. Berry' Drug Abuse Policy notice is distributed annually by the Human Resources Office.

Parent Notification for Drug and Alcohol Violations (For Additional Information see the *Viking Code*)

In accordance with the Higher Education Amendments of 1998 to the Family Educational Rights and Privacy Act (FERPA) of 1974, Berry College may notify a parent or legal guardian of a student under 21 years of age when the student has been found guilty through disciplinary channels of violating any Berry College rule regarding alcohol or illegal drugs. Notification decisions will be based on the severity of the incident and any prior incidents involving alcohol or drugs.

Alcohol and Drug Related Resources and Community Support

Counseling Center (For Additional Information see the *Viking Code*)

<http://www.berry.edu/stulife/counseling/>

The Counseling Center seeks to maximize student's total learning experience through services that bolster their personal development, social adjustment, and self-knowledge. Services include individual counseling provided by highly competent counseling professionals and educational outreach programs for the prevention of high risk behaviors. The Counseling Center not only provides intensive service to individual students; it promotes an informed and responsible college culture for optimal mental health and personal development. The Counseling Center utilizes a short-term, outpatient therapy model and refers off-campus services for services required beyond that scope, e.g. psychiatry.

All enrolled students are eligible for services at the center. Counseling is confidential according to state and professional guidelines. There are no additional fees for service.

For more information, call 706-236-2259 (Campus Extension 2259) or go to the reception area in the west wing of the Ladd Center.

Peer Education Program (For Additional Information see the *Viking Code*)

<http://www.berry.edu/stulife/counseling/peer/>

The Counseling Center supervises a peer education program in which a select group of specially trained students provide educational programs to student and community groups for the promotion of low-risk, high enrichment choices and activities related to drugs and alcohol and mental health. Often collaborating with other offices and campus groups, the Peer Educators promote discussion and awareness through speakers, film, publications, and other creative methods to engage students in promoting healthy lifestyles.

The Health and Wellness Concerns Committee

The Health and Wellness Concerns Committee consists of faculty, staff, and students who plan educational activities for the prevention of health problems including drug and alcohol abuse. The committee invites speakers each year to raise campus awareness of issues related to drugs and alcohol, and they work with the Peer Educators to coordinate Drug and Alcohol Awareness Week in the fall and Safe Spring Week. The Counseling Center and the Dean of Students Office assist high-risk students in obtaining services in the local community.

Health and Wellness Center Activities

<http://www.berry.edu/stulife/health/>

Annual Health Information Fair

An Annual Health Information Fair is held each Spring which brings health information and resources from the community that students can utilize during their college life and beyond. Customary events at the health fair include massages, body fat analysis, door prizes, eye exams, AIDS testing, dermatologic, blood pressure services, osteoporosis evaluations and an opportunity to give blood. For more information campus ext. 2267

Monthly E-newsletter

A monthly e-newsletter, "*Because We Care*" delivers timely health information and other useful tips on staying healthy and fit. Residence hall programming is provided upon request to the Health and Wellness Center director. A variety of topics and issues of concern are discussed.

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Weapons Policy (For Additional Information see the *Viking Code*)

Berry College is committed to maintaining a safe and secure environment in which to conduct educational activities and house its students. This policy is one step towards reducing the risk of injury or death associated with intentional or accidental use of weapons.

Firearms, fireworks, explosives or explosive devices, including hoax devices, or weapons are not permitted on campus, including storage in automobiles. The term “weapon” is defined as any object or substance designed to inflict a wound, cause injury or incapacitate, and may include, but is not limited to all firearms, pellet guns, paintball guns, crossbows, bows and arrows, martial arts devices, switchblade knives or knives with a blade two (2) inches or longer, and clubs. The possession of ammunition is also prohibited.

All members of the College community, including faculty, staff, and students, as well as visitors to Berry College, are prohibited from possessing firearms, explosives or on the premises of the College or in any building under College control or at any College-sponsored event without the explicit authorization of Berry College, whether or not a federal or state license to possess the same has been issued to the possessor. This policy extends to the storage of weapons in personal automobiles.

2016: Ongoing Educational Programs for Students and Employees

Health and Wellness		
Name of Program	Program Sponsor/Presenter	Date Held
Alcohol Safety Bulletin Board	Dana/TB Housing	02/17/2016
Alcohol Safety Bulletin Board	Morgan/Deerfield Housing	02/29/2016
Alcohol Awareness Bulletin Board	Dana/TB Housing	03/31/2016
Drug Awareness Training- Resident Assistant Staff	Berry Police	08/09/2016
Response To Alcohol Involved Situations Bulletin Board	Morgan/Deerfield Housing	08/15/2016
Responsible Alcohol Choices Bulletin Board	Dana/TB Housing	09/01/2016
Alcohol Awareness Bulletin Board	Morgan/Deerfield Housing	09/01/2016
Alcohol Awareness Bulletin Board	Dana/TB Housing	09/30/2016
Alcohol Dangers Bulletin Board	Dana/TB Housing	10/01/2016
Alcohol Effects/Facts Bulletin Board	Dana/TB Housing	10/01/2016
Responsible Alcohol Consumption Bulletin Board	Morgan/Deerfield Housing	10/01/2016
Alcohol Safety Bulletin Board	Alternative Housing	10/02/2016
Alcohol Safety Bulletin Board	Alternative Housing	10/02/2016
Alcohol Facts Bulletin Board	Ford Housing	10/04/2016
Alcohol Rules and Policy Bulletin Board	Ford Housing	10/04/2016
Party Dangers Bulletin Board	Ford Housing	10/05/2016
Alcohol Myths Bulletin Board	Ford Housing	10/05/2016
Alcohol Awareness Bulletin Board	Ford Housing	10/05/2016
Alcohol Awareness Week-Daily Email Flyers	Peer Educators	10/10/2016-10/14/2016
Alcohol Consumption Dangers Bulletin Board	Dana/TB Housing	10/31/2016
Alcohol Awareness Bulletin Board	Alternative Housing	11/01/2016
Health and Wellness Newsletter	Health and Wellness	Monthly
Sexual Assault Awareness/Prevention		
Name of Program	Program Sponsor/Presenter	Date Held
Consent is Sexy Bulletin Board	Alternative Housing	01/10/2016
Healthy Relationships Focus Week- Daily Email Flyers	Peer Educators	02/15/2016-02/19/2016
Sexual Health Panel	Bonner	03/21/2016
“Row Down the River” Fundraising and Awareness Event	Berry Police	04/16/2016
Sexual Assault Awareness Week	Multiple	04/18/2016-04/22/2016
“The Hunting” Video Screening	Women’s Studies	04/18/2016
Cup Display- Sexual Assault Victim Awareness Campaign	Peer Educators	04/19/2016

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Consent and Safe Dating Bulletin Board	Alternative Housing	08/25/2016
“Can I Kiss You”	Multiple	09/22/2016
Consent Bulletin Board	Ford Housing	09/25/2016
Consent and Safe Dating Bulletin Board	Dana/TB Housing	09/30/2016
Consent Bulletin Board	Alternative Housing	10/01/2016
Sexual Assault and Self Awareness Bulletin Board	Ford Housing	10/05/2016
Consent Bulletin Board	Mountain Housing	10/11/2016
Alcohol and Hooking Up-Email Poster	Peer Educators	10/14/2016
“The Illusionists” Film Screening and Discussion	EMPOWER/Peer Educators	10/26/2016
Free to Traffic: Faculty Presentation (Heller)	Cultural Event	10/27/2017
Consent Bulletin Board	Alternative Housing	10/31/2016
Men’s Roles in Consent and Healthy Dating	Dana/TB Housing	10/31/2016
Consent, Sexual Assault, and Sexual Health Bulletin Board	Morgan/Deerfield Housing	10/31/2016
Sexual Assault Awareness Bulletin Board	Morgan/Deerfield Housing	11/01/2016
Consent Bulletin Board	Morgan/Deerfield Housing	11/01/2016
Consent Video and Social	Dana/TB Housing	11/07/2016
Mad Max Fury Road Screening: Feminism in Popular Culture	EMPOWER/Women’s Studies	11/28/2016
Dissemination of CSA reporting Guide and Informational Handbook	Campus Police	12/02/2016
Women’s Studies Monthly Newsletter	Women’s Studies	Monthly
Diversity		
Name of Program	Program Sponsor/Presenter	Date Held
Responding to Hate-Panel Discussion	Multiple	04/13/2016
“Fifty” African Film Series	Cultural Event	10/19/2016
“Tolerance vs Acceptance” Pluralistic Community Panel	Interfaith Center Religion and Philosophy	11/14/2016
We’re Here, We’re Queer People of Color Panel	Bonner	11/14/2016
LISTEN Meetings	LISTEN	Weekly, Tuesdays
EMPOWER Meetings	EMPOWER	Weekly, Thursdays
Personal Safety		
Name of Program	Program Sponsor/Presenter	Date Held
Active Shooter Response- Staff Advisory Committee	Berry Police	01/19/2016
Active Shooter Response- Child Development Center Staff	Berry Police	02/18/2016

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Active Shooter Response- Faculty Assembly	Berry Police	02/18/2016
Active Shooter Response- OakHill Staff	Berry Police	02/25/2016
Active Shooter Response- Elementary/Middle School Staff	Berry Police	03/09/2016
Active Shooter Response- Student Work Staff	Berry Police	03/14/2016
Active Shooter Response- Hermann Hall Staff	Berry Police	03/24/2016
Active Shooter Response- Resident Assistant Staff	Berry Police	08/11/2016
Emergency Procedures Training- Krannert Staff	Berry Police	08/29/2016
Safety Procedures- Library Staff	Berry Police	11/08/2016

Fire Safety

Student Housing Facility Fire Safety Systems

Fire alarms systems are monitored 24 hours/day, seven days/week by the Berry College Police Department. Information on specific residential buildings is posted in the chart on following pages. A majority of college buildings are equipped with automatic fire detection and alarm systems that are constantly monitored by staff at BCPD.

Buildings are equipped with a variety of features that are designed to detect, stop and/or suppress the spread of a fire. A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or stairwells of residence halls, are designed to stand up to fire longer than those of an individual room. It is important that these doors are closed for them to work. Additionally, if a door has a device that automatically closes the door, it should NOT be propped open. DO NOT obstruct sprinkler heads with materials like clothing hanging from the piping. Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of college policy. **Smoking is NOT PERMITTED in any Berry College building or on any Berry College property.**

Reporting a Fire

Persons reporting a fire are encouraged to call 706-236-2262 or Campus Extension 2262. If there is a fire in your area and the alarm has not sounded, you should immediately activate a local fire alarm pull station.

Evacuation of Student Housing Facilities in the Event of Fire

- Remain calm and close the windows in the room.
- Take only clothing that will be needed for the type of weather conditions that exist. Do not try and collect personal items to take with you.
- Turn off any electrical items you made have on at the time, including lights and a stove/oven.
- Stay low if you are going through smoke or toxic fumes.
- Leave by the nearest exit. When a fire alarm is active any door to the building may be used to exit so long as it is safe to do so.
- Do not use elevators. Use only the stairs.
- Never attempt to go back into the building even if the alarm stops sounding. Wait until Berry College Police personnel have cleared the building and given the permission to re-enter.
- In an actual emergency if you are trapped and not able to exit a room or the building, yell for help and call BCPD at 706-236-2262 or Campus Extension 2262 using a phone in the building or your cellular phone. Be sure you can give your location in the building as best as you can so an officer can locate and assist you.

Fire Safety Improvements and Upgrades

Berry College Police Department, Physical Plant, the Office of Residence Life, and the Dean of Students Office annually review the fire systems in our residence halls and will make upgrades, repairs or revisions when problems are identified. Berry College constantly seeks to improve the quality of our Fire Safety Systems through upgrades and expansion.

Health and Safety Checks

Berry College believes that residence halls should be a clean and safe environment in which to live. In an effort to minimize chances of health problems, fire and/or bodily injury, health and safety checks will be conducted by Residence Life staff to focus on potentially hazardous situations within the residence halls. Normally, these checks are conducted when the residence halls are closed for breaks.

Fire Safety: Education and Training

Fire Drills in Student Housing Facilities

Fire drills are held at least once a semester for each residence hall. Fire drills include a mandatory supervised evacuation of a building such as would be necessary during a fire. Fire drills are scheduled by the Office of Residence Life with assistance provided by the Berry College Police Department when requested.

Fire Safety Training

All Residence Assistants receive fire safety related training at the start of each school year. Physical Plant employees receive fire safety training as part of their on-going OSHA training. Other employees receive fire safety training through the designated building coordinator.

Fire Safety Education

All residence halls are equipped with fire detection and firefighting equipment. All residents should familiarize themselves with the emergency escape plan for their residence hall.

Throughout the year fire alarm systems will be tested to ensure they are in working order. When an alarm sounds all occupants must vacate the facility for their own safety and so fire fighters may work undisturbed.

In the event of an actual fire, the local fire department and/or Berry College Police Department personnel will notify residents when it is safe to re-enter a building.

Students should treat all alarms as actual emergencies and respond accordingly. Students should never re-enter a building until the area has been properly cleared and declared safe by a Fire Department official or Berry College Police Department personnel.

2016 Residence Hall Fire Evacuation Drills

Fall 2016 Fire Alarm Tests- Residence Halls				
Location	Date/Time	Announced	Conducted By:	Evacuation
Deerfield	09/12/16 1530	No	R. Chesley Trish Wiggins	Yes
Morgan	09/12/16 1537	No	R. Chesley Trish Wiggins	Yes
East/West Mary	09/12/16 1558	No	R. Chesley Matt Mixer	Yes
Clara Hall	09/12/16 1607	No	R. Chesley Matt Mixer	Yes
Dana	09/13/16 1543	No	R. Chesley S. Wyatt	Yes
Thomas Berry	09/13/16 1550	No	R. Chesley S. Wyatt	Yes
Pilgrim Hall	09/14/16 1543	No	R. Chesley S. Wyatt	Yes
Friendship Hall	09/14/16 1553	No	R. Chesley S. Wyatt	Yes
Centennial Hall	09/15/16 1551	No	R. Chesley S. Hatfield Trish Wiggins	Yes

Fire Safety: Items Prohibited in Residence Halls

Items not Allowed in Residence Halls (*Viking Code*)

While the Office of Residence Life reserves the right to make determinations about the appropriateness of items within the residence community, in general, students are prohibited from possessing or using the following items in the residence halls or on the Berry College campus unless otherwise authorized:

- Candles, candle warmers, or incense
- **Cigarettes, chewing tobacco, or any other tobacco products**
- Empty and/or displayed alcohol-related containers
- Dangerous and/or other flammable chemicals
- Hookahs, E-cigarettes, vapors
- Household items that include but are not limited to: Halogen lamps, sun lamps, space heaters (including Pelonis fan type units), hot plates, clothes washers and dryers, external antennas, and water beds
- Kitchen appliances/items. This includes, but is not limited to: Toasters and toaster ovens (note: these items are permitted in residence hall rooms that are equipped with full kitchens), electric skillets, George Foreman-style grilling machines, portable stove burners, non-thermostat controlled coffee makers, and refrigerators larger than 4.5 cubic feet
- Non-U.L. approved power-strip extension cords
- Pets (other than fish in a 20 gallon or smaller aquarium or students approved for pet-friendly housing)
- Stolen property (e.g. traffic signs, construction lights, traffic lights and other items)
- Weapons. This includes, but is not limited to: Firearms, switchblade knives or knives (blades longer than three inches), martial arts weapons, bows and arrows, crossbows, pellet guns, paintball guns, clubs or life-like replica weapons

Substance Free

Berry College has historically chosen to be alcohol-free and has chosen to be a substance free campus. We continually strive to be a college that teaches respect and care for each other as a core value of the campus community. We believe that a commitment to be free of alcohol, tobacco, and the non-medical use of drugs provides an environment where students can thrive academically and socially. We also believe this policy promotes healthy living and healthy relationships and reduces the individual and second-hand consequences of substance use and abuse.

Use of tobacco products including cigarettes, cigars, chewing tobacco, e-cigarettes, and vapors are not permitted anywhere, indoors or out, on Berry's campus.

Fire Safety: Right-to-Know

Disclosure of Fire Safety Standards and Measures

Annual Fire Safety Reports on Student Housing required

Each eligible institution participating in any program under this title that maintains on-campus student housing facilities shall, on an annual basis, publish a fire safety report, which shall contain information with respect to the campus fire safety practices and standards of that institution, including:

- (1) Statistics concerning the following in each on-campus student housing facility during the most recent calendar years for which data are available:
 - the number of fires and the cause of each fire;
 - the number of injuries related to a fire that result in treatment at a medical facility;
 - the number of deaths related to a fire; and
 - the value of property damage caused by a fire;
- (2) A description of each on-campus student housing facility fire safety system, including the fire sprinkler system
- (3) The number of regular mandatory supervised fire drills;
- (4) Policies or rules on portable electrical appliances, smoking, and open flames (such as candles), procedures for evacuation, and policies regarding fire safety education and training programs provided to students, faculty, and staff; and
- (5) Plans for future improvements in fire safety, if determined necessary by such institution.

Prior to October 1st, 2010 and annually thereafter Berry College will publish an annual fire safety report to be included within the annual Campus Safety Report (Clery Report), which will include information with respect to the campus fire safety practices and standards established by Berry College. Information for this report will be solicited from the Campus Police Department, Physical Plant, and Residence Life Office. This report shall be titled the Berry College Annual Security and Fire Safety Report: An Institutional Report.

Report to the Secretary

Each eligible institution participating in any program under this title shall, on an annual basis, submit to the Secretary a copy of the statistics required to be made available under paragraph (1)(A). **The Chief of Police will be responsible for submitting these statistics to the Secretary of Education.**

Current Information to Campus Community

Each eligible institution participating in any program under this title shall:

- Make, keep, and maintain a log, recording all fires in on-campus student housing facilities, including the nature, date, time, and general location of each fire; and
- Make annual reports to the campus community on such fires.

Responsibilities of the Secretary

The Secretary shall:

- (1) Make the statistics submitted under paragraph (1) (A) to the Secretary available to the public; and
- (2) in coordination with nationally recognized fire organizations and representatives of institutions of higher education; representatives of associations of institutions of higher education, and other organizations that represent and house a significant number of students:
 - Identify exemplary fire safety policies, procedures, programs, and practices, including the installation, to the technical standards of the National Fire Protection Association, of fire

- detection, prevention, and protection technologies in student housing, dormitories, and other buildings;
- disseminate the exemplary policies, procedures, programs and practices described in clause (i) to the Administrator of the United States Fire Administration;
- make available to the public information concerning those policies, procedures, programs, and practices that have proven effective in the reduction of fires; and
- develop a protocol for institutions to review the status of their fire safety systems.

Rules of Construction

Nothing in this subsection shall be construed to:

- (1) Authorize the Secretary to require particular policies, procedures, programs; or practices by institutions of higher education with respect to fire safety, other than with respect to the collection, reporting, and dissemination of information required by this subsection;
- (2) affect section 444 of the General Education Provisions Act (the Family Educational Rights and Privacy Act of 1974) or the regulations issued under section 264 of the Health Insurance Portability and Accountability Act of 1996;
- (3) create a cause of action against any institution of higher education or any employee of such an institution for any civil liability; or
- (4) establish any standard of care.

Compliance Report

The Secretary shall annually report to the authorizing committees regarding compliance with this subsection by institutions of higher education including an up-to-date report on the Secretary's monitoring of such compliance.

Evidence

Notwithstanding any other provision of law, evidence regarding compliance or noncompliance with this subsection shall not be admissible as evidence in a proceeding of any court, agency, board, or other entity, except with respect to an action to enforce this subsection.

Campus Crime and Arrest Statistics

The information below provides context for the crime statistics reported as part of compliance with the Clery Act.

The statistics in this report are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law. Berry College submits the annual crime statistics published in this report to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website. In addition, a daily crime log is available for review upon request at Berry College Police Department Headquarters (located at Oak Grove Cottage). The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the college community obtained from the Berry College Police Department (BCPD) and other Campus Security Authorities. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

A designated campus authority includes, but is not limited to university deans, directors, and department heads, residence life staff, and counselors. A written request is also sent annually to representatives of the Rome City Police Department, Georgia Department of Natural Resources, and appropriate agencies in locales where Berry College students/faculty participate in international studies programs for relevant statistical information.

Figure 1: Annual Clery Report: Criminal Offenses

This chart includes offences that were reported to the Berry College Police Department, law enforcement agencies other than the Berry College Police Department, and to any official of Berry College who has significant responsibilities for student and campus activities. Those offences are compiled in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The table below lists nine categories of crime. Each category is subdivided by where the criminal incident took place: On-Campus, In a Residence Hall, on a Non-Campus Property, or on adjoining Public Property.

Criminal Offenses	On-Campus Residence Halls			On-Campus Buildings/Property			Non-Campus Building or Property			Public Property			Totals		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded Reports	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
Unfounded Reports	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	3	6	9	5	6	9	0	0	0	0	0	0	5	6	9
Unfounded Reports	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded Reports	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded Reports	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded Reports	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	2	3	2	7	7	0	0	0	0	0	0	2	7	7
Unfounded Reports	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
Unfounded Reports	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
Unfounded Reports	0	0	0	0	0	0	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
Unfounded Reports	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded Reports	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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Stalking	0	2	0	0	2	0	0	0	0	0	0	0	0	2	0
Unfounded Reports	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

NOTE:

1. **Unfounded Reports-** Beginning for statistical year 2014, institutions are required to report the number of “unfounded” reports for each reportable incident category. “Unfounded” means that a reported crime has been investigated by law enforcement personnel and that it has been determined that the reported crime did not occur. The recovery of stolen property, low value of stolen property, refusal of a victim to cooperate with prosecution, and/or failure to make an arrest DO NOT unfound a crime. Only sworn law enforcement officers may determine that a reported crime is unfounded through the investigation of facts and the application of legal standards to the facts investigated.

Figure 2: Annual Clery Report: Arrests and Referrals

This chart includes offences that were reported to the Berry College Police Department, law enforcement agencies other than the Berry College Police Department, and to any official of Berry College who has significant responsibilities for student and campus activities. Those offences are compiled in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Arrest statistics for three offense categories for 2013, 2014, and 2015 are listed below. “Liquor violations” primarily consist of underage possession or consumption of alcoholic beverages, and do not include driving while impaired or under the influence of alcohol, or public drunkenness. The college is also required to report referrals for campus disciplinary proceedings for alcohol, drug, and weapons law violations in these statistics.

Number of Arrests / Referrals for Selected Offences	On- Campus Residence Halls			On-Campus Buildings/Property			Non-Campus Building or Property			Public Property			Totals		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Offence Type (included attempts)															
Liquor Law Violations															
Arrests	4	1	0	8	2	0	0	0	0	0	0	0	8	2	0
Referral	56	76	86	63	78	86	0	0	0	0	0	0	63	78	86
Drug Law Violation															
Arrests	2	0	1	4	2	1	0	0	0	0	0	0	4	2	1
Referral	6	4	18	7	4	20	0	0	0	0	0	0	7	4	20
Weapons Law Violation															
Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	1	0	0	2	0	0	0	0	0	0	0	0	2

Annual Clery Report: Hate Crimes

Hate Crime: A criminal offense committed against a person, property, or society which is motivated, in whole or part, by the offender's bias against a race, religion, disability, sexual orientation, ethnicity, national origin, gender, or gender identity; also known as a bias crime.

The Hate Crime statistics are separated by category of prejudice. The numbers for most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of Simple Assault, Intimidation, and any other crime that involves bodily injury that is not already included in the required reporting categories. If a Hate Crime occurs where there is an incident involving Intimidation, Vandalism, Larceny, Simple Assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

Note: A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias.

Berry College Reportable Hate Crimes

2016

In 2016 there were no Reportable Hate Crimes

2015

In 2015 there were three Intimidation incidents reported. All three of these incidents were related to bias against the victim's gender. It was further reported that the victims were impacted by these incidents within their respective residence halls. For reporting purposes, Berry College counts three incidents of Intimidation motivated by gender bias in the On-Campus Residence Hall and On-Campus Building categories. No harm to person or property was reported to be associated with these incidents.

2014

In 2014 there were no Reportable Hate Crimes

Figure 3: Residence Hall Fire System List

RESIDENCE HALL FIRE SYSTEM LIST			
Residence Hall	Fire Alarm Notification System to Dispatch Center	Sprinkler System Installed	Maximum Housing Capacity
Catherine Cottage	Yes	No	9
Dana Hall	Yes	Yes	340
East Mary Hall	Yes	Yes	123
West Mary Hall	Yes	Yes	148
Lemley Hall	Yes	No	99
Clara Hall	Yes	Yes	117
Townhouses	Yes	No	185
Centennial Hall	Yes	Yes	125
Morton Hall	Yes	No	95
Thomas Berry Hall	Yes	Yes	72
Friendship Hall	Yes	No	52
Pilgrim Hall	Yes	No	71
Morgan Hall	Yes	Yes	186
Deerfield Hall	Yes	Yes	162
Rollins Apartment	Yes	Yes	8
East Gunby	Yes	No	6
West Gunby	Yes	No	6
Sunshine	Yes	Yes	10
Julia	Yes	Yes	25
Poland	Yes	No	15
Robinwood	Yes	No	6
Elmwood	Yes	No	13
Emily	Yes	No	11
Hope	Yes	No	7
Louise	Yes	No	7

Berry College Reportable Residence Hall Fires

2016

In 2016 there was (1) dumpster fire that was reported as an Arson that resulted in no damage or injuries. There was (1) cooking fire that occurred in Townhouse I that caused an estimated \$50.00 in damages and no injuries. There was (1) electrical fire that occurred in a maintenance area within Dana hall that caused an estimated \$900.00 in damages and resulted in no injuries.

2015

In 2015 there was (1) reported grease fire in Centennial Hall that caused an estimated no damage and resulted in no injuries.

2014

In 2014 there was one (1) reported equipment fire in Morton Hall that caused an estimated \$200.00 in damages and no injuries and one (1) cooking fire in Emily Cottage that caused no damage or injuries.

Frequently Asked Questions

Does the Berry College Police Department have powers of arrest or are they just a security department?

Our officers are duly sworn officers empowered by Georgia Statute to enforce laws within our jurisdiction. This means our officers have virtually the same powers as police officers in your town or city. Please remember, safety is our number one priority.

How safe is the campus?

We think that our campus is very safe, but we realize that incidents can occur. No community is totally crime free. We are no exception. We take every reasonable measure to insure that all members of our community are safe and our community is violence free. The thing to remember is that crime prevention on campus is everyone's responsibility. Every community member should take proactive steps to become prepared for campus living.

What services does BCPD provide?

In addition to providing a full range of law enforcement services, the department provides programs in crime prevention and personal safety. We provide safety and risk management programs. We provide limited motorist assistance that includes portable jump start kits. While we do not offer a formal escort service, we are happy to assist members of the community with this need upon request and officer availability.

What about the officers, what is their training and experience?

All of our officers are required to receive training and maintain certification in compliance with the requirements of the State of Georgia. This training is an ongoing process through yearly updates and continuing education. Some officers have previously worked in municipal, state, or military policing, while others have experience on college campuses prior to joining our department. Officers are trained in many specialty areas such as emergency medical response, hazardous materials, anti-terrorism, active shooter response and drug recognition. Some of our officers are instructors in different specialties and teach for various state and local departments.

What are the most prevalent crimes on campus?

Theft is the number one crime on *most* college campuses. The majority of the thefts are related to unattended property and rooms left unlocked. Alcohol related crimes compose a significant portion of each year's crime report. Underage possession of intoxicating beverages and public drunkenness make up the highest number of alcohol related incidents.

What happens if I am arrested or get in trouble?

All persons on college property, including students, faculty, staff and visitors, are subject to the same laws and regulations. When BCPD officers issue citations, utilize arrest warrants or make on-view arrests, all procedures appropriate to the Georgia Criminal code will be followed. Incidents on campus involving students may also be referred through the Dean of Student Affairs Office. (For Additional Information see the *Viking Code*)

When should I contact BCPD and why?

Berry College Police officers and communications staff are on duty 24 hours a day, 365 days a year and should be contacted to report any suspicious or criminal activity. They must also be notified of any emergencies occurring on campus. Questions regarding motor vehicle regulations or laws, parking issues or traffic control needs should be directed to BCPD.

To report Crimes or Emergencies please call 706-236-2262 or Campus Extension 2262



An institutional report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the 2008 Higher Education Opportunity Act, and the Violence Against Women Reauthorization Act of 2013 (VAWA)