



AMERICAN UNIVERSITY  
W A S H I N G T O N , D C

# ANNUAL SECURITY REPORT

*October 1, 2013*

American University  
Department of Public Safety  
4400 Massachusetts Avenue NW  
Washington, DC 20016



# AMERICAN UNIVERSITY DEPARTMENT OF PUBLIC SAFETY Annual Security Report 2013

## POLICY ON REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

The safety and well-being of all members of our community are of great concern to American University. Many departments and employees are dedicated to making the campus a safer place to live and work. A safe environment depends on the cooperation and involvement of individuals like you. We encourage all members of the AU community to use this report as a guide for safe practices on and off campus.

To comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, Public Safety prepares this report and works with several university offices and public agencies—such as the Office of the Dean of Students, Housing and Dining Programs, Student Conduct and Conflict Resolution Services, and the D.C. Metropolitan Police Department (MPD)—to gather the information herein. Each entity provides updated data on its educational efforts and programs. Campus crime, arrest, and referral statistics include those reported to Public Safety, designated campus officials (including but not limited to directors, deans, department heads, designated resident life staff, student conduct staff, advisors to students and student organizations, and athletic administrators), and local law enforcement agencies.

The university also has a voluntary confidential reporting system through which crimes are reported to officials at the Counseling Center, the Student Health Center, and the Kay Spiritual Life Center, and through the Faculty and Staff Assistance Program (FSAP).

This publication contains information to aid in the cooperative effort of creating a safer campus. It contains specific information on safety and security, crime prevention, patrol operations and breadth of authority, policies relating to reporting crime, campus disciplinary procedures, and crime statistics for the three previous calendar years. These statistics reflect reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by American University, and on public property that is immediately adjacent to and accessible from the campus.

This publication is posted on American University's website by October 1 each year. We notify all students, staff, and faculty of the website via email as well as through informational postings within the campus. You can obtain this report online at [www.american.edu/finance/publicsafety/asr.cfm](http://www.american.edu/finance/publicsafety/asr.cfm).

All current or prospective faculty, staff, and students can also obtain a paper copy by calling 202-885-2527, by visiting Human Resources or Public Safety on campus, or by writing to:

Annual Security Report Request  
Public Safety  
American University  
4400 Massachusetts Avenue, NW  
Washington, DC 20016-8068

Additional information about security, crime prevention programs, and crime statistics is also available by contacting Public Safety at 202-885-2527.

# GREETINGS!

American University is a community of more than 15,000 students, faculty, and staff who work, live, and study on a beautiful campus in an urban setting. This annual report is written to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) passed by Congress.

These reports are provided on an annual basis on October 1 each year. Since the last report, AU Public Safety has made significant improvements in the safety and security services that are provided to the AU community. We are very excited about these enhancements, and we hope that once you read about them in this report, our excitement will be contagious.

During this last year, Public Safety:

- increased the number of university police officers and university police dispatchers
- placed additional security cameras in selected areas of campus
- increased the number of Salto locks in residence halls on campus
- began converting access control systems to contactless card access security
- upgraded our closed-circuit television system to Genetec Omnicast

Detailed descriptions of these enhancements are contained in this document. It is our hope that these innovations and improvements will have the desired effect in enhancing safety and security services on campus. We will certainly continue to partner, solve problems, and share information about upcoming police and community events, as well as crime trends and alerts, to maintain a high level of preparedness. We are certain that after reading this document, you will be impressed with the myriad safety and security services provided to the campus community. Please join us in these efforts by reading this report and referring to it often.

Thank you and be prepared.

*The American University Department of Public Safety*

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# PUBLIC SAFETY

Public Safety has primary responsibility for the security of American University. Our mission is to create and maintain a safe and secure environment by protecting lives, securing property, and preserving peace and order. Our staff consists of professional campus police and security officers, trained police dispatchers, customer relations representatives, and other team members dedicated to providing first-class customer service to all members of the AU community. We also employ students who perform a variety of duties as Public Safety Aides (PSAs). The senior director of Public Safety oversees the following departments: Police Operations, Police Communications, Investigations, Special Services, and Physical Security.

## PATROL OPERATIONS

Police Operations is managed by a captain through the shift sergeants and corporals who supervise the individual shifts and processes. University police officers patrol university facilities, including academic and administration buildings, parking lots, athletic fields, and grounds. They patrol by vehicle, by bicycle, and on foot. Officers check in at residence-hall front desks but do not routinely patrol the interior of residential buildings unless requested to do so. They provide safety escorts for individuals on campus upon special request. Police Operations participates in managing all university special events that require university police officers. University police officers respond to all reports of crime, fire, medical, and other emergencies, and coordinate with the District of Columbia fire and police departments. Our on-campus police dispatch service coordinates officer response and communications for all emergency calls and requests for service. PSAs patrol and security cameras supplement officer patrols.

**Police Authority:** University police officers are commissioned law enforcement officers of the District of Columbia and have full investigative and arrest authority on university property. As commissioned officers, university police officers are sworn to uphold the Constitution and all laws and legal regulations for the United States and the District of Columbia. Furthermore, the officers are obligated as officials of American University to enforce university rules and regulations.

University police officers are permitted to stop individuals suspected of criminal activity and to request their name, address, business, and destination. Anyone failing to answer these questions to the satisfaction of the officer may be detained for further investigation. Resistance to detention may result in a more serious charge. Officers must be mindful of their safety while performing their duties. For this reason—and based on articulable suspicion of a potential threat—the law permits officers to search a person who has been detained to ensure that he or she does not possess a weapon. All university police officers are required to identify persons they suspect of being perpetrators of, or witnesses to, a crime.

**Officer Training:** University police officers attend an eight-week Campus Public Safety Institute program sponsored by the Consortium of Universities of the Washington Metropolitan Area. This comprehensive program provides valuable training in all aspects of university policing. Additionally, university police officers must successfully complete certification or recertification in such skills as CPR and First Aid. AU University police officers also receive other training, such as Incident Command, Defensive Tactics, Emergency Response, and Infection Control.

## PUBLIC SAFETY

OPEN ALL DAY, EVERY DAY

EMERGENCY CALLS  
202-885-3636

NON-EMERGENCY CALLS  
202-885-2527

Program our numbers into your cell phone for easy access and reference.

When on Main or Tenley Campus, dial 202-885-3636 instead of 911 because emergency services, like fire and ambulance, can respond more effectively with the assistance of AU Public Safety.

## OFFICE LOCATION

South side of main campus directly across from the shuttle depot.

## MAILING ADDRESS

Public Safety Building  
4400 Massachusetts  
Avenue, NW  
Washington, DC 20016-8068

**Memorandum of Understanding:** American University Public Safety does not currently have a Memorandum of Understanding with the Metropolitan Police Department (MPD).

### **PHYSICAL SECURITY UNIT**

The Physical Security Unit is responsible for preventing unauthorized access to university facilities. It maintains the security and intrusion alarm systems, the closed-circuit television systems, and keys and access-card control. The Physical Security Manager works closely with Facilities Management and many other units on campus to identify and promptly repair any malfunctioning security devices. Unit personnel conduct periodic audits to assess physical security requirements and future expansion.

### **POLICE COMMUNICATIONS AND CUSTOMER RELATIONS**

The Police Communications Center is staffed by trained university police dispatchers who operate Public Safety's 24-hour Emergency Dispatch Service. They dispatch university police officers and other personnel to all incidents and calls for service, as well as monitor the university's camera systems. The Customer Relations unit is responsible for parking and traffic services for the university community. Customer Relations representatives serve at the welcome desk weekdays from 8:00 a.m. to 5:00 p.m., providing information, processing parking permits, answering parking questions, managing the lost and found, and assisting with other customer relations issues. The Police Communications Center and Customer Relations unit are managed by the supervisor of Police Communication and the coordinator of Parking and Traffic Service, respectively.

### **POLICE ADMINISTRATION**

The Police Administration Division provides support services to patrol officer efforts on campus. In cooperation with Police Operations staff, the division facilitates Student Conduct and Conflict Resolution Services referrals. It also coordinates training and reports confidential information to campus administrators around the university. These programs enable Public Safety to communicate with campus community members more regularly and to build relationships of mutual trust and respect. All police reports, statistics, statements, and evidence are released through this bureau. Staff members are also responsible for key functions, such as records management, crime analysis, and Security Officers Management Branch certification compliance. Additionally, the Police Administration Division gives direct support in all of the previously mentioned areas to the senior director of Public Safety and Emergency Management.

### **RELATIONSHIP WITH LOCAL LAW ENFORCEMENT AGENCIES**

American University is located in upper northwest Washington, D.C., in the Second District of the MPD. The Second District's headquarters is located approximately 1.5 miles from campus. The Department of Public Safety maintains a close working relationship with MPD and communicates items of mutual concern on a daily basis to it. MPD dispatches officers when a felony is reported, when requested by DPS or by a victim, or when an arrest is made. MPD works with university police officers on complex or specialized cases. MPD officials meet with campus law enforcement directors to discuss mutual concerns, coordinate programs, and exchange information.

### **OFF-CAMPUS CRIMINAL ACTIVITY**

Public Safety does not provide law enforcement service for off-campus activity involving students, because American University does not have any officially recognized student organizations with off-campus locations. Off-campus criminal activity that occurs within the District of Columbia is handled through MPD. DPS officers may respond to off-campus locations at the request of MPD for the purpose of enforcing the student conduct code. American University may take disciplinary action for off-campus infractions of the code when a student's behavior threatens or endangers the safety and well-being of the campus community; when a student is the subject of a violation of local, state, or federal law; or when, in the judgment of university officials, a student's alleged misconduct has a negative effect on the university's pursuit of its mission or on the well-being of the greater community. American University's Public Safety coordinates with MPD on a monthly basis to receive follow-up reports on activities involving students.

# CRIME PREVENTION AND CAMPUS SAFETY PROGRAMS

Public Safety maintains a comprehensive crime prevention program. Working with the Office of Campus Life and other units, the Crime Prevention coordinator develops and monitors procedures and programs to promote safety and security. While it is the responsibility of each member of Public Safety to promote crime prevention throughout the university community, the coordinator is specifically responsible for implementing Public Safety's proactive stance on crime prevention as part of its basic philosophy. This includes, but is not limited to, conducting programs, answering questions about safety and security, responding to inquiries about Public Safety's role on campus, and encouraging residents to become actively safety conscious. To help students and employees protect themselves and their property, this unit develops and makes available to the university community a variety of educational programs and materials.

## EDUCATIONAL PROGRAMS

Crime Prevention and Awareness presents the following programs to all faculty, staff, and students upon request, and at the request of resident assistants in the residence halls. These programs address specific needs of the audience and focus on individuals taking personal responsibility for their safety, avoiding unsafe situations, and using Public Safety services. Unless otherwise noted, the sessions last one to one-and-a-half hours.

- **Who is Public Safety?** introduces students to the functions, purpose, and services of Public Safety. It provides important phone numbers and educates attendees on the training, credentials, and authority of university police officers on campus and in surrounding neighborhoods. It also describes Public Safety's role in the campus emergency plan.
- **Safety in the City** educates students about living in an urban setting and using crime prevention skills. This program is typically customized for a specific audience.
- **Be Safe @ Home** provides students with safety tips and tools to use in their campus residence and around campus. The session encourages safe living on campus and explains how to avoid becoming a victim and how to enhance safety during emergencies.
- **Alcohol and Drug Awareness** illustrates the effects of alcohol and the dangerous consequences of underage drinking. Additional programs educate students on the hazards of drug use, including not only the danger to their well-being but the legal ramifications, financial hardships, and social difficulties to which drug use or experimentation can lead.
- **Rape Aggression Defense (RAD) Systems** teaches practical physical self-defense techniques to members of the AU community.
- **Dating Violence** educates individuals, primarily women, on acquaintance rape and preventive strategies to avoid dangerous dating situations. This program educates students on forms of dating violence, such as emotional and sexual abuse.



Campus groups that sponsor these programs can increase attendance and bring together individuals who have common concerns. Any interested group should contact Public Safety at 202-885-2563. The Student Health Center and the Office of Campus Life may offer related programs on acquaintance rape, alcohol, and relationships.

## **SERVICES AND OTHER PROGRAMS**

### **Escort Service**

To ensure your safety, you can call Public Safety for an escort on foot or in a vehicle if for some reason you believe you may be in danger or if you require assistance on campus or university property. To arrange for an escort, call 202-885-2527 or use an emergency telephone.

### **Safe Ride Back to Campus**

You always have a way back to campus. If you are stuck in the city without any money or a ride back to campus, you can call a cab and have it take you to American University's Public Safety Building. Notify Public Safety that you are on your way by calling 202-885-2527. Public Safety will pay for your cab and place the charge on your student account, ensuring that even without money or a ride, you can always return safely to campus. This service can be utilized at up to a ten-mile radius from main campus.

### **Other Education and Counseling Programs**

Educational programs and counseling options are available to students and employees at American University. The Student Health Center and the Department of Human Resources sponsor a wide variety of substance-abuse education programs. The Counseling Center and Human Resources have treatment and counseling options available for individuals and groups.

## **CRIME PREVENTION TIPS**

### **General Safety Tips**

- Program Public Safety's emergency number 202-885-3636 into your cell phone.
- Be aware of your surroundings.
- Travel in groups at night whenever possible, especially when walking.
- Use lighted walkways and thoroughfares, even if it means going out of your way.
- Walk briskly, with your head up, and with assurance. Do not walk in brush-covered areas or against buildings.
- Do not wear dangling jewelry when traveling into the city. Keep purses, backpacks, and money belts close to the body, and do not leave them unattended.
- Do not struggle if someone attempts to take your property.

### **In the Residence Halls**

- Attend crime prevention seminars held in the residence halls. Public Safety and Housing and Dining programs sponsor seminars on a variety of subjects that could help students avoid becoming victims of crime.
- Lock your room's door at all times, whether the room is occupied or not, and while you are sleeping. Many victims of burglaries have been out of their rooms for only minutes or were down the hall a short distance from their rooms when the burglaries occurred.
- Report doors propped open—they increase vulnerability to crime. If you find an interior or exterior dorm door propped open, call a resident assistant and close the door.
- Lock cash, credit cards, jewelry, and other valuables in a drawer or trunk. Take these valuables with you during school breaks. Be careful not to leave clothing and other property unattended in lounges or laundry rooms.

## Safety When Coming and Going

- Lock your bicycle with a high-security lock.
- Park your vehicle in a well-lit and populated area. If this is impossible, scan the area before getting into or out of your vehicle. Know your surroundings!
- Get into your vehicle briskly, quickly, and confidently.
- Avoid becoming too absorbed with the task at hand, such as keeping your head down at the key lock or occupying yourself with bags, books, or keys. Prevent becoming a target for crime by staying alert.
- Keep keys in hand to avoid unnecessary delay upon reaching your car.
- Always plan ahead, even if you are late or in a rush.
- Whenever possible, travel by way of the university shuttle, which travels to the Tenleytown Metro Station, Tenley Campus, and Washington College of Law. The student-sponsored shuttle service (AUTO) offers several runs to other locations. AUTO can be reached at 202-885-2886.

## Report Suspicious Activity or Persons

Report suspicious incidents, activities, or persons immediately to resident-hall staff and to Public Safety at 202-885-3636. Instant crime reporting or reporting suspicious behavior as soon as possible is critical in reducing campus crime and in assisting Public Safety in its efforts to promote campus safety. **Never hesitate to contact Public Safety with any suspicion regarding your own or someone else's safety. We strongly urge you to program your cell phone with Public Safety's emergency number: 202-885-3636.**

## AVAILABLE CRIME INFORMATION

### Crime Prevention Boards

Public Safety posts crime alerts, crime prevention tips, and similar information on crime prevention boards. At various campus events throughout the year, we display information regarding Public Safety services and crime prevention programs, and we distribute crime prevention literature. Crime Prevention boards are located at:

- Nebraska Lot (Corner of Nebraska Avenue and New Mexico Avenue, NW)
- Asbury (Next to AU Central)
- MGC 1st Floor next to elevators
- Megabytes
- Butler Ticket Office
- Bender Library, ground floor under the stairs
- McDowell Hall, behind the front desk
- Leonard Hall, behind the front desk
- Brandywine, first floor next to the elevators
- Federal Hall, outside of the dining hall
- Tenley Shuttle Stop
- Hurst Hall, next to Room #101
- Southside Shuttle Stop

**Crime Alerts**

Crime alerts are the way AU gives timely warnings to the campus community. Issued at the direction of the director of Public Safety, they inform the campus community of crimes considered by the institution to represent a serious or continuing threat to students and employees. These alerts are generated by crimes reported to Public Safety, local law enforcement agencies, or campus security authorities (e.g., deans of academic units as well as directors and department heads of administrative units). When provided in a timely manner, crime alerts aid in the prevention of similar occurrences. The alerts may be posted on the Public Safety website, [american.edu/finance/publicsafety/crimealerts.cfm](http://american.edu/finance/publicsafety/crimealerts.cfm), and on bulletin boards throughout the university (e.g., in residence halls and in heavily trafficked buildings, such as Bender Library and Mary Graydon Center). Public Safety may also issue these alerts to community coordinators at off-campus housing controlled by American University in addition to the security desk of the Washington College of Law. Alerts may also be sent to the campus community via email or text alert.

**Daily Crime Log**

Public Safety maintains a daily crime log, which is written in an easily understood format and describes the nature of the crime, date the crime was reported, date and time the crime occurred, general location of the crime, and disposition of the complaint, if known. Reports are entered or updated within two business days after receiving the information. The log records virtually all crimes reported to Public Safety. There are times, however, when information may be withheld from the log. If there is clear and convincing evidence that releasing such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, that information may be withheld until the adverse effect is no longer likely to occur. In addition, updates are not required after 60 days have passed from the date of the initial entry.

The log may be accessed under Campus Security at Public Safety's website at [american.edu/publicsafety/dailycrimelog.pdf](http://american.edu/publicsafety/dailycrimelog.pdf).

Upon request, the most recent 60-day period of the log may be inspected at Public Safety during normal business hours (8:00 a.m. to 5:00 p.m.), Monday through Friday, unless the university is closed. Any portion of the log older than 60 days may be inspected at Public Safety within two business days of being requested. Logs are kept for seven years.

# MISSING STUDENT NOTIFICATIONS

## SCOPE

This statement establishes the policy and procedures for the AU community regarding the reporting, investigation, and required emergency notification when a residential student is deemed to be missing. While the scope of this policy is directed primarily to residential students and the staffs of Campus Life and Public Safety, all members of the AU community, including students, faculty, and staff, share the responsibility of reporting to designated university officials when they believe that a student is missing.

## POLICY STATEMENT

The safety of students living on campus is of utmost priority for American University. To this end, this policy is established to assist in locating AU students living in on-campus housing who, based on the facts and circumstances known to AU, are determined to be missing. This policy is in compliance with the missing person provision of the Higher Education Opportunity Act of 2008.

## DEFINITIONS

- A. **Residential Student**—a student who resides in on-campus housing under an AU licensing agreement and is currently enrolled at the university.
- B. **Missing**—for purposes of this policy, a residential student is presumed missing if he or she is overdue in reaching home or campus for more than 24 hours past his or her expected arrival and a check of his or her residence supports that determination. A residential student may be considered missing if he or she is overdue in reaching home, campus, or another specific location past his or her expected arrival, or if any additional factors lead university staff to believe he or she is missing, and a check of his or her residence supports that determination.

## POLICY

### In General

American University will notify all residential students of the provisions of the Missing Student Notification Policy and will actively investigate or assist in the investigation of all missing student reports involving residential students. The missing person contact(s) (and custodial parent or guardian if the student is under age 18) will be notified within 24 hours once the student is determined to be missing.

### Designation of Emergency Contact by Residential Students

On an annual basis, each residential student, upon checking into his or her residence hall room, has the option to confidentially register an emergency contact (“missing person contact”) for American University to notify within 24 hours of when the student has been determined to be missing. The missing person contact information will be registered confidentially, will be accessible only to authorized university officials, and will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

This missing person contact may be listed in addition to the general-purpose emergency contact provided during the residence hall check-in process. If a missing person contact is not formally declared, the university will notify the general-purpose emergency contact.

If a student is under age 18 and non-emancipated, the student's custodial parent or guardian (in addition to any designated missing person contact) will be notified in the event the student is deemed missing.

#### **Procedures for Reporting and Notification Regarding Missing Students**

Individuals who have reason to believe that a student is missing should immediately report their concerns to Public Safety. Public Safety will engage appropriate residence hall and other university staff in immediate efforts to locate the student. These efforts may include but are not limited to:

1. Contacting the student via his or her telephone or email account.
2. Checking with roommates, friends, members of the residential community, and others who may have relevant information.

If a student who has been reported missing is not located within 24 hours, as determined in consultation with Public Safety, the following will occur:

1. The dean of students or designee will notify the student's designated missing person contact, general-purpose emergency contact, and/or the custodial parent or legal guardian, as appropriate.
2. Public Safety will notify law enforcement agencies, including the MPD, coordinate its investigation with outside law enforcement agencies, and continue its efforts to locate the student.

If in the course of this investigation, foul play is evident or strongly indicated or there are other compelling circumstances, law enforcement will be contacted immediately.

#### **NOTIFICATION OF POLICY**

Notification of this policy will be made directly to all student residents in campus housing annually through its inclusion in American University's Annual Security Report and through the residence hall registration process.

#### **EFFECTIVE DATES**

This policy is effective June 1, 2009, revised July 1, 2010.

**Frequency of review and update:** This policy is reviewed biennially unless changes in laws or university business needs require a different review/revision schedule.

# REPORTING CRIMINAL ACTIONS AND EMERGENCIES

Students, faculty, staff, and visitors should immediately report any criminal offenses to Public Safety. Emergencies, potential criminal actions, or suspicious activities can be reported by regular telephone, emergency telephone, or in person.

- You may dial 202-885-3636 or, from any on-campus telephone, extension 3636.
- Sixty-nine (69) emergency blue telephones, either on stand-alone towers or mounted on pillars topped with blue lights, are located on the grounds of the university and in garages. These telephones automatically connect to the Public Safety office. Pushing the EMERGENCY button on the box will activate the telephone connection. You can begin to speak when the dispatcher answers over the speaker. Another feature on the phone is the CALL button, which allows you to call on-campus extensions. Additionally, there are two emergency phones on the Katzen Gate, which do not possess blue lights or a non-emergency call feature. All exterior emergency phones are tested biweekly.
- Twenty-five (25) indoor emergency telephones are located in various buildings and at residence hall front desks. The telephones are red and automatically connect to the Public Safety office when the receiver is lifted. The location of an activated telephone is displayed in the Public Safety office so officers can be dispatched to investigate, even if there is no voice communication. Repairs to these phones are made by Telecommunications and reported to the Crime Prevention coordinator.
- You can make reports in person at the Public Safety building or to uniformed university police officers on patrol throughout campus. Reports made to Public Safety will be included in annual statistical compilations and the daily crime log, when appropriate, and will be evaluated for timely warning consideration. You can report criminal offenses to other officials at American University as well, including deans of academic units as well as directors and heads of certain administrative units (as listed on p. 57). These reports will also be included in annual statistical compilations and evaluated for timely warning consideration, but only crimes reported to Public Safety will be included in the daily crime log.
- Public Safety will help members of the AU community contact outside police departments and other reporting authorities.
- You can make a confidential report to pastoral or professional counselors at the Counseling Center, the Student Health Center, the Kay Spiritual Life Center, and through the Faculty and Staff Assistance Program (FSAP). Pastoral counselors (a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor) and professional counselors (a person whose official responsibilities include 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; this definition applies even to professional counselors who are not employees of the institution but are under contract to provide counseling at the institution) are exempt from disclosing information when acting in their role of pastoral or professional counselor. Consequently, reports to pastoral or professional

counselors may not be included in annual statistical compilations or included in the daily crime log, or evaluated for timely warning consideration.

- You can also make a confidential report through Public Safety's Crime Stoppers web page at [american.edu/finance/publicsafety/tips.cfm](http://american.edu/finance/publicsafety/tips.cfm). Such reports will not be used for crime alerts, daily crime log entries, or Annual Security Report crime statistics unless the occurrences can be substantiated through investigation.

**This method should not be used to report crimes in progress:**

- AUTIP is a new method that became operational in fall 2010. It is an interactive text-message-based system that allows members of the AU community to send text messages to 67283 and report crimes or other incidents—including crimes in progress—to the university police dispatcher. Anyone who employs this method may choose to use it anonymously. To use AUTIP, you must type AUTIP as the first word in your message, enter a space, and then enter the message. AUTIP allows university community members to communicate with Public Safety anytime and anywhere as long as they have a working cell phone.
- When we receive a report of an urgent situation, we dispatch officers to the scene to lend assistance, investigate, prepare a report, and conduct follow-up, as needed. When appropriate, we notify District of Columbia fire, emergency medical, and police personnel.
- University police officers conduct preliminary investigations of reported crimes. We coordinate investigations of serious campus crimes with the MPD. When appropriate, we present investigation results to the U.S. Attorney for prosecution or to Student Conduct and Conflict Resolution Services for action or to both.

# CAMPUS-WIDE EMERGENCY RESPONSE AND EVACUATION PROCEDURES

In the event of a campus-wide emergency, the university's detailed emergency preparedness plan provides notification instructions and operating procedures at [american.edu/emergency](http://american.edu/emergency). This web page provides access links to emergency alerts and procedures, as well as university resources and policies relating to emergency preparedness. A public version of the Emergency Management and Continuity of Operations Plan can be found at [american.edu/emergency](http://american.edu/emergency).

**If you notice a forthcoming or an ongoing emergency, please contact the Department of Public Safety on the emergency response line at 202-885-3636 immediately.**

Once such an emergency has occurred and has been confirmed by Public Safety, the president of American University, the senior director of Public Safety, and the Emergency Response Team (ERT) leader will convene and determine the scope of the incident. Upon their determination, the president of American University will activate the Emergency Management and Continuity of Operations Plan. Once the emergency preparedness plan has been activated, the ERT will oversee the response team in conducting recovery and restoration operations. The ERT will fulfill many operational functions during an emergency and is the primary vehicle for implementing and managing the emergency response. The ERT is responsible for confirming that there is a significant emergency or dangerous situation and for determining the appropriate segment or segments of the campus community to receive a notification. The ERT is composed of the following members:

- Patricia Kelshian, ERT Leader 202-885-3284
- Daniel Nichols, ERT Leader Alternate 202-885-2534
- Tanisha Jagoe, ERT Logistical Support 202-885-2722
- Victoria Connaughton, ERT Member 202-885-2188
- David Dower ERT Member 202-885-2731
- Vi Eittle, ERT Member 202-885-2720
- Abbey Fagin, ERT Member 202-885-3411
- Vin Harkins, ERT Member 202-885-3704
- Doug Kudravetz, ERT Member 202-885-3283
- Walter Labitzky, ERT Member 202-274-4013
- Camille Lepre, ERT Member 202-885-5953
- Chris Moody, ERT Member 202-885-3370
- Phillip Morse, ERT Member 202-885-2549
- Beth Muha, ERT Member 202-885-2451
- Tony Hollinger, ERT Member 202-885-2403
- Dave Swartz, ERT Member 202-885-2612



In a campus-wide emergency response, the ERT will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of the ERT, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Public Safety will work in concert with the ERT to provide a coordinated and effective response to the university community. American University will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of faculty, students, or staff occurring on the campus.

The university operates a campus notification system, AU Alert, which will provide immediate text alerts and updates to students, faculty, and staff, with information and instructions, if there is an emergency. Public Safety will use these text alerts to notify the campus community of the nature of the emergency and procedures to follow. Because we can send the alerts to any cell phone or email address regardless of physical location, parents find them an invaluable resource for keeping informed if an emergency occurs on campus. The website also contains numerous resources for emergency planning (e.g., shelter-in-place and mass-care procedures).

The assistant vice president of University Communications or a designee will act as the university's spokesperson and will authorize the distribution of university-wide statements to keep the community updated. The university conducts a campus-wide test of its emergency response and evacuation procedures annually. Additional exercises are conducted as needed. The university administration and the ERT drill the Emergency Management and Continuity of Operations Plan every spring. Based on the outcomes of the spring drill, the building marshals receive training in the fall.

In certain emergency situations, the campus community may be advised to "shelter in place" to avoid or minimize exposure to outside risks. Risks could include chemical or radioactive releases and some weather-related emergencies.

Once shelter-in-place instructions have been communicated, students, faculty, and staff should stay in the same building they were in when they first received the message. If they are outside, they should go to the nearest building and await further instructions.

While it may be advisable to shelter in place in certain situations, no one can be forced to do so. Campus community members who choose not to shelter in place should vacate the premises immediately, so the building can be secured as soon as possible.

The Emergency Response Team will be responsible for keeping building marshals informed of the situation as it unfolds. Building marshals will:

- communicate information to building occupants
- shut and lock all windows and doors
- limit egress to one door or area of the building
- affix orange tape on all exterior doorways to visually remind occupants to stay in the building
- instruct occupants to gather in the center of the room, away from doors and windows
- communicate when the "all clear" message is given

The alert system was successfully implemented on February 5, 2010 (weather closing); February 8, 2010 (weather closing); February 9, 2010 (weather closing); February 10, 2010 (weather closing); February 11, 2010 (weather closing); February 12, 2010 (weather closing); January 18, 2011 (delayed opening—weather); January 26, 2011 (early closing—weather); January 27, 2011 (delayed opening—weather); April 7, 2011 (chemical spill); February 16, 2012 (power outage); June 1, 2012 (tornado warning); June 29, 2012 (police incident); October 28, 2012 (weather closing); January 28, 2013 (delayed opening—weather); March 6, 2013 (weather closing); March 22, 2013 (police incident); May 5, 2013 (fire alarm—monitoring station); and June 13, 2013 (severe weather warning). All tests were unannounced. AU conducted two (2) announced all-emergency communication tests. These tests occurred on October 12, 2012, and March 14, 2013.

Additionally, testing of the in-building AlertUs beacons was conducted May 19, 2010, and an alert issued as part of the Integrated Public Alert and Warning System Drill on November 9, 2011. These tests were announced.

The Emergency Response Team and building marshals, in coordination with ServeDC, conducted Community Emergency Response Team (CERT) training and exercises in the spring and fall of 2012. This training equipped the participants to better prepare, respond, and cope in the event of an emergency or disaster. During the intensive collaboration, skill testing and tabletop modules were completed that mimicked the multiagency response to real-life scenarios involving the local community. The CERT program is a nationally recognized model of emergency response training, first developed by the Los Angeles City Fire Department.

Notification to the campus of the emergency response and evacuation procedures is made annually to students, faculty, and staff. It is included in the notice announcing the publication of the Annual Security Report. Also, AU's senior director of Public Safety and crime prevention coordinator discuss emergency procedures during new student orientation, at residence hall floor presentations, at tabling events, and at various student group presentations.

### **EMERGENCY EVACUATION FOR STUDENTS WITH DISABILITIES**

The emergency evacuation plan for students with disabilities is located on the Academic Support and Access Center's website at <http://www.american.edu/ocl/asac/Emergency-Information-and-Procedures.cfm>.

A member from the Academic Support and Access Center meets with students during their intake process and discusses the emergency evacuation plan. Additionally, each resident director from Housing and Dining Programs meets with each student with disabilities at the beginning of each semester to review the evacuation plan and designated evacuation area of rescue.

The Academic Support and Access Center creates and updates an emergency evacuation list that includes the names of students with disabilities, their residence hall and room location, and type of disability. This list is provided to the Department of Public Safety and Housing and Dining Programs. The list is kept at each of the residence hall front desks to be referenced by American University personnel in the event of an emergency.

# ANNUAL FIRE SAFETY REPORT

The Annual Fire Safety Report contains information with respect to the campus fire safety practices and standards of American University. This report is published on or before October 1. It contains a description of each on-campus student housing facility fire safety system; the number of fire drills held during the previous calendar year; and policies or rules on portable electrical appliances, smoking, and open flames in student housing facilities. The Annual Fire Safety Report also contains procedures for evacuating student housing in case of fire; policies regarding fire safety education and training programs provided to the students, faculty, and staff; a list of the titles of each person or organization to which students and employees should report that a fire has occurred; and possible plans for future improvements in fire safety.

The Annual Fire Safety Report can be found at [www.american.edu/finance/rmehs/FireSafety.cfm](http://www.american.edu/finance/rmehs/FireSafety.cfm).

To obtain a paper copy of the report, please contact the Department of Public Safety at 202-885-2537 or via email at [clerycompliance@american.edu](mailto:clerycompliance@american.edu).

# PREVENTING AND RESPONDING TO SEXUAL ASSAULT

The university's Discrimination & Sexual Harassment Project Team is responsible for recommending policies and procedures to respond to sexual assault. Programs on the prevention of sexual assault are offered regularly through the Office of Campus Life and by Public Safety to students, faculty, and staff. Public Safety offers a physical defense course for women, RAD Systems, which teaches rape prevention and practical self-defense techniques. Campus Life offers programs on relationship violence and sexual assault. Details of upcoming programs and support resources can be found at [american.edu/sexualassault](http://american.edu/sexualassault).

## THE CAMPUS SEX CRIME PREVENTION ACT

The Campus Sex Crime Prevention Act (Section 1601 of Public Law 106-386) provides for the tracking of convicted, registered sex offenders working or volunteering on campus, or enrolled as students at institutions of higher education. The Sex Offender Registry database provides information on Class A sex offenders living, residing, working, or attending school in the District of Columbia only. For this information, go to the MPD Sex Offender Registry at [mpdc.dc.gov/service/sex-offender-registry](http://mpdc.dc.gov/service/sex-offender-registry).

A copy of the report can be printed from the above website.

## SEX OFFENSE RESOURCES

### DISTRICT OF COLUMBIA

<b>Sexual Assault Information Line</b>	<b>202-885-2000</b>
<b>D.C. Rape Crisis Hotline</b>	<b>202-333-RAPE (7273)</b>
<b>Dean of Students Office</b>	<b>202-885-3300</b>
<b>Emergencies on Campus</b>	<b>202-885-3636</b>
<b>Emergencies off Campus</b>	<b>911</b>
<b>MPD Sexual Assault Unit</b>	<b>202-727-3700</b>
<b>MPD Second District Headquarters</b>	<b>202-715-7300</b>
<b>Counseling Center at American University</b>	<b>202-885-3500</b>
<b>Sibley Memorial Hospital Emergency Room</b>	<b>202-537-4080</b>
<b>Network for Victim Recovery DC</b>	<b>1-800-641-4028</b>
<b>Washington Hospital Center-SANE</b>	<b>1-800-641-4028</b>

### NATIONWIDE

<b>RAINN.org</b>	<b>800-656-HOPE (4673)</b>
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## SEXUAL ASSAULT PREVENTION COORDINATOR

The Sexual Assault Prevention Coordinator (SAPC) serves to develop and implement prevention and education programs for the AU community about sexual assault, dating violence, and stalking. The SAPC is also available to provide resources and referrals for survivors of sexual assault and can assist survivors in contacting counselors or a victim advocate when requested. As part of the Wellness Center team, the SAPC is supervised by the associate dean of students. The SAPC became a victim advocate on campus and confidential resource on November 1, 2011. As a confidential resource, the SAPC's services are available to all members of the American University community with concerns regarding sexual assault, dating violence, or stalking. As a confidential resource, the SAPC is not permitted to report a sexual assault unless requested by the victim/survivor or unless there is immediate danger to human life. The SAPC can be reached at 202-885-3055 and at [sapc@american.edu](mailto:sapc@american.edu).

## REPORTING SEX-RELATED OFFENSES TO PUBLIC SAFETY

We will help you file a university incident report and assign a female or male officer, as appropriate, to handle the initial interview. Public Safety will offer you the option of contacting MPD when you report a sexual assault to us. It is extremely important to preserve evidence as proof of a criminal offense. We will honor and respect your decision to pursue or not to pursue some course of criminal or civil action. If you so choose, Public Safety can assist with obtaining a rape kit and provide support as you work with the MPD Sex Crimes Unit. You also have the right to file conduct charges with Student Conduct and Conflict Resolution Services if the perpetrator is a student. If the case alleges a crime of violence (including but not limited to sexual assault and rape), the accuser and accused have a right to know the outcome of the proceedings. Based upon the specifics of the case, the university's Title IX investigators may also choose to conduct an administrative investigation according to the university's Discrimination and Sexual Harassment Policy.

American University's Department of Public Safety and Wellness Center can provide any student with a brochure specifically addressing resources for victims and survivors of sexual assault. The brochure has also been distributed to all offices providing direct services to students—and faculty and staff in those offices have been directed to make it available to any student who visits their office.

The American University Resources for Victims and Survivors of Sexual Assault brochure includes information regarding:

- definitions of conduct
- actions to take if a student becomes a victim
- tips on how to help a friend
- procedures for filing a complaint on campus
- victims' rights
- confidential resources and policy updates
- guidelines of consent
- on- and off-campus resources available to all students

## VICTIMS' RIGHTS

Students who identify themselves as victims of sexual misconduct may rely on the following provisions in support of their recovery:

1. **You do not have to identify** the alleged perpetrator, unless the information is necessary to respond to your request for a specific form of assistance.
2. **You can choose whether or not to file a complaint** with the appropriate university department or with law enforcement.
3. Before making a report to a university official, **you can request information** about university policies and procedures regarding the release of personally identifiable information.
4. **You can request assistance** from Public Safety in filing a report with the MPD.

5. **You can access medical care** without consenting to a crime investigation by Public Safety and/or MPD.
6. **You can access confidential physical and mental health care** at the Student Health Center and the Counseling Center.
7. **You can request a barring of personal contact** between you and the alleged perpetrator through the Office of the Dean of Students.
8. **You can request relocation in university housing** through the Office of the Dean of Students.
9. **You can request a change in your class schedule** to avoid contact with the alleged perpetrator through the Office of the Dean of Students.
10. **You can request a change in your email address** and server login through the Office of the Dean of Students.
11. **You can request that a visual barrier** be placed between you and the respondent during a disciplinary hearing.
12. **You will be informed** of the outcomes of the disciplinary proceeding.
13. **The Student Conduct Code guarantees** that if you serve as a complainant in a disciplinary proceeding, you have the right to:
  - receive procedural information about disciplinary proceedings prior to and after submitting a case
  - have witnesses provide statements regarding the case
  - have an advisor present during the disciplinary process
  - challenge the persons conducting the hearing with regard to personal bias

#### **Additional Information and Resources**

You can use the following services regardless of whether you were sexually assaulted on or off campus:

- Go to a hospital for an exam, preferably Washington Hospital Center where the Sexual Assault Nurse Examiner Unit is located. Any part of the exam can be refused, and all services are free of charge. Additionally, an individual is not required to report the crime to MPD to access these services. The results of an exam are held for 90 days or longer upon request, giving a survivor time to decide whether they would like to press criminal charges. At the hospital, if you choose to report the assault for criminal prosecution, hospital officials will call for a member of the MPD Sex Offense Squad to collect appropriate evidence. Again, note that you do not have to report the assault to the police if you go to the hospital. This is your choice. It is best not to shower or bathe prior to this exam. Bring with you, in a paper bag, any clothes or articles you were wearing when the assault occurred. A Housing and Dining Programs staff member or a Public Safety staff member can help you arrange transportation to the hospital via cab voucher or ambulance.
- Have a Sexual Assault Nurse Examiner (SANE) exam. Victims are not required to report to or speak with law enforcement to have a SANE exam. In the Washington metropolitan area, only the Washington Hospital Center, located at 110 Irving Street, NW, Washington, DC 20010, gives these exams. If you are under 18 years of age, SANE exams are conducted at Children's Hospital, located at 111 Michigan Avenue, NW, Washington, DC 20010. The phone number for the on-call Sexual Assault Nurse Examiner is 1-800-641-4028.
- Receive medical attention at the Student Health Center (SHC). The SHC can provide testing for sexually transmitted diseases and other services; however, the SHC cannot collect evidence for MPD in preparation for possible criminal prosecution. It is therefore important that you go to a hospital if you believe there is any possibility that you may press criminal charges. Washington Hospital Center, with its SANE program, is the preferred hospital to refer victims.
- Report the assault to campus authorities, such as those in Housing and Dining Programs, the Office of the Dean of Students, and University Athletics. Licensed and professional counselors in the Counseling Center and Faculty Staff Assistance Program, as well as pastoral counselors in the University Chaplain's office, can provide confidential counseling. Pastoral and professional counselors must be acting in these roles within the university to be excluded from Public Safety's reporting requirements.

- Contact the sexual assault prevention coordinator, who is a confidential victim advocate on campus, at the Wellness Center. The SAPC can provide advocacy and resources for survivors of sexual assault, relationship violence, and stalking. Additionally, the Women's Resource Center Coordinator is a confidential resource who can also act as a victim advocate for survivors of sexual assault, dating violence, and stalking.
- File charges through the university's internal conduct system: Student Conduct and Conflict Resolution Services. You may file charges at the university in addition to charges you may have filed through the court system (criminal or civil).
- File a Title IX sex discrimination complaint in addition to filing a criminal complaint.
- Call outside sources, such as the D.C. Rape Crisis Hotline at 202-333-RAPE (7273).
- Call friends or family to assist you.
- Get psychological counseling through the university Counseling Center, FSAP, or the D.C. Rape Crisis Hotline.
- Request changes in your academic and living situations through the Office of the Dean of Students.

### **Assisting a friend**

Helping someone can be a scary situation, but it's important that we know what we can do to help when someone is in need.

If you are trying to help a friend, follow these guidelines:

- Believe your friend. Statements such as, "I believe you" and "It wasn't your fault" can be extremely helpful.
- Make sure your friend feels safe in their current location.
- Listen and be available.
- Don't judge or blame your friend for what happened.
- Encourage action but allow your friend to decide what actions to take. For example, encourage your friend to seek medical attention, but do not force him or her to do so. Making choices helps your friend to regain control lost during the assault.
- Be patient. Healing from a sexual assault takes time. Continue to offer your support to your friend throughout the coming weeks and months, or even longer. Remember that every healing process is unique.
- Get support for yourself. Supporting a friend can result in stress and confusion in your own life. You can also utilize the resources in this report.
- The most important point to remember is that the assault is not your friend's fault.

### **CONFIDENTIAL RESOURCES ON CAMPUS**

The following offices and individuals are confidential resources available to all members of the American University community with concerns regarding sexual assault, dating violence, or stalking:

- Counseling Center
- sexual assault prevention coordinator
- clinical staff at the Student Health Center
- ordained clergy at the Kay Spiritual Life Center

These confidential resources are not permitted to report a sexual assault unless requested by the victim/survivor or if there is immediate danger to human life. Contact information for these resources can be found in the "On-campus Resources" portion of this report. For additional information, please visit [www.american.edu/sexualassault](http://www.american.edu/sexualassault).

Notice: Any office or staff member outside of the resources listed above are required under Title IX to report knowledge of an incident involving sexual assault to the Dean of Students for appropriate follow-up.

## AU POLICY DEFINITIONS OF COERCION AND CONSENT

### Definition of Coercion:

Coercion is forcing someone to act based on fear of harm to self or others. Means of coercion may include, but are not limited to, pressure, threats, emotional intimidation, or the use of physical force. Coercion also includes forcing a person to act by impairing the faculties of that person through the administration of a substance.

### Definition of Consent:

- Consent is informed and clear. Parties must be able to communicate effectively and agree on the type of sexual activities that will be shared. If a person has a sexually transmittable disease, that should be disclosed to a partner before engaging in sexual activity.
- Consent is essential each time sexual activity occurs and/or escalates. During or prior to any sexual activity, each partner has the right to withdraw consent at any time. Consent to one type of sexual activity does not imply consent to other forms of sexual activities.
- Consent is a free choice only if it has been granted without the use of force real or perceived, threats, intimidation, or coercion.
- Consent cannot be construed from a partner's silence.
- Consent cannot be assumed based on a previous or current sexual relationship with the person who initiates the sexual activity.
- Consent is not implicit in a person's manner of dress or physical appearance.
- Consent is not implicit in acceptance of an invitation for a meal or date.
- Consent is not achievable if a partner is or appears to be under the influence of a controlled or intoxicating substance, whether or not that substance was consumed willingly.

## STUDENT CONDUCT CASE PROCEDURES

In cases of an alleged sex offense committed by a student may be referred for a disciplinary hearing. The accuser and the accused are equally entitled to have others present during a disciplinary proceeding. Both the accuser and the accused may be informed of the outcome of the disciplinary proceeding in which a crime of violence was alleged. Specifically, both parties will be informed of the university's final determination with regard to the alleged sex offense and any other crimes of violence, and any sanction that is imposed against the accused.

In addition, American University will, upon written request, disclose to the alleged victim of a crime of violence (defined in Section 16, Title 18, U.S. Code), or a non-forcible sex offense, the results of any disciplinary hearing conducted against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, American University will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Those serving as either complainants or respondents in a student conduct case may appeal a decision in some cases, including those involving rape and sexual assault charges. In cases where the complainant is not the victim/survivor of the respondent's actions, the right of appeal applies to the complainant only with the written permission of the person identifying as the victim/survivor. The sexual history or sexual character of a party will not be admissible in disciplinary proceedings, unless such information is determined relevant by the hearing administrator.



## UNIVERSITY SANCTIONS FOR SEX-RELATED OFFENSES

When the university's conduct system finds a student responsible for a sex-related offense, sanctions are implemented and communicated in accordance with university policies. There are no automatic sanctions for particular offenses. Student Conduct and Conflict Resolution Services evaluates cases individually and applies sanctions consistent with the severity of the offense; however, students should be aware that suspension and dismissal from the university are typically considered.

Staff members found responsible for a sex-related offense receive sanctions in accordance with university policies. Human Resources promptly conducts an investigation of alleged staff sex-related misconduct and reports the findings to the executive director of Human Resources. The executive director will, after consideration, issue a final decision to both parties and to appropriate supervisors, who may take corrective or disciplinary action. Such disciplinary action may include the discharge of the offending staff member.

Questions about the Sexual Harassment Policy or its enforcement should be referred to the executive director of Human Resources.

Faculty members found responsible for a sex-related offense receive sanctions in accordance with university policies. The dean of Academic Affairs or his or her designee will conduct an inquiry of alleged faculty-related misconduct. The dean will discuss the matter with the complainant, respondent, and any other parties that the dean deems appropriate. If the dean or his or her designee concludes that there are sufficient grounds for the complaint, the dean or designee will initiate a hearing in accordance with the Disciplinary Procedures of the Faculty Manual. Sanctions could include termination with cause and other major sanctions.

## FILING A COMPLAINT OF SEXUAL MISCONDUCT

Complaints involving a student, staff, or faculty member:

- If the alleged perpetrator is a student, a complaint may be filed with the Office of the Dean of Students at [dos@american.edu](mailto:dos@american.edu) or 202-885-3300.
- If the alleged perpetrator is a staff member, a complaint may be filed with Employee Relations located in the Human Resources Office at [employeerelations@american.edu](mailto:employeerelations@american.edu) or 202-885-2607.
- If the alleged perpetrator is a faculty member, a complaint may be filed with the dean of academic affairs located in the Office of the Provost at [academicaffairs@american.edu](mailto:academicaffairs@american.edu) or 202-885-2125.
- If the alleged perpetrator is a Washington College of Law student, a complaint may be filed with the WCL dean of student affairs at [djaffe@wcl.american.edu](mailto:djaffe@wcl.american.edu) or 202-274-4052.

If the alleged perpetrator is staff or faculty and the victim is a student, the student is encouraged to contact the Office of the Dean of Students who can act as an advisor to the student and as a liaison to either Human Resources or Academic Affairs to make a complaint.

Filing a report of alleged sexual misconduct with any office in the university does not obligate a student to pursue or participate in a complaint filed. However, if the university reasonably believes that pursuing a case is necessary to provide a safe, nondiscriminatory environment for all students, a representative of the university may continue to pursue the case. The survivor may choose to participate in the disciplinary proceeding as the complainant, as a witness for a person acting on their behalf, or not at all.

For the complete description of these policies and procedures, please refer to <http://www.american.edu/ocl/studentguide/Student-Policies.cfm>.

## TITLE IX

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

AU prohibits sex discrimination in any form and provides resources for support and complaint resolution.

American University's Discrimination and Sexual Harassment policy identifies prohibited conduct under Title IX and outlines complaint procedures.

The policy is available at <http://www.american.edu/policies/>.

Complaints may be directed to the University's Title IX officers:

Title IX officer (for complaints against university students)

Dean of Students  
408 Butler Pavilion  
202-885-3300  
[dos@american.edu](mailto:dos@american.edu)

Deputy Title IX officer (for complaints against Washington College of Law students)

WCL Dean of Student Affairs  
4801 Massachusetts Avenue, NW  
Washington, DC 20016  
202-274-4052  
[djaffe@wcl.american.edu](mailto:djaffe@wcl.american.edu)

Deputy Title IX officer (for complaints against faculty members, faculty administrators, and individuals carrying out teaching responsibilities)

Dean of Academic Affairs  
Leonard Hall Lower Level  
202-885-2125  
[deanofacademicaffairs@american.edu](mailto:deanofacademicaffairs@american.edu)

Deputy Title IX officer (for complaints against staff, university administrators, university guests, and contractors)

Assistant Vice President of Human Resources  
3201 New Mexico Avenue, NW, Suite 350  
Washington, DC 20016  
202-885-2591  
[employeerelations@american.edu](mailto:employeerelations@american.edu)

The student conduct code defines types of sexual misconduct and outlines the procedures for resolving complaints through the student disciplinary system. The conduct code is available at <http://www.american.edu/ocl/sccrs/upload/AU-Student-Conduct-Code-2013-14.pdf>.

General information and resources pertaining to sexual assault are available at <http://www.american.edu/sexualassault>.

A sexual assault prevention coordinator is on the Wellness Center staff, McCabe Hall, 202-885-3055, [sapcc@american.edu](mailto:sapcc@american.edu).

# ACCESS TO CAMPUS FACILITIES: SAFETY AND SECURITY

## CAMPUS

American University has an open environment, allowing individuals to move freely around the campus; however, the university restricts access to its facilities to members of the academic community and bona fide guests. This open environment makes all members of the university community responsible for immediately reporting suspicious activity to Public Safety. Report suspicious incidents, activities, or persons to Public Safety Police Emergency (202-885-3636) as soon as possible. Your vigilance is essential in helping Public Safety promote campus safety and reduce campus crime. In order to uphold this policy, all students, faculty, and staff must have an American University ID card (OneCard) and present it when requested by a university official. Individuals whom university police officers challenge for suspicious activity must identify themselves and present student, employee, or other identification, as requested. Individuals who do not have legitimate reasons for being on campus or in a university building, and who refuse to comply with a request to leave, may be subject to arrest under the District of Columbia Code, Section 22-3302, Unlawful Entry.

## GROUNDS

Access to the grounds is generally not controlled. The outside athletic facilities and adjacent unlit areas are closed at dark. University police officers question individuals observed using the field after hours, displaying suspicious behavior, or suspected of unlawful acts. Public Safety stresses that no one should hesitate to contact them with any suspicion regarding their own or someone else's safety.

## ACADEMIC AND ADMINISTRATION BUILDINGS

Academic and administration buildings are open during regular business and class hours. Instructional facilities are generally open from 7:00 a.m. to 11:00 p.m., Monday through Friday, with modified weekend hours. Other areas may be open for 24-hour use during exam periods or for other special needs. University police officers lock and unlock exterior building entrances in accordance with the building's schedule. They admit individuals to locked buildings and areas only if the individuals have valid identification and written authorization.

## RESIDENCE HALLS

Residence halls are locked 24 hours a day, with an electronic system controlling access. Residents and visitors enter through the main entrance only. Residents use a magnetic access card to open the building door. Visitors are granted entry by the front desk staff and must be escorted by a resident. The front desks are staffed 24 hours a day, except during holidays. University personnel and maintenance staff check in at the front desks when entering residence halls. While the university makes every effort to prevent access by uninvited visitors, residents must also take an active role in that effort. Report strangers to the hall staff, and do not hold doors open for nonresidents to enter. Residents are held responsible for the actions of their guests. We encourage students to lock their room doors at all times.

## **OFF-CAMPUS STUDENT HOUSING**

American University provides off-campus student housing at the Berkshire Apartments at 4201 Massachusetts Avenue, NW, Washington, D.C. At this location, building attendants staff the front desk 24 hours a day. The university employs full-time community coordinators who reside in the building. Residents of the university-provided Berkshire Apartments must comply with the university's Student Conduct Code, including the Drug and Alcohol Policies. Report all criminal activities at these locations to the local police as well as to the community coordinators, if there is student involvement.

The Berkshire Apartments are located in the Washington, D.C., 2nd Police District. Residents of the Berkshire Apartments can call MPD at 311 for non-emergencies. For emergencies, please call 911. To help ensure timely notifications and accurate statistics, we encourage you to contact American University's Public Safety after a report has been filed with MPD.

American University's Washington Semester coordinates apartment housing on Capitol Hill and Woodley Park through the Washington Intern Student Housing Program. A full-time community coordinator, who is employed by the university, is present in conjunction with these residences. Residents must comply with the university's Student Conduct Code, including the Drug and Alcohol Policies. All criminal activities should be reported to the local police as well as to the community coordinator. Residents of these apartments should contact MPD at 311 for non-emergencies. For emergencies, please call 911. To help ensure timely notifications and accurate statistics, we encourage you to contact American University's Public Safety after a report has been filed with MPD.

## **EMERGENCY PHONES**

Blue-light emergency phones are two-way call boxes, mounted on stand-alone towers or pillars topped with blue lights. These telephones automatically connect to the Public Safety office—just depress the button on the box. If you need help, this feature allows you to speak directly with Public Safety. A communications specialist will send the appropriate emergency personnel to you. The blue phones also allow the caller to call another extension on campus by activating the gray button and dialing the extension. Some of the phones are equipped with cameras to observe activity in that area. Sixty-nine (69) blue-light telephones are strategically located on the grounds of the university and in garages. There are twenty-five (25) indoor emergency red telephones located in various buildings and at the residence-hall front desks. The red telephones are identified by signs and automatically connect to the Public Safety office when you lift the receiver. The location of an activated telephone is displayed in the Public Safety office so that officers can be dispatched to investigate, even if there is no voice communication. Note: In case of emergency, you may dial extension 3636 from any on-campus telephone. If you are using an off-campus line or cell phone, please call 202-885-3636.

## **ALARMS AND CLOSED-CIRCUIT CAMERAS**

Limited-access areas in academic and administrative buildings are connected to intrusion alarms that report to a central monitoring station in the Public Safety office. Systems are currently located in several 24-hour areas on campus. Upgrades and expansions of these systems are planned and installed annually. All residence hall exterior doors are alarmed. These alarms are monitored by Public Safety and also sound a local siren.

## **SALTO LOCKS FOR ENHANCED RESIDENCE HALL AND BUILDING SECURITY**

During the summer of 2011 and 2012, Public Safety continued installing Salto-locking technology in selected residence halls. This technology allows students access to their rooms using smart chip technology imbedded in their university-issued ID card. Because the doors automatically lock, this technology significantly reduces the opportunity for unauthorized access should students inadvertently leave their door unlocked. If a student loses his or her ID, the ID is simply deleted from the system without the need for expensive lock records and change of keys with other roommates. In addition, Salto locks maintain an audit trail detailing who entered the room and when.

## **ELECTRONIC KEY BOXES FOR ENHANCED CONTROL OF TEMPORARY ISSUANCE OF KEYS**

During the last academic year, Public Safety continued maintenance of electronic key boxes in selected buildings on campus. These boxes secure keys and access-control cards in a locked box in various remote locations on campus. Individuals who need temporary access to rooms, labs, offices, or studios simply swipe their campus ID, and the key box grants them access

to authorized keys. A timer is automatically set by the boxes, and an email is sent to the user if he or she keeps the key out of the box for too long. An audit trail is maintained by the key box to provide administrators with needed information on who accessed what and when.

### **SECURITY CONSIDERATION IN MAINTENANCE**

Public Safety officers routinely check lighting on campus during regularly assigned patrols. When they find lights that are out or dim, they initiate a work order for Facilities Management (FM). FM maintains university facilities with safety and security in mind. University officers and FM work closely together to identify any broken doors, windows, locks, lights, or other hazards. These items receive expedited maintenance action. We encourage all members of the university to promptly report any unsafe facility conditions by calling 2FIX at 202-885-2349 to reach the Facilities Information Center. You can report any conditions that cause concern about personal safety and property protection to Public Safety by calling 202-885-2527. Public Safety personnel regularly inspect campus facilities to assess potential risks and make recommendations for improvement.

# STUDY ABROAD PROGRAMS

## SAFETY

With the safety of our students abroad a top priority, AU Abroad operates academically challenging programs where students learn from close integration with their host cultures. AU Abroad only administers programs that we deem safe.

AU Abroad performs regular risk assessments of every program administered. Faculty and staff at our sites know how to contact students locally or when they travel; at each site, students are given 24-hour emergency contact numbers and informed of emergency procedures. When students travel independently, we ask that they keep on-site staff apprised of their plans. AU Abroad will modify or cancel planned field trips or other activities when necessary to ensure student safety. Before students leave the U.S., they receive a general safety orientation. Once on site, students receive more detailed instructions from local professionals. AU Abroad is in regular communication with our on-site directors and coordinators regarding the security situation.

The decision to study abroad is one that must be made by you and your family. Even with the care our staff members devote to your safety, and even if you carefully follow the guidelines here, we cannot guarantee a completely safe environment, just as no one can guarantee it here in the United States. Nor can we force you to follow these guidelines when you are on your own. We urge you, however, to pay attention to them and to exercise the same caution as you would in the U.S., in order to have the best study abroad experience possible.

You may find more safety information on our website at <http://www.american.edu/abroadatau/index.cfm>. With over 20 years of excellence and experience in the field, we are committed to administering safe programs abroad. Should you have any questions about AU Abroad safety or other details, we invite you to get in touch with us. Call AU Abroad director Sara Dumont at 202-885-1320 or the AU Public Safety emergency number 24 hours a day, 7 days a week at 202-885-3636.

## GENERAL SAFETY TIPS FOR STUDYING ABROAD

- Register your travel plans with the U.S. Department of State before you leave.
- Be alert and aware of your surroundings. If a suspicious situation occurs, report it to the appropriate people. For example, if you see a package or bag that appears to be unattended, mention it to appropriate personnel or to the police. Do not leave your own bags unattended at any time, and do not agree to carry or look after any package, parcel, or luggage for anyone.
- Keep a low profile, avoiding confrontations or situations that could become provocative or put you in any danger. Similarly, stay away from demonstrations and unruly crowds. In addition, try to integrate yourself into the host culture so that you do not stand out as a tourist.
- Keep all important documents, such as your passport, in a safe place at all times. Pouches or belts (for documents and money) worn under your clothing are recommended when you are traveling.
- Report stolen documents immediately. If your passport is stolen, inform the United States embassy immediately.
- Make several clear photocopies of your passport (and visa, where applicable). Leave a copy of these documents with a parent or guardian, and take a few copies with you—but keep them separate from your passport in a safe place.
- Please be cautious when you meet new people. Just as you would not do in the U.S., you should not provide your local address or phone number, or those of fellow students, to strangers. Never get into a car with strangers or put yourself in a situation where you are alone with a stranger or people you have only just met.
- The U.S. State Department occasionally issues advisories for travel to certain countries or worldwide. We will inform you if an advisory is issued specific to your site. If you wish to know about general worldwide advisories, either call our office or check online at the State Department's website at [travel.state.gov](http://travel.state.gov).
- We advise against traveling alone to any locations, especially those for which the State Department has issued specific warnings. If you are planning to travel on your own to countries that might raise concerns, with warning signals such as recent terrorist attacks, historically strained relations with the U.S., etc., you should check with program staff for the most recent information. If you do travel on your own, you should inform program officials of your itinerary and how you can be reached. If you do not do this, we cannot be responsible for locating you or assisting you in emergencies. Keep a copy of your passport and sufficient funds or an international credit card with you at all times.
- Road travel abroad is always a concern. We very strongly discourage you from driving in other countries, since you are not familiar with the customs, laws, and road signs. On-site staff hire reliable and careful drivers for any planned trips. For travel on your own, you should assume that the roads present additional significant risks, and consider alternative forms of travel. Hitchhiking is strongly discouraged.
- While studying abroad, students, faculty, and staff can utilize AU's resources (as listed in the preceding pages), if they, or someone they know, is the victim of sexual assault, dating violence, and/or stalking. These resources are available even if the AU community member is in a foreign country.
- There is also an international inventory of hotlines, shelters, refuges, crisis centers, and women's organizations, searchable by country, plus an index of domestic violence resources in over 70 languages at <http://www.hotpeachpages.net/>.
- In the nearest U.S. embassy or consulate, Consular officers are available for emergency assistance 24 hours/day, 7 days/week.
- To contact a U.S. embassy or consulate, go to <http://www.usembassy.gov/>.
- To contact the Department of State while in the U.S., call 888-407-4747 during business hours, and 202-647-5225 after hours.
- While in AU's study abroad programs, students, faculty, and staff retain their rights to file a Title IX complaint.

## **STUDY ABROAD PROGRAM—MADRID, SPAIN**

This program is designed for students who speak intermediate to advanced level of Spanish and seek a structured study abroad program focusing on the academic theme of contemporary Spain. The program is organized by two full-time staff members in Madrid who coordinate course work and homestays, internships, excursions, and other cultural events.

The Iberian Experience program offers students a broad range of opportunities to learn about this cultural metropolis and the rest of the country as you will be living, studying, and interning in Madrid and traveling to other regions. Through the program's academic curriculum, field trips, internships, and other activities, participants will be able to immerse themselves in Spain's politics, history, culture, and society, an experience that fosters international consciousness and cross-cultural learning. Students earn a full semester of American University credit.

During participation in the Iberian Experience program, students live in a Spanish home. The homestay allows participants to experience the warmth and hospitality of Spain while improving their language skills. In the homestay, students enjoy breakfast, evening meals, and in most cases, weekly laundry privileges. Students may be in single or double rooms. Students commute approx. 30 min from their homestays to the program offices in the center of Madrid. During program excursions, students stay in pensions and hotels.

American University leases office space at the AU Center, C/Comandante Zorita, 4, Madrid, Spain 28020

To report any crime that occurs at, or in the vicinity of the above AU Center, please contact either or both of the following:

Maria del Carmen Caballero  
00 34 91 559 0347 (home)  
00 34 637 535719 (cellular)

and/or

Professor Elena Dominguez  
00 34 617 941165

In the AU Center, the front door on the street has to be rung and opened from the inside before anyone can enter the building. In the residences, approximately 85 percent of the buildings have a doorman. The center opens from 8:00 a.m. to 9:30 p.m. and it is closed on weekends. However the director and coordinator are available 24 hours a day, 7 days a week. There is a reception desk at the entrance of the AU Center. The receptionist allows students and instructors in and out.

American University does not provide its own security and/or police department in Madrid. For all criminal complaints and police assistance matters, please contact the local police. For the police department in the Chamartin District, contact:

Calle del Príncipe de Vergara, 142, 28002 Madrid.  
00 34 91 588 0345 (telephone).

In the event of an emergency, students should contact the police emergency line at 112 (similar to 911 in the U.S.). Once the police have been contacted, students should contact the program directors listed above.

### **ON-SITE CONTINGENCY PLAN IN AN EMERGENCY**

- If you are at home, do not leave. Someone from the program staff will contact you. Wait for instructions. Stay calm, as telephone lines may be busy.
- If you are at Mosaic International Institute or at an internship office, do not leave either one until you receive further instructions.



- If you are on the street in Madrid and do not have a cell phone with you, go to a public place (such as a cafeteria or restaurant), and from there, contact the program staff. If you have your phone, chances are that the program staff would have contacted you already. Do not leave the cafeteria or restaurant until you receive instructions.
- If you are in another Spanish city or another European city, go to a public place and from there, contact the program staff.

Please remember the following:

- You and the program staff are registered in the U.S. embassy in Madrid. Program staff will receive official information and instructions from the embassy and/or from AU Abroad in Washington and will send information to you and your host families.
- Your homestay in Madrid is the first place to go to and to stay in until you receive further information from program staff.
- Do not use public transportation such as metro or bus.
- If the streets appear to be safe, take a taxi to your homestay.
- Local and international phones and email servers are likely to be difficult to use for a while. Please stay calm and follow instructions. Do not move out of your homestay without notifying the program. We need to know where you are.

If a student does not return to his or her homestay as expected, the host family would report the student as missing to the program director. If inquiries to the student's host family or roommates do not provide information regarding the student's whereabouts, the local police and hospitals would be contacted.

In conjunction with this effort, the director of AU Abroad in Washington would be contacted to see if any communication from the student had been received, and the director of AU Abroad would subsequently contact the student's parents or guardians to see whether they had heard from the student. If none of these efforts yields information about the student's location, the U.S. consulate abroad would be contacted.

To contact the director of AU Abroad, call 202-885-1321, or send an email to [dumont@american.edu](mailto:dumont@american.edu).

While you are studying abroad, the same American University policies for its home campus regarding drugs and alcohol will apply to you. Failure to comply with the established policies will result in the consequences discussed in the code of conduct. If you have any questions concerning AU policies, please talk with on-site staff.

## **PREVENTING AND RESPONDING TO SEXUAL ASSAULT**

The university's Discrimination and Sexual Harassment Project Team is responsible for recommending policies and procedures to respond to sexual assault. Programs on the prevention of sexual assault are offered regularly through the Office of Campus Life and by Public Safety to students, faculty, and staff. Public Safety offers a physical defense course for women, RAD Systems, which teaches rape prevention and practical self-defense techniques. Campus Life offers programs on relationship violence and sexual assault. Details of upcoming programs and support resources can be found at [american.edu/sexualassault](http://american.edu/sexualassault).

While studying abroad, students, faculty, and staff can utilize AU's resources (as listed in the preceding pages) if they, or someone they know, is the victim of sexual assault, dating violence, and/or stalking. These resources are available even if the community member is in a foreign country.

## SEXUAL ASSAULT PREVENTION COORDINATOR

The sexual assault prevention coordinator (SAPC) serves to develop and implement prevention and education programs for the AU community about sexual assault, dating violence, and stalking. The SAPC is also available to provide resources and referrals for survivors of sexual assault and can assist survivors in contacting counselors or a victim advocate when requested. As part of the Wellness Center team, the SAPC is a victim advocate on campus and confidential resource. As a confidential resource, the SAPC's services are available to all members of the American University community with concerns regarding sexual assault, dating violence, or stalking. As a confidential resource, the SAPC is also not permitted to report a sexual assault unless requested by the victim/survivor or unless there is immediate danger to human life. The SAPC can be reached at 202-885-3055 and [sapc@american.edu](mailto:sapc@american.edu).

There is also an international inventory of hotlines, shelters, refuges, crisis centers and women's organizations, searchable by country, plus index of domestic violence resources in over 70 languages (<http://www.hotpeachpages.net/>).

U.S. embassy or consulate:

- Consular officers are available for emergency assistance 24 hours/day, 7 days/week.
- Contact information for U.S. embassies and consulates overseas can be found at <http://www.usembassy.gov/>.

To contact the Department of State while in the U.S., call 888-407-4747 during business hours and 202-647-5225 after hours.

## TITLE IX

While on study abroad programs, students, faculty, and staff retain their rights to file a Title IX complaint.

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

### **AU prohibits sex discrimination in any form and provides resources for support and complaint resolution.**

American University's Discrimination and Sexual Harassment Policy identifies prohibited conduct under Title IX and outlines complaint procedures. It is available at <http://www.american.edu/policies/>.

Complaints may be directed to the University's Title IX officers:

Title IX Officer (for complaints against university students)

Dean of Students

408 Butler Pavilion, 202-885-3300

[dos@american.edu](mailto:dos@american.edu)

Deputy Title IX Officer (for complaints against Washington College of Law Students)

WCL Dean of Student Affairs

4801 Massachusetts Avenue, NW, 202-274-4052

[djaffe@wcl.american.edu](mailto:djaffe@wcl.american.edu)

Deputy Title IX Officer (for complaints against faculty members, faculty administrators, and individuals carrying out teaching responsibilities)

Dean of Academic Affairs

Leonard Hall Lower Level, 202-885-2125

[deanofacademicaffairs@american.edu](mailto:deanofacademicaffairs@american.edu)

Deputy Title IX Officer (for complaints against staff, university administrators, university guests, and contractors)  
Assistant Vice President of Human Resources  
3201 New Mexico Avenue, NW, Suite 350  
Washington, DC 20016  
202-885-2591  
employeerelations@american.edu

The Student Conduct Code defines types of sexual misconduct and outlines the procedures for resolving complaints through the student disciplinary system. The code is available at <http://www.american.edu/ocl/sccrs/upload/AU-Student-Conduct-Code-2013-14.pdf>.

General information and resources pertaining to sexual assault are available at <http://www.american.edu/sexualassault>.

A sexual assault prevention coordinator is on the Wellness Center staff, McCabe Hall, 202-885-3055, [sapc@american.edu](mailto:sapc@american.edu).

### **PERSONAL STREET SAFETY**

Madrid is a large city, and, therefore, you should exercise the same caution there as in large American cities. Although Madrid has a relatively low rate of violent crime, a marked increase in robberies calls for some tips for traveling in Spain.

#### **Money and Valuables**

When traveling, bring only whatever you absolutely need, leaving inessential items at your apartment or in a safe at the hotel. Make a photocopy of your passport to carry and leave the real one in a safe place. Especially in Madrid, don't carry your passport!

#### **Purse and Wallet Snatching**

Thieves usually work in pairs. They snatch purses or wallets from pedestrians, cyclists, and even people in vehicles, grabbing them and running away. One common technique on the streets, carried out in pairs, is for one thief to spill something (mustard, ketchup, etc.) on a victim. While one of them pretends to clean off the victim, the other locates valuables and runs off. Be especially alert for "double teaming" on the metro and in any crowded or tourist areas.

#### **Automated Teller Machines**

When using automated teller machines (ATM) in Madrid, be alert. Many recent scams have involved thieves distracting people at ATMs and taking either their money or card while they are using the machine. One common technique is to drop a bill by a person's feet, tell him or her that he or she has dropped money, and when the person reaches down to pick it up, the thief runs off with the card.

#### **Precautions you can take:**

- Do not carry a purse. If you do, make sure that it has a long strap to cross over your body, around your neck. It should have a thick strap that cannot be snipped with scissors.
- If you wear a backpack, keep it in front of you, or buy a small lock for it that cannot be opened without your knowledge. Pay attention to where you store your cell phone, laptop, and other important items.
- Keep your valuables in your front, never back, pockets.
- Carry only enough cash for the day's needs. Don't carry all of your credit cards on you at one time.
- Be aware of your surroundings, especially of someone who asks you questions or tries to distract you.
- Keep a separate record (photocopies are good) of your passport number, check numbers, and credit cards. Write down the phone numbers for cancelling credit cards in case you need to.

### **Emergency Contacts**

Keep the program staff and an emergency contact in the U.S. well informed of your whereabouts and activities, and provide these people with copies of your important travel documents (i.e., passport, visa, plane tickets, traveler's checks, and prescriptions).

### **Laws and Codes of Conduct**

Make yourself aware of both the rules and regulations of the study abroad program sponsor and the local laws and customs of the countries you will be visiting. Understand that you will not only have to conform to the legal system of the country you will be visiting, but also to obey the codes of conduct required of program participants.

### **Alcohol and Drugs**

Use and abuse of alcohol and drugs abroad can increase the risk of accident and injury. Many study abroad accidents and injuries are related to the use and abuse of alcohol and drugs abroad. Violating drug laws in other countries may result in very serious consequences. In some countries, being found guilty of violating drug laws can result in consequences as serious as death.

While you are on your study abroad program, the American University policies regarding drugs and alcohol will be the same ones that apply to you on the American University home campus. Failure to comply with the established policies will result in the consequences discussed in the code of conduct. If you have any questions concerning AU policies please talk with staff.

### **Contact information for the Embassy of the United States in Spain:**

Embassy switchboard  
Telephone: 91-587-2200

American Citizen Services  
Telephone: 91-587-2240  
(8:30 a.m.–1:00 p.m., Monday–Friday)  
Telephone: 91-587-2200 (after-hour emergencies)

The American Citizen Services (ACS) unit is located at:  
American Embassy  
Calle Serrano 75  
28006 Madrid  
Telephone (34) 91 587 2240  
askacs@state.gov

The American Citizen Services unit of the consular section provides information and assistance to U.S. citizens in the Madrid area. The unit handles a wide variety of services, such as issuing emergency passports, processing passport applications, providing notary services, furnishing voting information, and documenting births and deaths of Americans in Spain. It also assists travelers in distress—for example, in acquiring funds from home and arranging for medical care—and assists Americans arrested or incarcerated in Spain.

## STUDY ABROAD PROGRAM—BRUSSELS, BELGIUM

The European Union in Action program offers provides an in-depth understanding of the European Union and the North Atlantic Treaty Organization (NATO) through a combination of classes and seminars with European Union and NATO decision makers; access to behind-the-scenes players in Brussels; internships; field trips outside the city; homestays; and cultural activities.

Students live with a family while in the program. The homestay experience offers insights into normal life for citizens living in one of the most powerful cities in the world. It also provides a daily connection with modern Belgian culture that might otherwise be missed in the hectic pace of this busy European capital.

A student receives three evening meals with the host family each week and breakfast daily. An additional meal stipend is provided to help defray the cost of some other meals, allowing a student to have as much or as little interaction with the host family as the student desires. For a student who wishes to integrate into Belgian culture and improve her or his French, it is the perfect opportunity. However, for a student who wants to live more independently, there is no obligation to spend time with the family. Most, if not all, homestay hosts speak English and/or French.

American University leases administrative office space at Place de l'Alma 3, bte.7, B-1200 Brussels, Belgium.

In the event of an emergency and/or criminal occurrence, students in the program should contact the European Union-wide emergency response telephone number at 112. Within Belgium, they may also call 101. (These two numbers are the European and Belgian equivalents of 911.)

Within the program, students should contact the housing coordinator, Benedicte Debray, at 0495-83-01-66 or the program director, Jerome Sheridan, at 0477-33-05-08.

There are no personnel employed by American University who provide any form of security either at AU-leased premises or at the local homestays. At the beginning of each semester, a Belgian police officer briefs students for -one to one-and-a-half hours on safety in Belgium, covering security in all aspects of daily life, including at shops, cafés, and restaurants, in public transport and on the street.

Entrance at AU's premises is controlled by a key. The door to the premises is unlocked when AU staff arrives and it is locked when AU staff leaves. Entrance into the building in which AU's premises are located is controlled by a card key. Each student has his or her own card key to enter the building.

If a student does not return to his or her homestay as expected, the host family would report the student as missing to the program director. If inquiries to the student's host family or roommates do not provide information regarding the student's whereabouts, the local police and hospitals would be contacted.

In conjunction with this effort, the director of AU Abroad in Washington would be contacted to see if any communication from the student had been received, and the director of AU Abroad would subsequently contact the student's parents or guardians to see whether they had heard from the student. If none of these efforts yields information about the student's location, the U.S. consulate abroad would be contacted.

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4801 Massachusetts Avenue, NW  
Washington, DC 20016  
202-274-4052  
djaffe@wcl.american.edu

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Dean of Academic Affairs  
Leonard Hall Lower Level, 202-885-2125  
deanofacademicaffairs@american.edu

Deputy Title IX Officer (for complaints against staff, university administrators, university guests, and contractors)  
Assistant Vice President of Human Resources  
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Washington, DC 20016  
202-885-2591  
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#### **Precautions you can take**

- Do not carry a purse. If you do, make sure that it has a long strap to cross over your body, around your neck. It should have a thick strap that cannot be snipped with scissors.

- If you wear a backpack, keep it in front of you, or buy a small lock for it that cannot be opened without your knowledge. Pay attention to where you store your cell phone, laptop, and other important items.
- Keep your valuables in your front, never back, pockets.
- Carry only enough cash for the day's needs. Don't carry all of your credit cards on you at one time.
- Be aware of your surroundings, especially of someone who asks you questions or tries to distract you.
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### **Laws and Codes of Conduct**

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While you are on your study abroad program, the American University policies regarding drugs and alcohol will be the same ones that apply to you on the American University home campus. Failure to comply with the established policies will result in the consequences discussed in the code of conduct. If you have any questions concerning AU policies please talk with staff.

Contact information for the Embassy of the United States in Brussels:

Regentlaan 27 Boulevard du Régent, B-1000 Brussels  
 Telephone: (32-2) 811-4000  
 Fax: (32-2) 811-4500  
 Monday through Friday 9:00 a.m. to 6:00 p.m.

If you are an American citizen with an after-hour emergency, please call (+32)(0)2-811-4000.

The American Citizen Services (ACS) unit of the consular section assists American citizens in Belgium. Among other services, the unit provides passport services, registers the birth of children, assists with federal benefits, offers notary services, gives information on voting, and provides information to Americans visiting and residing in Belgium. All of these services are available at the consular section by appointment.

The ACS unit also provides emergency assistance to American citizens in distress: when an American is destitute, arrested, separated from minor children, or sick. In an emergency, the embassy duty officer can be reached at any time.

U.S. Embassy  
 Consular Section  
 Bd du Regentlaan 25  
 1000 Brussels  
 (+32)(0)2-811.4300



## STUDY ABROAD PROGRAM—NAIROBI, KENYA

Nairobi, the capital of Kenya, is one of the fastest growing cities in the world. With over 40 ethnic groups and numerous immigrants from around Africa and beyond, the city boasts a remarkable wealth of cultures. As the headquarters for the United Nations Environmental Program and the United Nations Human Settlements Programme (UN-HABITAT) and the hub for many international nongovernmental organizations in the region, the city is in many ways a microcosm of the rapidly changing face of Africa. Nairobi, and Kenya in general, provide an ideal location for American University's theme programs: Issues in Sustainable Development and Public Health.

Program participants live in private and secure apartments convenient for all their activities. The apartments are fully furnished with a TV, kitchen, laundry room, and most laundry services. Each apartment houses at least four students.

The AU offices in Nairobi are located at AU Abroad, Riverside Drive (off Chiromo Flyover), Kileleshwa, Nairobi.

Participants of the program will live at: Njema Court, Rhapta Road, Westlands, Nairobi.

While in the Nairobi program, please report any crimes to the following personnel:

Program director Mwangi Njagi	0713180292
Program assistant Victor Mwanzi	0724523417
U.S. Embassy, Nairobi	020-363 6170, 020-363 6451, 020-3636000, 020-3636622
Kenya Police Emergency Service	999/112
Nairobi Police Control Room	020-714995/020-724201
Emergency Response Service	911
Nairobi Fire Department	020-222181, 222181-2

When reporting any threats or incidents, provide a description of the incident, including:

- the kind of incident
- your name
- any observations about the incident
- exact location of the incident
- other pertinent identifying information

In an emergency, call 999 (land line) or 112 (mobile phone). The emergency service is for use when an immediate response is required. Use this service to contact the police while a crime is occurring or if anyone is in immediate danger. The 999 system also handles calls for the fire brigade (department) and ambulance services. Kindly specify the kind of service that you need.

The AU Abroad office, as well as the student residences are enclosed by high security fences. The student residences have a brick wall topped with an electric fence. The apartment complex contracts a private security company (as do most apartment complexes, businesses, and private individuals in Nairobi). The same applies to the AU Abroad office. All residents must know their apartment numbers and any pertinent details, because they are usually questioned before allowed to enter the building. Security personnel patrol the grounds to maintain order. The office in which the residents report any problems (the equivalent of a front desk) is open 24 hours a day, 7 days a week. The AU Abroad center employs much the same security arrangement with the exception of the front desk.

Access to either facility is strictly controlled by security guards. Access for the residents and workers is straightforward, but visitors to the student apartments are questioned and the resident consulted before the visitor is allowed in the building.

Program participants are advised to always carry their United States International University (USIU) identification and a photocopy of their passport.

If a student does not return to his or her homestay as expected, the host family would report the student as missing to the program director. If inquiries to the student's host family or roommates do not provide information regarding the student's whereabouts, the local police and hospitals would be contacted.

In conjunction with this effort, the director of AU Abroad in Washington would be contacted to see if any communication from the student had been received, and the director of AU Abroad would subsequently contact the student's parents or guardians to see whether they had heard from the student. If none of these efforts yields information about the student's location, the U.S. consulate abroad would be contacted.

To contact the director of AU Abroad, call 202-885-1321, or send an email to [dumont@american.edu](mailto:dumont@american.edu).

While you are studying abroad, the same American University policies for its home campus regarding drugs and alcohol will apply to you. Failure to comply with the established policies will result in the consequences discussed in the code of conduct. If you have any questions concerning AU policies, please talk with on-site staff.

## **PREVENTING AND RESPONDING TO SEXUAL ASSAULT**

The university's Discrimination and Sexual Harassment Project Team is responsible for recommending policies and procedures to respond to sexual assault. Programs on the prevention of sexual assault are offered regularly through the Office of Campus Life and by Public Safety to students, faculty, and staff. Public Safety offers a physical defense course for women, RAD Systems, which teaches rape prevention and practical self-defense techniques. Campus Life offers programs on relationship violence and sexual assault. Details of upcoming programs and support resources can be found at [american.edu/sexualassault](http://american.edu/sexualassault).

While studying abroad, students, faculty, and staff can utilize AU's resources (as listed in the preceding pages) if they, or someone they know, is the victim of sexual assault, dating violence, and/or stalking. These resources are available even if the community member is in a foreign country.

## **SEXUAL ASSAULT PREVENTION COORDINATOR**

The sexual assault prevention coordinator (SAPC) serves to develop and implement prevention and education programs for the AU community about sexual assault, dating violence, and stalking. The SAPC is also available to provide resources and referrals for survivors of sexual assault and can assist survivors in contacting counselors or a victim advocate when requested. As part of the Wellness Center team, the SAPC is a victim advocate on campus and confidential resource. As a confidential resource, the SAPC's services are available to all members of the American University community with concerns regarding sexual assault, dating violence, or stalking. As a confidential resource, the SAPC is also not permitted to report a sexual assault unless requested by the victim/survivor or unless there is immediate danger to human life. The SAPC can be reached at 202-885-3055 and [sapc@american.edu](mailto:sapc@american.edu).

There is also an international inventory of hotlines, shelters, refuges, crisis centers and women's organizations, searchable by country, plus index of domestic violence resources in over 70 languages (<http://www.hotpeachpages.net/>).

U.S. embassy or consulate:

- Consular officers are available for emergency assistance 24 hours/day, 7 days/week.
- Contact information for U.S. embassies and consulates overseas can be found at <http://www.usembassy.gov/>.

To contact the Department of State while in the U.S., call 888-407-4747 during business hours and 202-647-5225 after hours.

## **TITLE IX**

While on study abroad programs, students, faculty, and staff retain their rights to file a Title IX complaint.

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

### **AU prohibits sex discrimination in any form and provides resources for support and complaint resolution.**

American University's Discrimination and Sexual Harassment Policy identifies prohibited conduct under Title IX and outlines complaint procedures. It is available at <http://www.american.edu/policies/>.

Complaints may be directed to the University's Title IX officers:

Title IX Officer (for complaints against university students)

Dean of Students

408 Butler Pavilion, 202-885-3300

[dos@american.edu](mailto:dos@american.edu)

Deputy Title IX Officer (for complaints against Washington College of Law Students)

WCL Dean of Student Affairs

4801 Massachusetts Avenue, NW, 202-274-4052

[djaffe@wcl.american.edu](mailto:djaffe@wcl.american.edu)

Deputy Title IX Officer (for complaints against faculty members, faculty administrators, and individuals carrying out teaching responsibilities)

Dean of Academic Affairs

Leonard Hall Lower Level, 202-885-2125

[deanofacademicaffairs@american.edu](mailto:deanofacademicaffairs@american.edu)

Deputy Title IX Officer (for complaints against staff, university administrators, university guests, and contractors)

Assistant Vice President of Human Resources

3201 New Mexico Avenue, NW, Suite 350

Washington, DC 20016

202-885-2591

[employeerelations@american.edu](mailto:employeerelations@american.edu)

The Student Conduct Code defines types of sexual misconduct and outlines the procedures for resolving complaints through the student disciplinary system. The code is available at <http://www.american.edu/ocl/sccrs/upload/AU-Student-Conduct-Code-2013-14.pdf>.

General information and resources pertaining to sexual assault are available at <http://www.american.edu/sexualassault>.

A sexual assault prevention coordinator is on the Wellness Center staff, McCabe Hall, 202-885-3055, [sapc@american.edu](mailto:sapc@american.edu).

## GENERAL SAFETY TIPS IN NAIROBI

- Keep to the main areas of Nairobi.
- Keep to the main roads and avoid short cuts, back alleys, etc.
- Be particularly wary of people hanging around outside hotels—a common place for criminals to mug tourists.
- Ignore street children and others who approach you in the streets.
- Do not carry large sums of money when shopping, and do not wear expensive jewelry or other expensive items. Keep your belongings on you in a zipped pocket or in a bag that you carry over your shoulder.
- Do not accept food and drink from strangers.
- Register with the U.S. embassy online at <https://travelregistration.state.gov/ibrs/ui>.
- On your phone, program the phone numbers of Nairobi program staff, of all your colleagues, and the local police. Never give out somebody else's phone number without his or her consent. Never use your phone on the street; instead, if you need to use it, call from inside a shop.
- Avoid travel late at night.
- Never walk in a narrow street or space, such as between a wall and parked cars.
- Never leave food or drink unattended in a public place.
- Never give strangers your address or let them into your apartment. If you feel uncomfortable with someone in your apartment, call the security guards.

## TRANSPORTATION SECURITY

- At night, the only real option you have is to call a taxi, since you won't be allowed to make the 20-minute walk to the nearest taxi stand. That's why it is important to become very familiar with taxi drivers in Westlands and to build a relationship with a few of them.
- Never get into an empty matatu.

## TRANSPORTATION SECURITY PRECAUTIONS

- Stay alert and be aware of your surroundings. Do not expose what you have. Avoid carrying valuable things in open bags and pockets but try putting them in zippered pockets or compartments.
- Avoid allowing any unauthorized personnel in your group.
- Avoid being distracted by other passengers. Pay attention. If you notice anything or anyone strange, alert your colleagues.
- Try to blend in. All sorts of people ride matatus, but those who appear naïve and unknowledgeable are the ones targeted.
- If you're worried about squeezing past people on a crowded matatu, only ride in those with a seat available in the front few rows.
- Never board or ride on an empty matatu.
- Never use your phone while crossing streets in the city center, and avoid using your phone in a matatu, especially if seated next to the window.
- If you lose your belongings, file a report at the nearest police station, especially if you lose your identification cards, credit cards, and cell phone.

## GENERAL SAFETY PRECAUTIONS

- Avoid public venues such as political rallies and crusades, and also avoid bars, night clubs, and restaurants that broadcast events and games. You should monitor local media for current information, and amend your travel and meeting arrangements accordingly. By taking necessary precautions, the risks of a security incident can be reduced drastically. Always pay attention to your surroundings and use common sense.
- Avoid hanging out in areas which have a high concentration of people. If something or someone strikes you as suspicious, make a mental note of it, and report the incident or person as soon as possible to the AU Abroad Kenya office.
- Besides terrorism, other criminal activities in Nairobi include robbery, mugging, burglary, and carjacking. Recently, Nairobi has also had cases of kidnapping.
- Be discreet when strangers ask you a lot of personal questions. Some will ask out of amiable curiosity, but others will ask to try and extract a favor from you, a “donation,” for example. Others may have sinister motives. A good way to disarm overly curious strangers is to turn the conversation back on them by asking them similarly detailed personal questions. Never take strangers to your residence. Be wary of traveling to unfamiliar areas of Nairobi.
- Always carry the following with you:
  - ◆ your USIU identification card
  - ◆ a photocopy of your passport
  - ◆ your cell phone, which should always be fully functional, with the battery charged and with ample available credit
  - ◆ at least 1,000 Kenyan shillings (Ksh) for emergencies
- Memorize the phone numbers of the AU Abroad Kenya director, most importantly, and your colleagues, and call if you are in trouble or need to talk. Register with the U.S. embassy in Kenya online to receive advisory alerts on any changing situations in Kenya and the region: <http://nairobi.usembassy.gov/>.

### Con Artists

It is common to run into people in Nairobi who want to ply money from you. They assume the role of political refugee and request money for their family. Others pretend to be students collecting contributions for their schools. Another scam involves men dressing up as beggars, acting as though they are blind, and asking for money. The most common places of encountering such people are along Moi Avenue and Tom Mboya Streets in the city center, and at the junction between Riverside Drive, and the road to Kileleshwa next to the bank near to the AU Abroad office. Exercising common sense is your best weapon against tricks and scams. You should never give money to a stranger.

### Road Crossing

- Crossing the road in Nairobi can be arduous and dangerous. Traffic lights sometimes don't work and even when they do, many motorists do not respect them. Your best survival strategy is to follow the lead of the Kenyans when crossing the road.
- Always keep the following in mind when attempting to cross the road: look right, left, and then right again to make sure the road is clear before crossing. And when walking along the road, walk against traffic, allowing you to see oncoming vehicles.
- Again, stay safe by not making calls when crossing the road in the city center.

### Mugging

Mugging and pickpocketing are common in Nairobi and can happen to anyone. To be safe, don't carry anything you can't bear to lose. Do not carry expensive valuables—and only carry the amount of money you need for a specific purpose hidden in several places; for example, keep a small amount in your pocket for spending, some between your foot and sock, and the rest in your money belt.

**Violent crime**

Violent crime can be prevented by not resisting, chasing, or fighting thieves. Walking around at night, especially alone, increases your chances of violent attack. If you take precautions and use common sense, you can reduce the chances of becoming a victim of violent crime. Should you become a victim of violent robbery, however, comply without a fight. If threatened, give your attacker what he or she wants. Let go of your valuables rather than get hurt.

**Bag Snatching**

Try not to behave too much like an unsuspecting tourist, such as walking, absorbed in your guide book, while your camera and wallet bulge from your pockets.

**Safety when going out**

- Never go out alone. Always bring one of your fellow students or colleagues along to provide support.
- Spiking of drinks is common in pubs, so don't accept open drinks (alcoholic or nonalcoholic) from anyone.
- If your drink has been left unattended, dispose of your drink upon your return.
- Keep your eyes and ears open; if you hear talk of date rape or drugs or if friends seem overly intoxicated for what you know they have consumed, leave the party or club immediately and don't go back to it.

**Personal Travel**

The current political and military activities in Kenya and the larger East Africa region have made individual travel risky. AU Abroad therefore advises its students against any trips not sanctioned by the program.

## IN AN EMERGENCY

**In an emergency, please contact the following (keep this list with you at all times):**

Mwangi D. Njagi  
Program Director  
Cell: 0713 180 292  
Email: mnjagi@american.edu

Victor Mwanza  
Program Assistant  
Cell: 0724 523 417  
Email: victoroty76@gmail.com

United States International University  
P.O. Box 14634-00800  
Nairobi, Kenya  
Tel: 020 360 6000

Kellen Njagi  
USIU International Students Officer  
Ext: 212  
Email: knjagi@usiu.ac.ke

Ian Johnson  
International Development Instructor  
Cell: 0705 978 631  
Email: ianfjohnson@gmail.com

Judith Kiprop  
Kiswahili Instructor  
Cell: 0722 590 396  
Email: judithatk@yahoo.com

Zuhra Magut  
Kiswahili Instructor  
Cell: 0722 372 403  
Email: zmagut@yahoo.com

U.S. Embassy  
United Nations Avenue Nairobi  
P. O. Box 606 Village Market  
00621 Nairobi, Kenya  
Embassy switchboard: 020 363 6000  
Emergency after-hours line: 0722 204445

AU Abroad  
American University  
4400 Massachusetts Avenue NW  
Washington, DC 20016-8039  
Tel: +1-202-885-1320  
Fax: 202-885-1370  
Sara Dumont, Director  
Email: dumont@american.edu  
Tina Murray, Assistant Director  
Email: murray@american.edu

**Partner organizations**

Most of our partner organizations have projects in informal settlement areas. These organizations play a major role in ensuring your security while with them. Let the AU Abroad Kenya staff know in advance when you have a field trip with your organization. Below are some of the issues you need to find out from your organization before going out for a field meeting. For your safety, please pass this information to the AU Abroad office:

- where you will be visiting
- how you will get there
- name of the person and organization you will be visiting
- kind of forum/meeting
- time of projected return

Having this information helps us to monitor situations and events in that particular area, and if there are any concerns, we are able to address the situation and suggest steps to be taken.



# UNIVERSITY ALCOHOL AND DRUG POLICIES

American University strives to create a healthy and safe community through education and intervention efforts for alcohol and other drugs. AU community members uphold university policies and abide by local, state, and federal laws pertaining to these substances. Individuals accept personal responsibility for the outcome of their decisions regarding alcohol and other drugs.

Policies of American University regarding alcohol and other drugs are covered in the Staff Manual, the Student Conduct Code, the Residence Hall Regulations, and the Alcohol and Drug Policies section of this report.

## **Residence Hall Regulations**

The types of misconduct that subject a student to disciplinary action include but are not limited to: the sale, distribution, use, or possession of alcohol; the violation of university policies pertaining to the sale, distribution, use, or possession of alcohol in the residence halls; knowingly and voluntarily being in the presence of alcohol in the residence halls; the sale, distribution, use, or possession of any illegal drug or drug paraphernalia in the residence halls; and knowingly and voluntarily being in the presence of any illegal drug or drug paraphernalia in the residence halls.

## **Student Conduct Code**

In addition to the Residence Hall Regulations, the Student Conduct Code lists types of student misconduct which subject a student to disciplinary action, including but not limited to unauthorized possession, use, manufacture, distribution, and/or sale of any controlled substance or illegal drug and illegal drug paraphernalia; violation of university policies pertaining to the sale, distribution, use, or possession of alcohol; and violation of local, state, or federal law.

## **Faculty and Staff Conduct**

Employee misconduct—including that of all full-time faculty and staff, adjunct faculty, and part-time staff—related to alcohol or other drug abuse will not be tolerated. Violation of the university's Alcohol and Drug Abuse Policies or the Guidelines for Serving Alcohol at University Events will result in appropriate disciplinary action in accordance with university policies. Such disciplinary action may include termination of employment and referral for legal prosecution.

Obvious examples of prohibited conduct include but are not limited to the unauthorized use, possession, manufacture, distribution, dispensation, or sale of alcohol, drugs, or drug paraphernalia on university premises, on university business, in university-supplied vehicles, during the employee's work hours, or during university-sponsored activities; coming to work or performing any job duties while impaired by alcohol or drugs on university premises, in university-supplied vehicles, in any location while on university business, or during university-sponsored activities; the possession, use, manufacture, distribution, dispensation, or sale of alcohol or drugs off university premises that may adversely affect the individual's work performance, his or her own or others' safety at work, or the university's reputation in the community; failure to adhere to the requirements of any drug treatment or counseling program in which the employee is enrolled; conviction under any criminal drug statute for a violation occurring in the workplace or in another location while on university business or during university-sponsored activities, or

conviction under any criminal drug statute under circumstances that adversely affect the university's reputation in the community; failure to notify the university of any conviction, within five (5) days of the conviction, under any criminal drug statute for a violation occurring in the workplace, on university premises, on university business, in university-supplied vehicles, during employee's work hours, or during university-sponsored activities; deliberate failure to comply with the requirements of law or federal rules and regulations under the university's Alcohol and Drug Abuse Policies.

## **ALCOHOL POLICY**

American University strives to create a healthy and safe academic community that reflects high standards of personal responsibility and behavior. Alcohol abuse will not be tolerated under any circumstances. This policy permits the responsible use of alcohol in moderation by persons of legal drinking age and in accord with these guidelines.

### **Authorization Requirements**

1. The president, provost, or appropriate vice president must authorize alcohol service for all university events, whether the events are held on or off university premises. University premises are buildings and grounds owned, leased, operated, controlled, or supervised by the university.
2. The president, provost, or appropriate vice president must authorize the expenditure of university funds to purchase alcohol for approved events.

### **General Requirements**

1. Consumption of alcohol is prohibited on university premises except as authorized by this policy.
2. Possession of alcohol is prohibited in university residence halls, in Bender Arena, and at open-air events.
3. Advertising that highlights the availability of alcohol at an event is prohibited.
4. University officials reserve the right to check proof of age at university events.
5. University officials can deny admission, alcohol service, or continued attendance at a university event to anyone who, in the sole judgment of the officials, is intoxicated.
6. Food or snacks and non-alcoholic beverages must be available at university events where alcohol is served.
7. One-price, all-you-can-drink arrangements are prohibited.
8. Bring-your-own-beverage (BYOB) arrangements are prohibited.

### **Legal and Risk Management Requirements**

1. Alcohol service on university premises is limited to beer and wine.
2. Alcohol service off university premises must comply with the vendor's license.
3. A District of Columbia permit is required to serve beer and/or wine at approved events on university premises not covered by the vendor's license for university dining services. A permit is also required for approved university events at which alcohol is sold or an admission fee is assessed in any form. The alcohol vendor is responsible for obtaining the permit.
4. Use of third-party vendors is not preferred, and pre-authorized by AU, non-university vendors must provide a certificate of insurance with a minimum of \$1 million in liquor liability coverage when alcohol is to be served. The certificate must accompany the alcohol approval form and be on file with the contract in the Procurement and Contracts Office.
5. The Procurement and Contracts Office must sign all contracts prior to approval of university events. If alcohol will be served at an event, a copy of the signed alcohol approval form, liquor license, District of Columbia permit when applicable, and certificate of insurance when applicable must accompany the contract prior to signature.

### **Additional information**

1. Alcohol approval forms can be obtained in the offices of the provost, vice presidents, Student Activities, and University Center, and are available for download online at the Procurement and Contracts Office's website at [american.edu/finance/controller/Procurement-and-Contracts.cfm](http://american.edu/finance/controller/Procurement-and-Contracts.cfm).
2. Questions about the Alcohol Policy should be directed to the Office of the Vice President of Campus Life, 202-885-3310, or the Office of the Provost, 202-885-2127, or the Procurement and Contracts Office.
3. Related policies include the Advertising Policy, Posting Policy, and the AUTO Van Request and Charter Manifesto.
4. The university reserves the right to amend this policy in accordance with local and federal laws, community standards, or the best interests of the university.

### **DRUG POLICY**

Possession and/or use of illicit drugs and unauthorized controlled substances is contrary to university policy and in violation of federal and District of Columbia laws. The university prohibits the possession, use, manufacture, distribution, and/or sale of illegal drugs and illegal drug paraphernalia. Students at the university who use or are otherwise involved with drugs in violation of the Student Conduct Code and/or the university Housing Agreement are subject to university disciplinary action in addition to any action taken by local or federal law enforcement authorities. Questions about the Drug Policy should be directed to the Office of the Dean of Students, 202-885-3300, 408 Butler Pavilion.

### **COOPERATION WITH LAW ENFORCEMENT AUTHORITIES**

The university cooperates fully with law enforcement authorities. Violations of the Student Conduct Code or Residence Hall Regulations, which are also violations of federal or local law, may be referred to external law enforcement. In such situations, cases may proceed concurrently at the university and in the criminal justice system.

### **UNIVERSITY SANCTIONS FOR VIOLATING ALCOHOL AND DRUG POLICIES**

Students found responsible through the conduct system for violating the Student Conduct Code are given sanctions. These sanctions are implemented in accordance with university policies. There are no automatic sanctions for particular offenses. Student Conduct and Conflict Resolution Services evaluates cases individually and applies sanctions consistent with the severity of the offense; however, the predictable consequences for drug- and alcohol-related offenses are typically as follows:

#### **Alcohol Violations**

1. First-time minor violations may result in sanctions including but not limited to a letter of warning, censure, and educational and reflective assignments.
2. Second-time minor violations may result in sanctions including but not limited to an alcohol education program, community restitution hours, and disciplinary probation for a specified period. (Also see Parental Notification on page 52.)
3. Repeated violations of the Alcohol Policy may result in sanctions including but not limited to a letter of warning, censure, community restitution hours, disciplinary probation for a specified period, removal from the residence halls, suspension, or dismissal.
4. Students, faculty, or staff caught driving drunk on campus may be stopped by university police officers for traffic violations on campus. If, during such a stop, the officer believes the driver is intoxicated, the officer or MPD may conduct a field sobriety test and make an arrest.

Refer to District of Columbia Crimes and Penalties—Alcohol, see page 54.

## **Drug Violations**

1. First-time sale, use, or possession of illegal drugs may result in sanctions including but not limited to disciplinary probation, barring from the residence halls, a drug education program, removal from the residence halls permanently or for a specified period, and suspension or dismissal from the university.
2. Second-time sale, use, or possession of illegal drugs may result in sanctions including but not limited to removal from the residence halls permanently, suspension or dismissal from the university, and recommended participation in a drug treatment program (depending upon the situation).
3. First-time sale or distribution of illegal drugs may result in sanctions including but not limited to disciplinary probation, permanent removal from the residence halls, participation in a drug treatment program, suspension, or dismissal from the university.

## **Parental Notification**

American University will generally notify parents or guardians of students' misconduct related to alcohol or controlled substances when:

- a student's behaviors or violations of the university's alcohol or drug policies is judged by the dean of students or designee to be egregious, to indicate that the student's health or safety may be at risk or to indicate that the student may have placed others at risk
- a student who is under 21 is found responsible for a violation of the university's drug policies or for a second violation of the university's alcohol or drug policies, however minor, and all subsequent violations of alcohol or drug policies

## **DESCRIPTION OF DRUG AND ALCOHOL ABUSE EDUCATION PROGRAMS**

### **On-Campus Resources**

In case of an emergency, contact Public Safety at extension 3636. If you are ever in doubt about your own health and safety or someone else's, call for help.

The Office of the Dean of Students, at extension 3300, provides general information about campus resources. It also offers programming during orientation and through various organized groups of students interested in educating the campus community about alcohol and drug use and related issues.

The Student Health Center can provide treatment and/or referral for health issues related to alcohol and other drug use. For more information, call extension 3380.

The Counseling Center offers individual counseling for students concerned about alcohol and other drug use. For more information, call extension 3500. Visit the Counseling Center home page at [american.edu/ocl/counseling/](http://american.edu/ocl/counseling/).

Residence-hall assistants and directors can discuss alcohol and other drug use with students and can advise students about referrals and how to help a friend who may have a problem. The staff also provides hall and floor programming on these topics throughout the year.

The Wellness Center has an evidence-based approach with extensively trained specialist peer educators. You can see the information about each program in the programs section of the Wellness Center's website at [american.edu/ocl/wellness/index.cfm](http://american.edu/ocl/wellness/index.cfm).

The Gay, Lesbian, Bisexual, Transgender, and Ally (GLBTA) Resource Center is part of the Center for Diversity and Inclusion. Located in 201 Mary Graydon Center, it has information on alcohol and other drug abuse in the gay, lesbian, bisexual, and transgender community. Contact the Center for Diversity and Inclusion at extension 3651.

The Faculty and Staff Assistance Program (FSAP), a component of Human Resources, offers an array of substance abuse prevention and intervention programs for faculty and staff who have problems with alcohol or other drugs. Call extension 2588 for further information or to request help for a colleague or friend whom you suspect may have a problem. Visit the FSAP home page at [american.edu/hr/fsap.cfm](http://american.edu/hr/fsap.cfm).

## Off-Campus Resources

While AU strives to help members of the campus community learn about alcohol and other drugs, we realize that sometimes students may wish to seek off-campus help. The following is a list of contacts and resources:

Addiction, Prevention and Recovery Center  
1-800-729-6686  
[www.dc.gov](http://www.dc.gov)

Alcoholics Anonymous (AA)  
4530 Connecticut Avenue, NW, Suite 111  
Washington, DC 20008  
202-966-9115  
[www.aa-dc.org](http://www.aa-dc.org)

Narcotics Anonymous  
PO Box 9863  
Washington, DC 20016  
[www.na.org](http://www.na.org)

NIH National Institute on Alcohol Abuse and Alcoholism Support and Treatment  
1-800-662-HELP  
<http://www.niaaa.nih.gov/alcohol-health/support-treatment>

U.S. Department of Justice  
Drug Enforcement Administration  
[www.justice.gov/dea](http://www.justice.gov/dea)

If a student does not return to his or her homestay as expected, the host family would report the student as missing to the program director. If inquiries to the student's host family or roommates do not provide information regarding the student's whereabouts, the local police and hospitals would be contacted.

In conjunction with this effort, the director of AU Abroad in Washington would be contacted to see if any communication from the student had been received, and the director of AU Abroad would subsequently contact the student's parents or guardians to see whether they had heard from the student. If none of these efforts yields information about the student's location, the U.S. consulate abroad would be contacted.

To contact the director of AU Abroad, call 202-885-1321, or send an email to [dumont@american.edu](mailto:dumont@american.edu).

While you are studying abroad, the same American University policies for its home campus regarding drugs and alcohol will apply to you. Failure to comply with the established policies will result in the consequences discussed in the code of conduct. If you have any questions concerning AU policies, please talk with on-site staff.

# LOCAL AND FEDERAL LAWS

The following is a brief summary of District of Columbia and federal laws pertaining to alcohol and drugs. This is not an exhaustive list and is subject to change. The law constantly evolves and is subject to different interpretations.

## DISTRICT OF COLUMBIA CRIMES AND PENALTIES—ALCOHOL

### Persons under 21—Possession and Consumption

- Crime 1: No person under 21 years of age may consume, purchase, and attempt to purchase, or otherwise possess alcohol.
- Crime 2: No person may falsely represent his or her age or possess or present fraudulent identification for the purpose of procuring alcohol. Penalties: Considered a misdemeanor and fined not more than \$300; failure to pay the fine will result in a jail term of not more than 30 days. These penalties are in addition to the penalties for Crimes 1 and 2 listed immediately below.

Penalties for Crimes 1 and 2: First violation, driving privileges suspended for 90 days; second violation, driving privileges suspended for 180 days; third violation and each subsequent violation, driving privileges suspended for one year.

- Crime 3: No person may purchase alcohol for the purpose of delivering it to another person who is under 21 years of age.
- Crime 4: No person who is not an Alcoholic Beverage Regulation Administration license holder may make available alcohol to any person under 21 years of age, except when necessary for the person under 21 years of age to perform lawful employment responsibilities (e.g., waiters and waitresses).

Penalties for Crimes 3 and 4: \$1,000 fine and a maximum jail term of 180 days.

### Drivers under the Influence of Alcohol or Drugs

- Crime 5: No individual shall, when the individual's blood contains .08 percent or more, by weight, of alcohol (or when .38 micrograms or more of alcohol are contained in 1 milliliter of his or her breath, consisting of substantially alveolar air), or defendant's urine contains .10 percent or more, by weight, of alcohol; or under the influence of intoxicating liquor or any drug or any combination thereof; operate or be in physical control of a vehicle in the District. No individual under 21 years of age shall, when the individual's blood, breath, or urine contains any measurable amount of alcohol, operate or be in physical control of any vehicle in the District.

Penalties for Crime 5: First violation (unless the individual has been convicted for violation of Crime 6 below), a maximum fine of \$300 and a maximum jail term of 90 days; second violation, or for the first offense following a previous conviction for Crime 6 below, within a 15-year period, a minimum fine of \$2,000 but not more than \$15,000 and/or maximum jail term of one year.

- Crime 6: No individual shall, while the individual's ability to operate a vehicle is impaired by the consumption of intoxicating liquor, operate or be in physical control of any vehicle in the District. This includes the operation of a nonmotorized bicycle.

Penalties for Crime 6: First violation, unless the individual has a previous conviction of Crime 5, a minimum fine of \$200 but not more than \$300 and a maximum jail term of 30 days; second violation, or upon the first conviction following a previous conviction for Crime 5, within a 15-year period, a minimum fine of \$300 but not more than \$500 and a maximum jail term of 90 days; third violation or any subsequent offense, or for the second offense following a previous conviction of Crime 5, within a 15-year period, a minimum fine of \$1,000 but not more than \$5,000 and a maximum jail term of one year.

## **MARYLAND CRIMES AND PENALTIES—ALCOHOL**

### **Persons under 21—Possession and Consumption**

- It is illegal in the state of Maryland to purchase, possess, or drink alcohol if you are under the age of 21.
- It is illegal for a person under 21 to falsify or misrepresent his or her age to obtain alcohol, or to possess alcoholic beverages with the intent to consume.
- It is illegal to purchase or otherwise supply alcohol to persons who are under age 21.

Penalties for the above violations are a \$500 fine for the first offense, and up to a \$1,000 fine for repeat offenses.

### **Drivers under the Influence of Alcohol or Drugs**

- In the state of Maryland, a person may not drive or attempt to drive any vehicle while intoxicated or under the influence of alcohol. A blood alcohol level (BAL) of .07 may result in a charge of Driving While Impaired (DWI); a level of .08 may result in a Driving Under the Influence (DUI) charge. Drinking and driving charges are not restricted to these BAL limits.

An underage drinker with a BAL of .02 (approximately one drink) may be charged with a violation of restricted license, which will result in a suspension of the driver's license. Such an individual can still be charged with a violation despite possession of an out-of-state driver's license.

## **DISTRICT OF COLUMBIA CRIMES AND PENALTIES—DRUGS**

It is unlawful for any person to knowingly or intentionally manufacture, distribute, or possess, with intent to manufacture or distribute, controlled substances or drug paraphernalia. A conviction under local laws may result in imprisonment, a fine, or both. The length of prison term and the amount of the fine depend upon the particular type of controlled substance(s) involved. Maximum penalties include 30-year jail terms and/or a \$500,000 fine. Subsequent convictions and violations involving distribution to minors carry increased penalties, up to twice the usual sanctions.

## **MARYLAND CRIMES AND PENALTIES—DRUGS**

In addition to federal laws, violations of state of Maryland laws regarding the distribution, manufacturing, and possession of controlled substances may result in penalties of up to \$25,000 and imprisonment for up to 20 years for a first offense. "Controlled substance" and "illegal drugs" are set forth in Schedules I through V in Sections 5-402 through 5-406 of the Criminal Law Article, Annotated Code of Maryland.

## **FEDERAL DRUG CRIMES AND PENALTIES**

Federal law of controlled substances prohibits possession, use, distribution, manufacture, or dispensing. The ultimate punishment for drug crimes generally depends on the quantity, classification, and purpose of possession of the drug. The most serious drug crimes are producing, manufacturing, or selling illegal drugs. Federal sanctions for drug felonies may include:

### **Federal Drug Possession Penalties**

1. First violation, a minimum fine of \$1,000 but not more than \$100,000 and a maximum jail term of one year.
2. Second violation, a minimum fine of \$2,500 but not more than \$250,000 and/or minimum jail term of 15 days, but not more than two years.

3. Third or subsequent violation, a minimum fine of \$5,000 but not more than \$250,000 and/or a minimum jail term of 90 days, but not more than three years.
4. Federal penalties have special sentencing provisions for the possession of crack cocaine: a maximum fine of \$250,000 and/or a minimum five years jail term, but not more than 20 years if it is a first conviction and the amount of crack cocaine possessed exceeds five grams; second crack cocaine conviction, and the amount possessed exceeds three grams; third conviction and the amount possessed exceeds one gram.

**Federal Drug Trafficking Penalties**

Updated information about federal drug trafficking penalties for most drugs can be found at [www.justice.gov/dea/druginfo/ftp3.shtml](http://www.justice.gov/dea/druginfo/ftp3.shtml).



# CRIME STATISTICS

Criminal offenses can be reported directly to Public Safety or to other officials at American University who have been designated as campus security authorities. These are individuals with significant responsibility for student and campus activities, and include deans of academic units and directors and department heads of administrative units, including the Counseling Center, the Student Health Center, Kay Spiritual Life Center, and FSAP. The crimes reported to these sources are tallied and provided to Public Safety to be included in the annual disclosure of crime statistics. The following persons have been designated as campus security authorities to whom students and employees should report criminal offenses described in the law for the purpose of making timely warning reports and the annual statistical disclosure:

Director—Admissions  
Director—Financial Aid  
Senior Director—Public Safety  
Director—Community Relations  
Director—Athletics and Recreation  
Associate Director—Athletics/Senior Women’s Administrator—Athletics and Recreation  
Project Manager—Female Athlete Wellness  
University Chaplain  
Executive Director—Career Center  
Dean—College of Arts and Sciences  
Dean—School of Communications  
Dean—School of Public Affairs  
Dean—Office of the Dean of Academic Affairs  
Dean—School of Education, Teaching and Health  
Dean—Academic Affairs  
Dean—Kogod School of Business  
Dean—School of International Service  
Dean—Washington College of Law  
Chief Information Security Officer  
Controller—Office of the Controller  
Director—AUNTL  
Senior Director—Center for Diversity and Inclusion  
Director—Center for Diversity and Inclusion  
Coordinator LGBTQ Programming—Center for Diversity and Inclusion  
Program Coordinator—Center for Diversity and Inclusion  
Multicultural Program Coordinator—Center for Diversity and Inclusion  
Women and Gender Programming Coordinator—Center for Diversity and Inclusion  
Director—AU Abroad  
Associate Director(s)—AU Abroad  
Director—Counseling Center  
Director—Academic Support Center  
Assistant Vice President—Budget and Finance Resource Center  
Assistant Vice President—Risk Management And Safety Services  
Assistant Vice President—Human Resources  
Director—Student Health Center  
Associate Director—Exchange Visitors and Student Services  
Director—Jewish Studies Program  
Coordinator—Disability Support Services

Executive Director—Center For Teaching, Research, and Learning  
 Director—Womens, Gender, and Sexuality Studies  
 University Librarian  
 Faculty Coordinator—Human Resources  
 Employee Relations Advisor—Human Resources  
 Senior Director—Human Resource Delivery  
 Employee Relations Advisor—Human Resources  
 Director—Employee Relations  
 Director—Facilities Management  
 Assistant Director—Facilities Management  
 Executive Assistant to the President  
 Vice President—Communication  
 University President  
 Chief of Staff—Office of the President  
 Director of Special Projects—Office of the President  
 University Provost  
 University Registrar  
 Chair—Faculty Senate  
 Vice Chair—Faculty Senate  
 Director—Student Finance and Collections  
 Assistant Vice President—Communications and Media  
 Dean—Washington Semester  
 Assistant Dean—Student Services, Washington Semester  
 Director—University Center  
 Associate Director—Programming and Operations, University Center  
 Assistant Director—Fraternity and Sorority Life  
 Associate Director—Leadership Development, University Center  
 Director—Student Activities  
 Director—University Honors Program  
 Associate Director—University Honors Program

Assistant Vice President—Campus Life  
 Vice President—Campus Life  
 Special Assistant to the Vice President—Campus Life  
 Dean of Students  
 Associate Dean of Students  
 Assistant Dean of Students  
 Director—Center For Community Engagement and Service  
 Sexual Assault Prevention Coordinator  
 Director—Wellness Center  
 Director—Residence Life  
 Director of Global Opportunities, Washington College of Law  
 Alcohol and Other Drug Coordinator  
 Director—Career Services, Washington College of Law  
 Assistant Vice President—Housing and Dining Programs  
 Director—Student Conduct and Conflict Resolution Services  
 Assistant Director—Student Conduct and Conflict Resolution Services  
 Director—Disability Support Services  
 Director—New Student Programs  
 Director—University College and Learning Communities  
 Executive Director—Washington College of Law  
 Associate Dean—Student Affairs, Washington College of Law  
 Director—Minority Affairs, Washington College of Law  
 Program Director, AU Abroad, Brussels  
 Program Director, AU Abroad, Madrid  
 Program Director, AU Abroad, Nairobi  
 International Programs Coordinator, School of International Service  
 Assistant Director, International Program Development  
 Vice Provost, Academic Administration

Public Safety maintains a close relationship with the MPD's 2nd Precinct to ensure notification of crimes that have occurred on or near the AU campus and non-campus property that were reported directly to these law enforcement agencies.

Requests for crime statistics were made of the MPD, as well as of the local police departments of Nairobi, Madrid, and Brussels. These requests asked for statistics of Clery Act reportable crimes that occurred on any of AU's campuses, non-campus property, as well as public property adjacent to and immediately accessible from any AU campus. As of the publishing of this report, none of the aforementioned jurisdictions provided any applicable information.

# DEFINITION OF CLERY ACT REPORTABLE CRIMES

## CRIMINAL HOMICIDE

- **Murder and non-negligent manslaughter:** The willful (non-negligent) killing of one human being by another.
- **Negligent manslaughter:** The killing of another person through gross negligence.

## FORCIBLE SEX OFFENSES

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

- **Forcible rape:** The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- **Forcible sodomy:** Oral or anal sexual intercourse with another person, forcibly and/ or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Sexual assault with an object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Forcible fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

## NON-FORCIBLE SEX OFFENSES

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

## OTHER CRIMES

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

- **Aggravated assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.
- **Burglary:** Unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.
- **Motor vehicle theft:** The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on land surface and not on rails. Watercraft, construction equipment, airplanes, and farming equipment are specifically excluded from this category.
- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

### REPORTABLE CRIMES BEGINNING FOR CALANDER YEAR 2013

- **Dating violence:** The term “dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- **Domestic violence:** The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or 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.
- **Domestic stalking:** The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his or her safety or the safety of others, or (b) suffer substantial emotional distress.

Corresponding D.C. Criminal Code of the above offenses:

#### **Domestic Violence**

(Title 16, Section 1031)

- (a) A law enforcement officer (shall) arrest a person if the law enforcement officer has probable cause to believe that the person:
- (1) committed an intra-family offense that resulted in physical injury, including physical pain or illness, regardless of whether or not the intra-family offense was committed in the presence of the law enforcement officer; or
  - (2) committed an intra-family offense that cause or was intended to cause reasonable fear of imminent serious physical injury or death.
- (b) The law enforcement officer shall present the person arrested under subsection (a) of this section to the U.S. Attorney for charging under Title 16, Section 1002.

#### **Stalking**

(Title 22, Section 3133)

- (a) It is unlawful for a person to purposefully engage in a course of conduct directed at a specific individual:
- (1) with the intent to cause that individual to:
    - (A) fear for his or her safety or the safety of another person
    - (B) feel seriously alarmed, disturbed, or frightened
    - (C) suffer emotional distress

- (2) that the person knows would cause that individual reasonably to:
- (A) fear for his or her safety or the safety of another person
  - (B) feel seriously alarmed, disturbed, or frightened
  - (C) suffer emotional distress
- (3) that the person should have known would cause a reasonable person in the individual's circumstances to:
- (A) fear for his or her safety or the safety of another person
  - (B) feel seriously alarmed, disturbed, or frightened
  - (C) suffer emotional distress
- (b) This section does not apply to constitutionally protected activity.
- (c) Where a single act is of a continuing nature, each 24-hour period constitutes a separate offense.
- (d) The conduct on each of the occasions needs to be the same as it is on the others.

## HATE CRIMES

Any of the aforementioned offenses and any other crime involving bodily injury reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Categories of bias are race, gender, religion, sexual orientation, ethnicity/national origin, gender identity, disability, and any crime listed below if there is evidence that it occurred due to the perpetrator's bias. The crimes below are presented in the Clery Act statistics as of August 2008.

- **Larceny:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- **Simple assault:** 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:** 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.
- **Vandalism:** To willfully or maliciously destroy, injure, disfigure, 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.

## OTHER OFFENSES

- **Liquor law violations:** The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, or possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and DUI are not included in this definition.)
- **Drug abuse violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- **Illegal weapons possession:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; and all attempts to commit any of the aforementioned.

# DEFINITION OF CLERY ACT REPORTABLE LOCATIONS 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 within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

## RESIDENTIAL FACILITY (SUBSET OF "ON CAMPUS" STATISTICS)

Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

## NON-CAMPUS 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.

## 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.

For AU's main campus, non-campus properties (as defined above) are the following:

Greenberg Theatre and AU offices at 4200 Wisconsin Avenue, NW, D.C.

AU offices at 3201 New Mexico Avenue, NW, D.C.

The Brandywine building at 4000 Brandywine Street, NW, D.C.

AU-leased apartments and common areas of 4201 Massachusetts Avenue, NW, D.C.

Washington Intern Semester Housing

# CRIMINAL OFFENSES MAIN CAMPUS

Type of Offense		On Campus	Residential Facility	Non-campus Building or Property	Public Property
<b>Criminal Homicide</b>					
Murder/Non-negligent manslaughter	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Negligent manslaughter	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
<b>Sex Offenses</b>					
Forcible sex offenses	2010	1	1	0	0
	2011	2	1	1	1
	2012	7	4	0	9
Non-forcible sex offenses	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
<b>Robbery</b>					
	2010	0	0	0	0
	2011	2	1	0	1
	2012	0	0	0	0
<b>Aggravated Assault</b>					
	2010	2	0	1	0
	2012	3	2	0	1
	2012	0	0	0	0
<b>Burglary</b>					
	2010	17	16	0	0
	2011	31	15	0	0
	2012	25	12	1	0
<b>Motor Vehicle Theft</b>					
	2010	3	0	0	0
	2011	4	0	0	0
	2012	0	0	0	0
<b>Arson</b>					
	2010	0	0	0	0
	2011	4	4	0	0
	2012	4	2	0	0

Note: The Residential Facility statistics are subsets of the On Campus statistics.

# HATE CRIME OFFENSES MAIN CAMPUS

In 2010, there was one (1) Simple Assault Offense on the Main Campus characterized by religious bias.

In 2010, there was one (1) Aggravated Assault Offense on the Main Campus characterized by religious bias.

In 2010, there was one (1) Destruction/Damage/Vandalism of Property Offense on the Main Campus characterized by religious bias. This incident occurred inside of a residence hall.

In 2010, there was one (1) Destruction/Damage/Vandalism of Property Offense on the Main Campus characterized by sexual orientation bias.

In 2011, there was one (1) Simple Assault Offense on the Main Campus characterized by bias toward disability.

In 2011, there was one (1) Intimidation Offense on the Main Campus characterized by religious bias.

In 2011, there was one (1) Destruction/Damage/Vandalism of Property Offense on the Main Campus characterized by sexual orientation bias.

In 2011, there was one (1) Destruction/Damage/Vandalism of Property Offense on the Main Campus characterized by racial bias.

In 2012, there was one (1) Simple Assault Offense on the Main Campus characterized by bias towards national origin.



# CRIMINAL OFFENSES TENLEY CAMPUS

Type of Offense		On Campus	Residential Facility	Non-campus Building or Property	Public Property
<b>Criminal Homicide</b>					
Murder/Non-negligent manslaughter	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Negligent manslaughter	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
<b>Sex Offenses</b>					
Forcible sex offenses	2010	0	0	0	0
	2011	3	2	0	0
	2012	0	0	0	0
Non-forcible sex offenses	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
<b>Robbery</b>					
	2010	0	0	0	0
	2011	0	0	0	1
	2012	0	0	0	0
<b>Aggravated Assault</b>					
	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
<b>Burglary</b>					
	2010	0	0	0	0
	2011	6	6	0	0
	2012	2	1	0	0
<b>Motor Vehicle Theft</b>					
	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
<b>Arson</b>					
	2010	0	0	0	0
	2011	2	2	0	0
	2012	1	1	0	0

Note: The Residential Facility statistics are subsets of the On Campus statistics.

# HATE CRIME OFFENSES TENLEY CAMPUS

There were no Hate Crime Offenses reported on the Tenley Campus in 2010.

There were no Hate Crime Offenses reported on the Tenley Campus in 2011.

In 2012, there was one (1) vandalism of property on the Tenley Campus characterized by gender bias.

# CRIMINAL OFFENSES

## WASHINGTON COLLEGE OF LAW CAMPUS

Type of Offense		On Campus	Non-campus Building or Property	Public Property
<b>Criminal Homicide</b>				
Murder/Non-negligent manslaughter	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
Negligent manslaughter	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
<b>Sex Offenses</b>				
Forcible sex offenses	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
Non-forcible sex offenses	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
<b>Robbery</b>				
	2010	0	0	1
	2011	0	0	0
	2012	0	0	1
<b>Aggravated Assault</b>				
	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
<b>Burglary</b>				
	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
<b>Motor Vehicle Theft</b>				
	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
<b>Arson</b>				
	2010	0	0	0
	2011	0	0	0
	2012	0	0	0

# **HATE CRIME OFFENSES WASHINGTON COLLEGE OF LAW CAMPUS**

There were no Hate Crime Offenses reported on the WCL Campus in 2010.

There were no Hate Crime Offenses reported on the WCL Campus in 2011.

There were no Hate Crime Offenses reported on the WCL Campus in 2012.

# CRIMINAL OFFENSES BRUSSELS, BELGIUM

Type of Offense		On Campus	Non-campus Building or Property	Public Property
<b>Criminal Homicide</b>				
Murder/Non-negligent manslaughter	2010	n/a	n/a	n/a
	2011	n/a	n/a	n/a
	2012	0	0	0
Negligent manslaughter	2010	n/a	n/a	n/a
	2011	n/a	n/a	n/a
	2012	0	0	0
<b>Sex Offenses</b>				
Forcible sex offenses	2010	n/a	n/a	n/a
	2011	n/a	n/a	n/a
	2012	0	0	0
Non-forcible sex offenses	2010	n/a	n/a	n/a
	2011	n/a	n/a	n/a
	2012	0	0	0
<b>Robbery</b>				
	2010	n/a	n/a	n/a
	2011	n/a	n/a	n/a
	2012	0	0	0
<b>Aggravated Assault</b>				
	2010	n/a	n/a	n/a
	2011	n/a	n/a	n/a
	2012	0	0	0
<b>Burglary</b>				
	2010	n/a	n/a	n/a
	2011	n/a	n/a	n/a
	2012	0	0	0
<b>Motor Vehicle Theft</b>				
	2010	n/a	n/a	n/a
	2011	n/a	n/a	n/a
	2012	0	0	0
<b>Arson</b>				
	2010	n/a	n/a	n/a
	2011	n/a	n/a	n/a
	2012	0	0	0

There were no Hate Crime Offenses reported at the Brussels, Belgium AU offices in 2012.

Note: Brussels, Belgium AU offices were deemed non-campus properties for reporting years 2010 and 2011.

# CRIMINAL OFFENSES

## MADRID, SPAIN

Type of Offense		On Campus	Non-campus Building or Property	Public Property
<b>Criminal Homicide</b>				
Murder/Non-negligent manslaughter	2010	n/a	n/a	n/a
	2011	n/a	n/a	n/a
	2012	0	0	0
Negligent manslaughter	2010	n/a	n/a	n/a
	2011	n/a	n/a	n/a
	2012	0	0	0
<b>Sex Offenses</b>				
Forcible sex offenses	2010	n/a	n/a	n/a
	2011	n/a	n/a	n/a
	2012	0	0	0
Non-forcible sex offenses	2010	n/a	n/a	n/a
	2011	n/a	n/a	n/a
	2012	0	0	0
<b>Robbery</b>				
	2010	n/a	n/a	n/a
	2011	n/a	n/a	n/a
	2012	0	0	0
<b>Aggravated Assault</b>				
	2010	n/a	n/a	n/a
	2011	n/a	n/a	n/a
	2012	0	0	0
<b>Burglary</b>				
	2010	n/a	n/a	n/a
	2011	n/a	n/a	n/a
	2012	0	0	0
<b>Motor Vehicle Theft</b>				
	2010	n/a	n/a	n/a
	2011	n/a	n/a	n/a
	2012	0	0	0
<b>Arson</b>				
	2010	n/a	n/a	n/a
	2011	n/a	n/a	n/a
	2012	0	0	0

There were no Hate Crime Offenses reported at the Madrid, Spain AU offices in 2012.

Note: Madrid, Spain AU offices were deemed non-campus properties for reporting years 2010 and 2011.

# CRIMINAL OFFENSES NAIROBI, KENYA

Type of Offense		On Campus	Non-campus Building or Property	Public Property
<b>Criminal Homicide</b>				
Murder/Non-negligent manslaughter	2010	n/a	n/a	n/a
	2011	n/a	n/a	n/a
	2012	0	0	0
Negligent manslaughter	2010	n/a	n/a	n/a
	2011	n/a	n/a	n/a
	2012	0	0	0
<b>Sex Offenses</b>				
Forcible sex offenses	2010	n/a	n/a	n/a
	2011	n/a	n/a	n/a
	2012	0	0	0
Non-forcible sex offenses	2010	n/a	n/a	n/a
	2011	n/a	n/a	n/a
	2012	0	0	0
<b>Robbery</b>				
	2010	n/a	n/a	n/a
	2011	n/a	n/a	n/a
	2012	0	0	0
<b>Aggravated Assault</b>				
	2010	n/a	n/a	n/a
	2011	n/a	n/a	n/a
	2012	0	0	0
<b>Burglary</b>				
	2010	n/a	n/a	n/a
	2011	n/a	n/a	n/a
	2012	0	0	0
<b>Motor Vehicle Theft</b>				
	2010	n/a	n/a	n/a
	2011	n/a	n/a	n/a
	2012	0	0	0
<b>Arson</b>				
	2010	n/a	n/a	n/a
	2011	n/a	n/a	n/a
	2012	0	0	0

There were no Hate Crime Offenses reported at the Nairobi, Kenya AU offices in 2012.

Note: Nairobi, Kenya AU offices were deemed non-campus properties for reporting years 2010 and 2011.

# ARRESTS AND JUDICIAL REFERRALS MAIN CAMPUS

Type of Offense		On Campus	Residential Facility	Non-campus Building or Property	Public Property
<b>Arrests</b>					
Liquor law violations	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Drug abuse violations	2010	3	2	0	2
	2011	0	0	0	0
	2012	2	0	0	0
Weapons law violations	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
<b>Judicial Referrals</b>					
Liquor law violations	2010	386	380	0	0
	2011	174	173	9	0
	2012	320	320	19	0
Drug abuse violations	2010	77	68	0	0
	2011	39	34	0	0
	2012	53	46	0	0
Weapons law violations	2010	0	0	0	0
	2011	0	0	0	0
	2012	2	2	0	0

Note: The Residential Facility statistics are subsets of the On Campus statistics.



# ARRESTS AND JUDICIAL REFERRALS TENLEY CAMPUS

Type of Offense		On Campus	Residential Facility	Non-campus Building or Property	Public Property
<b>Arrests</b>					
Liquor law violations	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Drug abuse violations	2010	0	0	0	2
	2011	0	0	0	0
	2012	0	0	0	0
Weapons law violations	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
<b>Judicial Referrals</b>					
Liquor law violations	2010	34	34	0	0
	2011	25	25	0	0
	2012	62	61	0	0
Drug abuse violations	2010	1	1	0	0
	2011	1	1	0	0
	2012	7	7	0	0
Weapons law violations	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0

Note: The Residential Facility statistics are subsets of the On Campus statistics.

# ARRESTS AND JUDICIAL REFERRALS WASHINGTON COLLEGE OF LAW CAMPUS

Type of Offense		On Campus	Non-campus Building or Property	Public Property
<b>Arrests</b>				
Liquor law violations	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
Drug abuse violations	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
Weapons law violations	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
<b>Judicial Referrals</b>				
Liquor law violations	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
Drug abuse violations	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
Weapons law violations	2010	0	0	0
	2011	0	0	0
	2012	0	0	0

Note: The Residential Facility statistics are subsets of the On Campus statistics.

## ARRESTS AND JUDICIAL REFERRALS BRUSSELS, BELGIUM AU OFFICES

Type of Offense		On Campus	Non-campus Building or Property	Public Property
<b>Arrests</b>				
Liquor law violations	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
Drug abuse violations	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
Weapons law violations	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
<b>Judicial Referrals</b>				
Liquor law violations	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
Drug abuse violations	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
Weapons law violations	2010	0	0	0
	2011	0	0	0
	2012	0	0	0

Note: The Brussels, Belgium AU offices were deemed non-campus properties for reporting years, 2010 and 2011.

## ARRESTS AND JUDICIAL REFERRALS MADRID, SPAIN AU OFFICES

Type of Offense		On Campus	Non-campus Building or Property	Public Property
<b>Arrests</b>				
Liquor law violations	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
Drug abuse violations	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
Weapons law violations	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
<b>Judicial Referrals</b>				
Liquor law violations	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
Drug abuse violations	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
Weapons law violations	2010	0	0	0
	2011	0	0	0
	2012	0	0	0

Note: The Madrid, Spain AU offices were deemed non-campus properties for reporting years, 2010 and 2011.

# ARRESTS AND JUDICIAL REFERRALS NAIROBI, KENYA AU OFFICES

Type of Offense		On Campus	Non-campus Building or Property	Public Property
<b>Arrests</b>				
Liquor law violations	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
Drug abuse violations	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
Weapons law violations	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
<b>Judicial Referrals</b>				
Liquor law violations	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
Drug abuse violations	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
Weapons law violations	2010	0	0	0
	2011	0	0	0
	2012	0	0	0

Note: The Nairobi, Kenya AU offices were deemed non-campus properties for reporting years, 2010 and 2011.

# M System Map

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