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



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WASHINGTON ADVENTIST UNIVERISTY



History:

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

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

Campus:

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

Affiliation:

The university operates under the auspices of the Seventh-day Adventist Church. The Board of Trustees guides the overall mission and direction of the university, overseeing management and setting major policies. The administration is responsible for leading the university community and managing day-to-day operations. Faculty, students, and staff participate in overnices through committees charged with protecting the integrity and enhancing the value of a Washington Adventist University education. It currently has three schools of higher learning with a student body of approximately 1,200. Our current president is Dr. Weymouth Spence.



WAU DEPARTMENT OF SAFETY AND SECURITY

The Department of Safety and Security (DSS) is a resource and services for Washington Adventist University. We WAU can perform its activities in a safe, secure healthy and environmentally responsible manner by working with our safety partners. Our mission is to provided leadership and outstanding services that enhance the research and Christian education process by integrating excellent safety, security and sustained practices into WAU campus culture.

We provided campus security services including emergency response, investigations, escorts, building security, as well as fire and safety inspections. DSS is composed of regular security officers as well as auxiliary student officers. Our staff holds certifications in emergency management, fire and life safety inspections, CCTV Specialist and Evidence Specialist.

SAFETY AND SECURITY DIVISION:

Washington Adventist University, security officer have the authority to ask person identification and to determinate whether individual have lawful business at WAU. DSS security officers have the authority to issue parking tickets, which are billed to financial account of students, faculty and staff. Safety and Security officers do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus. The Safety and Security Department maintains a highly professional working relationship with the Takoma Park Police Department and the Montgomery County Police Department. All crime victims and witness are strongly encourage to immediately report the crime to campus safety and security department and the appropriate police agency. Prompt reporting will assure timely warning notices and timely disclosure of crime statistics.



Auxiliary Student Security Officer Program:

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

- Parking lots patrol and parking enforcement
- Special events security and contract security at location thought WAU campus.
- Student or staff escort
- Fire Crowd Management
- CCTV Specialist
- Lost and found management
- Emergency Preparedness
- Property Evidence Specialist
- Office Management
- Building Safety and Security Monitor

Closed Circuit and Television (CCTV) Program:

The DSS integrates many new technology initiatives with the support of the Department of Facility Services (DFS) to bring about a greater sense of security to the university.

All DSS Officers had received and passed examination of the following NIMS (FEMA) online and others courses training:

IS-100 Introduction to Command System
IS 200 ICS for Single Resource & Initial Action Incident
IS 700 National Incident Management System
IS 800 National Response Framework
IS 20.13 Diversity Awareness
IS 106 Workplace Violence Awareness Training
IS 120 A Introduction to Exercises
IS 906 Workplace Security Awareness
IS 907 Active Shooter
IS 317 Int. CERT
Q 890 Emergency Response to Terrorism
IS 910 Emergency management preparedness fundamentals

Maryland Fire Marshal: Fire Crowd Manager
College Fire Survival
Fire Extinguishers Inspection
Hot work permits and procedures
Fire Drills Procedures
Fire Safety and Security Officers duties (NFPA # 604)

PARKING MANAGEMENT DIVISION:

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

Vehicles and Parking at WAU:

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

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

Parking Enforcement:

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

The issuance of parking citations universally accepted methods of imposing authorized parking. At WAU, the display of the appropriate campus permit designates the authorization of a vehicle parking on campus property. If a vehicle fails to display a valid permit, the registered owner will be cited, and required to pay a fine to discourage future violations.

Citation are also issued for parking in areas not designated for parking and for other violations such as the illegal use of disabled parking spaces, blocking access, etc.

If you impede pedestrian or vehicle traffic, WAU-Parking enforcement by regulation required that vehicle be towed. Vehicles may also be towed or immobilized (also known as boot) for repeatedly violating university parking regulations or unpaid citations. Vehicles will be released when the citation and a boot release fee are paid in full. Booted vehicles will be towed after 48 hours. Pay your parking tickets and avoid getting the boot!

FIRE SAFETY DIVISION:

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



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

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

To report problems call the DFS Helper Desk at **(301) 891-4161** or **301-801-7201**. Note: Our Fire report logs and 2012 Annual Fire Report are able to be obtained copy 24/7 at DSS office General Services building # 6 GS-4, 7600 Flower Ave, Takoma Park, Maryland.

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

OCCUPATIONAL HEALTH AND SAFETY DIVISION:

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

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

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

EMERGENCY RESPONSE AND MANAGEMENT DIVISION:

The WAU has adopted the National Incident Management System (NIMS) for all of its emergency and non-emergency events. The adoptions of NIMS will improve the WAU response to emergencies and hazards. In cases of significant emergency or danger situation involving an immediate threat to the health or safety of any member of WAU community on campus.

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

TIMELY WARNING

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

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

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

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

Our alert system, One Call Now, will conduct a system test every 90 days.

EVACUATION PROCEDURES

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

- University administration at the scene shall immediately:
 - Call 911 and advise the dispatcher of potential assistance needed, such as law enforcement, traffic control, hazardous material response, etc.
 - Notify Campus Security and describe the event and say that you have called 911
 - Determine the buildings to be evacuated
 - Designate safe assembly areas
 - Inform the team leaders to evacuate their buildings
- Team leaders have the following responsibilities:
 - Activate the fire alarm
 - Sweep through the building, including restrooms, to be sure everyone has exited
- University administration at the scene shall:
 - Direct the compilation of a list with the full names of all who were evacuated
 - Have Campus Security and/or public law enforcement personnel in place for traffic control if a mass exodus from the campus in private vehicles will occur
 - Release personnel if safe to do so or have them advised of subsequent actions at the direction of the Incident Commander
 - Ensure that the list of evacuees is updated regularly and maintained at the Incident Command Center as a reference when inquiries are made.
 - If any evacuees need medical attention and/or must be moved to an indoor shelter, then University administration at the scene shall direct those activities using the resources available to the Incident Command Team

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

The WAU Emergency Response plan can be review (Updated 10/1/12):

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

City of Takoma Park: 2010 Emergency Operations Plan:

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

Montgomery County: Home Guide to Emergency preparedness:

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

State of Maryland Response Operations Plan 2013:

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

WAU Security Operation Center (future):

DSS will have soon a Security Operation Center (SOC) to enhance proactive security patrols on and the DSS CCTV security and security communication systems (Pelco System and Andover Continuum software program), door monitoring status, access control, motion monitoring, fire alarm monitoring, glass break monitoring, security central intercom system, wireless communication and its staff: CCTV Specialist actively monitor live and recorded digital video from more than 100 CCTV cameras strategically placed on the campus.

All cameras, which are monitored and recorded 24/7, are located in the common areas. While the majority of cameras are in exterior locations a number are installed in interior spaces. Our Security Specialist provided proactive and reactive services designs to both prevent crime and respond to crimes that occurred in our campus jurisdiction, they have the capability to communicate with our security patrol to responded to any situation that required the safety and security officer attention, they also are responsible of maintain maintenance and inspection of the all electronic system in the department, our CCTV specialist review and retrieved digital video by requested of a safety and security officer investigating a crime or incidents. Based on a combination of proactive and reactive services in addition CCTV Specialist CCTV responsibilities also will monitor all fire alarms in campus buildings.

CRIME REPORTING AND MONITORING

The WAU community and Visitor should report all crimes in campus immediately to the DSS or law Enforcement agency that has Jurisdiction. All reports are considered confidential. There are several ways to report a crime: by calling the Security office, by e-mailing security, and by speaking to a Security Officer by coming to the Security Office. You can also report to a Dean, Office Executive, Counselor, or Faculty Member. For police or fire and any other emergency medical (EMS) assistance contact the Campus Safety and Security Department or:

Emergency Takoma Park Police line 911 or non emergency tel. 301-270-1100
Emergency Montgomery County Police and EMS 911 or non emergency tel. 301-565-7744
Emergency WAU-Safety and Security Dept. line 301-891-4019 or 301-300-0342

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

Crime Prevention Program:

WAU-DSS is to provide crime prevention services to students, faculty and staff who live and works within our campus. WAU-DSS makes independent efforts to reduce the opportunity for crimes to occur through efforts incorporate Crime Prevention through Environmental Design (CPTED). Our crime prevention program is available and or may be arranged by calling 301-891-4019. Below are a few topics covered in this program:

- Theft Prevention
- Buildings and office safety and security assessment
- Campus Security Vulnerability Assessment
- Homeland Emergency Preparedness Awareness

In addition to the WAU crime prevention program we emphasized security and what our residents can do to help protect themselves are provided by request to students or staff who live off-campus. Please communicate with WAU-Director at 301-891-4019 for more information.

The Department provides information on various security and safety topics through an awareness program on the Security website. Information is updated weekly and is available to everyone.

Annual Security Report:

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

Crime Log:

You can visit the WAU-DSS website at <http://www.wau.edu/security>, the crime log is updated every 24 hours. Any person who will like to review the 2013/2014 crime log they can visit the Department of Safety and Security at the General Services Office G-4 at 7600 Flower Ave, Takoma Park, Maryland 20912.

External Monitoring of Crime:

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

WAU BEHAVIORAL INTERVENTION TEAM

Purpose of the Behavioral Intervention Team:

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

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

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

The team works to:

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

What to Report:

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

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

Concerns about a student's well-being:

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

How to Report

- A. Complete the on-line confidential form
- B. Contact any member of BIT: Core Team
 - Vice President for Student Life
 - Deans of Resident Life
 - Director of Department of Safety and Security
 - Campus Professional Counselor
 - Campus Nurse

What Happens to a Behavioral Report Form?

Once a report is submitted:

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

Potential Outcomes of Reports

The BIT may

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

WAU THREAT ASSESSMENT TEAM

Working with the Community to Prevent Violence

What is Threat Assessment?

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

G. Deisinger, M. Randazzo,
D. O'Neill, J. Savage in
The Handbook for Campus Threat Assessment & Management Teams

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

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



This Team has been established to:

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

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

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

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

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

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

Core Team

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

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

WAU CAMPUS MINISTRIES

REFLECTIONS:

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

SINGSPIRATION (Friday Night Worship Service):

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

ENCOURAGEMENT MINISTRY:

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

INGNITE (AY SERVICE):

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

HOMELESS MINISTRY:

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

BIBLE STUDIES MINISTRY:

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

SPORTS MINISTRY:

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

SILENT JUDAH:

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

MINISTER OF MUSIC:

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

TNL (THURSDAY NIGHT LIVE):

Thursday Night Live is a student Led Christian Comedy Show which is intended to promote a healthy atmosphere for student humor that is neither offensive nor secular. Thursday Night Live seeks to provide a safe Christian environment for students to explore their creativity through poetry, song, music and comedy.

PUBLIC RELATIONS:

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

AUDIO/VISUAL:

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

ART MINISTRIES:

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

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

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

CREATIVE MINISTRIES:

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

DRAMA TEAM:

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

WAU-Campus Ministries is located at Richards Hall 7600 Flower Ave, Takoma Park, Maryland, Telephone No. **301-891-4412**.

MISSING PERSONS ON CAMPUS

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

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

- May be the victim of foul play;
- Has expressed suicidal thoughts;
- Is drug-dependent;
- Is in a life-threatening situation; or

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

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

- If a report is made to the Dean of Man or Woman or the Residential Assistant (RA) the Dean/RA will immediately report the missing person to the WAU-Campus Safety and Security Department or the local law enforcement agency.
- Procedures for Designation of Emergency Contact Information

Procedures for Designation of Emergency Contact Information

- Students age 18 and above and emancipated minors
- During enrollment, students may designate an individual or individuals may contact no more than 24 hours after the time he or she is determined to be missing by the WAU Safety and Security Dept, or the local law enforcement agency.
- The designation will remain in effect until changed or revoked by the student.
- Such contact information will remain confidential, accessible only by authorized campus officials, and will only be disclosed to law enforcement personnel in the event of a missing person investigation.
- The institution will also notify the local law enforcement agency within 24 hours of the determination that the determination that the student is missing.
- Students under the age of 18
- In the event a student who is under the age of 18 and not emancipated is determined to be missing, the college must notify a custodial parent or guardian in addition to any additional designated contact person no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.
- The institution will also notify the local law enforcement agency within 24 hours of the determination that the determination that the student is missing.

Communication about Missing Persons:

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

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

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

WAU HARRASMENT AND DISCRIMINATION POLICY

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

5. Harassment on other grounds, including race, color, gender, national origin age, marital status disability sexual orientation or any other grounds prohibited by local, state or federal law, is also prohibited. Harassment includes jokes, verbal abuse and epithets, degrading comments, the display of offensive objects and pictures, and other conduct that the individual might reasonably find to be offensive. This policy prohibiting harassment, whether sexual or of another nature, is not limited to relationships between and among employees and prospective employees, but also extends to interaction with customers, students, guest, vendors, or suppliers. No employee shall ever subjects any customer, student, guest, vendor, or supplier of the university to harassment including sexual harassment of any nature, including the conduct described above. Furthermore, no employee will be required to suffer harassment, including sexual harassment or discriminatory conduct, by any customer, student, guest, vendor, or supplier.
6. Complaint Procedures:
 - a. Any student who feel that he or she is or has been victim of discrimination or harassment in violation of this policy should immediately notify the residence hall dean, his or her supervisor (if employed on campus) a faculty member, a department director or other manager, or the vice president of Student Life. The University will fully investigate all complaints and will maintain confidentiality to the extent possible given the university duty to investigate the complaint. Anyone who is Found to have engaged in illegal discrimination or harassment will be subject to appropriate disciplinary action depending on the circumstances up to and including immediate termination of employment.
 - b. Because the university takes harassment, including sexual harassment and discriminatory conduct seriously, it requires that its employees report all incidents of harassment, including sexual harassment and discrimination, to the appropriate vice president and/or head of Human Resources.
 - c. Retaliation against anyone reporting or through to have reported harassment (including sexual harassment) or discriminatory behavior, or who is a witness or otherwise is involved in a formal or informal proceeding concerning alleged harassment or discriminatory conduct, is strictly prohibited.

NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY:

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

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

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

REPORTING RAPE/SEXUAL ASSAULT

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

1. If the incident occurred on campus notify the office of safety and security (DSS) at General services building # 6 Office GS-4 or ext. 4019 and DSS will arrange for EMS transportation assistance if necessary. One may also report immediately to the Washington Adventist Hospital Emergency Room. A student may also contact a residence hall dean for assistance. After immediate needs have been addressed, notify the vice president for Student Life or vice president for Financial Affairs, so that the responsibility of the university to the victim and to the assailant may be carried out.
 2. Off Campus-report to the nearest hospital emergency room.
 3. In obtaining medical care, the time factor is critical if proof of rape is to be established. Do not shower, change clothes or leave the scene of the incident.
 4. Notify the proper law enforcement authority immediately.
 5. All complaints of sexual harassment, sexual assault and sexual misconduct are reported to the Office of the Title IX Coordinator Dr. Ralph Johnson located at the Wilkinson hall 7600 Flower Ave Takoma Park, Maryland or telephone No. **301-891-4028**. Additionally, the Office of Student Life, together with the Office of the Title IX Coordinator and the Disciplinary Committee, hold sole authority to institute any disciplinary measures. All questions and concerns regarding procedures for disciplinary action shall be referred to the Office of Student Life, the Office of the Title IX Coordinator, and the Disciplinary Committee. Note: both the accused and the victim have the right to present in front of these bodies and to be notified of the outcome. Sanctions can include reprimand, warnings, probations, suspensions, and expulsions. Disclosure of the results of any disciplinary proceedings by the institution to the victim or next of kin will be conducted by the Office of Student Life. All questions and concerns about this disclosure should be referred to the Office of Student Life.
 6. All of the university's educational programs on rape and other sexual offenses, as required under the Clery Act, are conducted by the Office of Student Life. Questions and concerns about these programs, as well as further details, can be obtained and should be directed to the Office of Student Life.
 7. Additionally, any changes to living situations and academic schedule as a result of any sexual offenses are to be made through the Office of Student Life.
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MARYLAND SEX OFFENDER REGISTRY:

1. The federal Campus Sex Crimes Prevention Act of 2000 (CSPA) provides for the tracking of convicted sex offender at, or employed by, higher education institution. This act is an amendment to the Jacob Wetterling Crimes Against and Sexually Children and Sexually Violent Offender Act.
2. Under the law, state and local law enforcement agencies must provide college and universities in their jurisdiction with a list of registered sex offenders who have indicated that they are enrolled, employed by or working at the institution. A list of all registered sex offenders in Maryland, including registrants employed or enrolled at Maryland Institution of Higher Education, is available from the state Department of Public Safety and Correctional Services at <http://www.dpscs.state.md.us/sorSearch/>.

DATING AND DOMESTIC VIOLENCE INFORMATION

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

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

No one deserves to be abused. Abuse is never the victim's fault! If you have been the victim of dating or domestic violence, you are not alone. Help is available. Please see the links to the right for resources and for more information about dating and domestic violence.

Introduction

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

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

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

“Domestic violence” means a “felony or misdemeanor crime of violence committed by –

- A current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common,
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
- 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.”

“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 persons involved in the relationship.”

“Stalking” means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress.”

Reporting an Incident

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

WAU-student, faculty or staff member, visitor, contractor has experienced a sexual assault, domestic violence, dating violence, or stalking, they should immediately report the incident to the Department of Safety and Security (DSS) on campus Telephone **301-891-4019**. Individuals who are on campus can also make an in-person report at WAU-DSS will assist all members of the university community by assessing the incident, advising the survivor on how he or she can seek legal protection, and making the survivor aware of medical, counseling, and other support services. If a reported incident did not occur on campus WAU-DSS can assist the survivor in notifying the local police department with jurisdiction over the crime.

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

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

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

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

Written Notification of Right and Options

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

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

Accommodations

Regardless of whether a student or employee reports an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement, campus security or pursues any formal action, if they report such an incident to the university, Washington Adventist University

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

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

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

Survivor Confidentiality

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

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

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

Reports made to the WAU-DSS will be shared with the Title IX Coordinator in all cases, and may also be made public (maintaining the survivor's anonymity) and shared with the respondent in cases where criminal prosecution is pursued. Reports received by the university concerning the abuse of a minor or juvenile must be reported to state officials in compliance with state law requiring mandatory reporting of child abuse. All members of the Washington Adventist

University community are required by university policy to report any instances of known child abuse or neglect to WAU-DSS, and WAU-DSS will in turn report such information to the appropriate state authorities.

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

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

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

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

Conduct Administrative Proceedings

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

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

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

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

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

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

When a student is accused of any violation of the student conduct code, including but not limited to charges that he or she engaged in sexual assault, domestic or dating violence, or stalking, the charges will be decided using the preponderance of evidence standard, which means that it is more likely than not that the reported misconduct occurred. The Title IX Coordinator and the Vice president of Students Life have discretion to decide whether sufficient evidence warrants referring charges of misconduct against a student to an Administrative Disciplinary hearing (the Committee) . If the committee hears such charges and issues a finding

of responsibility against a student respondent, the committee may also recommend sanctions to the Vice President of Students Life. However, the Vice President of Students Life retains authority to determine the sanctions that will be issued to any student who has been found responsible for violating the Code of Conduct.

When the Title IX Coordinator completes an investigation and/or when a Committee issues a decision, both the complainant and the respondent shall simultaneously be informed in writing within 7 business days of the outcome of the investigative or adjudicative proceeding. Both the complainant and respondent will be given the same procedures and timeframe to appeal the outcome of the proceeding, both parties will receive the same process rights if an appeal is granted, and the parties will both receive timely notice when the outcome becomes final. Disclosure of the outcome shall be made to both parties unconditionally, and each shall be free to share or not share the details with any third parties.

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

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

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

An additional service is provided by DSS-Department of Safety and Security. We have services of a Victim Advocate (Support Operations Specialist), and the description is as follows:

- Manage all services and personnel working under the department's Support Operations section to include but not limited to Evidence Collection and Victim's and Witness Advocating
- Providing information on reporting procedures to both on and off campus agencies,
- Processing reactions to the crime and listening to feeling and concerns
- Addressing specific issues related to personal safety on and off campus
- Coordinate with outside resources concerning a change in living arrangements
- Attending appointment and/or hearing meetings with the victim
- Contacting others on behalf of the victim with their permission (Dept. Liaison Services)
- Provide assistance to Command Staff with above listed Support Operations services
- Manage property room, the collection and storage of evidence
- Receive lost/found items and manage the storage, follow up, and return of those items
- Coordinate with campus Mental Health/Counseling departments to provide assistance, information, and counseling for victims and witness of crime or traumatic events.

- Manage any other services or personnel assigned by the Director to be under the supervision of the Support Operations section.

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

OFF-CAMPUS RESOURCES

Montgomery County Dept. of Health and Human Services

Victim Assistance and Sexual Assault Program (VASAP)

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

For immediate assistance, call:

240-777-1355 weekdays

240-777-4357 24-hour crisis line

240-777-1347 TTY

240-777-1329 FAX

Contact us by email at vasap@montgomerycountymd.gov.

Montgomery County Commission of Women

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

Montgomery County Family Justice Center

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

Mission:

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

Core Values:

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

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

Goals:

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

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

Objectives:

Reduce the number of domestic violence cases that go unreported;

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

Location:

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

**Takoma Park Police Department
Victim & Witness Assistance**

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

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



The Takoma Park Police Department is committed to the fair compassionate and sensitive treatment of crime victims. We will ensure that victims are afforded reasonable protection and the information to assist with coping and recovering from the effects of crime.

Emergency:
Fire & Rescue: 911
Police Services Outside of Takoma Park: 911
Phone (Non-Emergency):
Main: 301-270-1100
Fax: 301-270-1230
Email:
police@takomaparkmd.gov

Email NOT monitored 24 hours/day and may require up to 48 hours for a response. To report an event, suspicious activity, or crime in progress call the Takoma Park Police department dispatch center at 301-270-1100.

Address:
Takoma Park Police Department
City of Takoma Park
7500 Maple Avenue
Takoma Park, MD 20912

Hours & Location:
Always Open
Community Center ([MAP](#))
1st Floor

Others General Information web sites:

<http://www.peoples-law.org/categories/4459/2>
<http://chooserespect.davidworr.com/>
<http://www.loveisnotabuse.com/>

WHERE TO CALL FOR HELP

House of Ruth Maryland **410-889-7884**
Maryland Youth Crisis Hotline **800-422-0009**
Maryland Domestic Violence Hotline **800-634-3577**
National Domestic Violence Hotline **800-799-7233**

Montgomery County Circuit Court
Domestic Violence Assistance

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

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

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

Maryland Courts

Domestic Violence Information and Forms

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

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

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

(301) 610-7217

(301) 610-7218

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

Domestic Violence Monthly Public Report

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

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

The Maryland Network Against Domestic Violence

<http://mnadv.org/>

Address

4601 Presidents Dr.

Ste. 370

Lanham, MD 20706

Phone Numbers

Statewide Helpline: 1-800-MD-HELPS

(Phone) 301-429-3601

(Fax) 301-429-3605

Email

Email: info@mnadv.org

SUBSTANCE ABUSE POLICY

Washington Adventist University is committed to providing a drug-free environment to help student attain the highest level of mental, physical, moral, and spiritual health. This will allow students to be truly free and in control of their lives. Because of this commitment, Washington

Adventist University expects each citizen of the university community to remain drug-free, abstaining from the use and possession of illegal drugs, alcoholic beverage, tobacco products, and from abuse of prescription medicines. This includes, but is not



limited to alcoholic beverage ages and /or containers, tobacco products, illegal drugs, or drug paraphernalia. The manufacture, possession, distribution, or use of illegal drugs and the use of alcohol or tobacco is strictly prohibited. This policy has been established to educate, to provide a means for counseling and rehabilitation, and outline a discipline process. If you have a substance abuse problem, please notify the campus counselor or a residence hall dean for immediate help.

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

Washington Adventist University reserves the right to investigate students where reasonable suspicion exists of drug or alcohol involvement. This includes the right to search an office, locker, on campus vehicle, residence hall room, cases and bags and the right to require an appropriate drugs test and confirmation. Additionally, the university will contact local, state and Federal authorities to assist in enforcing state laws on underage drinking and drug use.

CRIME STATISTICS

In compliance with the Federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act of 1998 (formerly the Crime Awareness and Campus Security Act of 1990), the following pages contain reported crime statistics for the Washington Adventist University campus over the last three calendar years. Department of Safety and Security also maintains a Daily Crime Log. Crime Statistics and the Daily Crime Log are available to the public for viewing during business hours, and on the WAU Safety and Security Department website; <http://www.wau.edu/security>

Reports Available

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

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

Definitions of Locations and Crime Categories

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

Crime Categories

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

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

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

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

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

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

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

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

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

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

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, 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's); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

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

This disclosure complies with requirements of the Jeanne Clery disclosure of campus security policy and campus crime statistics' ac as amended (the Clery Act) as amended in 1998.

Information supplied represents all incidents reported to the WAU-DSS or to other school officials with significant responsibility for students and campus activities.

CRIME DATA

	On Campus			Students Residences			Non Campus Buildings			Public Properties			Hate Crime		
	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013
Crime Reported															
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses Non Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravate Assault	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	10	4	6	4	1	0	0	0	0	0	0	0	0	0	0
Motor Vehicles Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Bodily Injuries (Only if Hate Crime)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrest/ Disciplinary Referrals															
Liquor Laws Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Laws Referrals	7	7	12	7	7	12	0	0	0	0	0	0	0	0	0
Drugs Arrest	2	2	0	1	1	0	0	0	0	0	0	0	0	0	0
Drug Referrals	4	4	16	4	4	16	0	0	0	0	0	0	0	0	0
Weapon Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Referrals	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0
Hate Crimes															
Larceny/Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assaults	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating/Domestic Violence/Stalking															
Dating Violence	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
Domestic Violence	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

These statistics are in compliance with the DCL ID: GEN-14-13.