

## ANNUAL CAMPUS SECURITY REPORT (CSR) 2009

### **Introduction**

Wartburg College and the Waverly community are comparatively safe environments. However, the potential always exists for crime and accidents. Proactive measures can minimize crime and enhance the security and safety for the entire college community – students, faculty, staff, alumni and visitors. Safety and crime prevention require support and cooperation from the entire college community. All must take responsibility for the safety and security of themselves, others, and their belongings. There is a real potential for loss or theft of belongings that are not appropriately safeguarded. Anyone who observes suspicious activity is encouraged to contact Campus Security immediately. Anyone who has knowledge of present, future or recent criminal activity must report what they know to Campus Security or local law enforcement.

Wartburg College assumes no responsibility for the theft, damages, or loss of money, valuables, or personal property. We strongly recommend students check with their family concerning the extent of coverage under their homeowners/renters insurance and purchase the appropriate coverage if needed.

Wartburg College is a private institution. Campus facilities are for the use of Wartburg College community members and their guests. Campus Security works with the college's physical plant staff and building managers of each facility to establish appropriate levels of security.

### **STATEMENTS OF POLICIES AND PROCEDURES**

**Timely Warnings** – In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Campus Security & Safety, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. There are two types of warnings, WartburgAlert and crime and security alerts.

1. **WartburgAlert:** Wartburg College maintains a campus-wide mass communications system (Blackboard Connect) that warns students, faculty, and staff of an emergency situation by cell and land-line phones, text messaging, and e-mail. All currently

enrolled students and active employees are automatically enrolled with contact information known by the college. Students, faculty and staff may add additional phone and e-mail contacts or opt out of the program by logging into <http://info.wartburg.edu> and follow the implementing instructions. WartburgAlert is tested at least three times a year.

2. **Crime and Security Alerts:** Campus Security issues written crime and security alerts that can place the community at risk during both short- and long-term time periods. Crime Alerts are notices regarding specific crimes occurring on or near campus. Security Alerts are advisories reminding the campus community of crime conducive trends, not necessarily in response to a specific crime. Alerts are announced by:

- a. Postings on bulletin boards in residence halls, classroom buildings and the Saemann Student Center.
- b. Notices in the Trumpet, Circuit, The Orange and other available electronic means.
- c. Announcements over Wartburg TV and KWAR.

Anyone with information warranting a timely warning should report the circumstances to Campus Security, by phone (352-8372) or in person (Saemann Student Center, Room 156).

**Disclosure of Crime Statistics** – Campus Security prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) (20 USC § 1092). The definitions for these crimes are taken from the FBI’s Uniform Crime Reporting Program (UCR), as modified by the Hate Crimes Act, and the Higher Education Act.

- **Criminal Homicide:** the willful killing of one person by another.
- **Manslaughter by Negligence:** The killing of another person through gross negligence.
- **Sex Offenses:**
  - a. A forcible sex offense is any sexual act directed against another person forcibly and/or against that person’s will or where the victim is incapable of giving consent.
  - b. A non-forcible sex offenses are acts of “unlawful, non-forcible sexual intercourse,” and include incest and statutory rape.
- **Aggravated Assault:** An unlawful attack for the purpose of inflicting severe or aggravated bodily injury. Offense usually accompanied by a weapon or by means likely to produce great bodily harm.

- **Burglary:** Unlawful entry into a building with intent to commit a felony or theft. Forced entry not required if entry was unlawful, such as a trespass.
- **Robbery:** Taking or attempting to take anything of value from a person by force or threat of force.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.
- **Arson:** Any willful burning or attempt to burn the property of another.
- **Alcohol Violations:** Violations of law or ordinances prohibiting
  - a. Possession or use of alcohol by a person under the age of 21.
  - b. Providing alcohol to a person under the age of 21.
  - c. Sale of alcohol without the required license.
- **Drug Violations:** Possession, manufacture, distribution or use of any controlled substance and the equipment or devices utilized in their preparation and/or use.
- **Weapons Violations:** Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

The full text of this report can be located on-line by going to <http://www.wartburg.edu/security/> and navigating through the different topics. This report is prepared in cooperation with Residence Life and the Waverly Police Department.

Campus crime, arrest and referral statistics include those reported to Wartburg College Campus Security, designated campus officials and law enforcement agencies. Each year, an e-mail notification is made to the campus community that provides the web site to access this report. Paper copies are available in the Campus Security office or by calling 352-8372 to request a paper copy be mailed. Prospective employees may obtain a copy through either the Human Resources office or directly from Campus Security.

**To Report A Crime** – To report a crime or suspicious activity, such as person appearing to be loitering around vehicles in a parking lot, inside buildings, or around the residence halls, contact either Campus Security or the Waverly Police Department.

**Campus Security:** 352-8372 or from a campus phone, 9999. The number 9999 reaches Campus Security via radio, so any

communication by this mode is susceptible to being monitored by others.

**Waverly Police: 352-5400 or 911 (from a campus phone, dial 9-911)**  
You will reach the dispatchers that cover all emergency calls in Waverly and Bremer County.

You may use one of the emergency phones located in parking lots or at selected entrances to residence halls.

Parking Lot phone locations: A & B Lots, C Lot, D Lot, O Lot, N Lot and E Lot.

Residence Hall phone locations: Grossmann Hall, Centennial Hall, Knights Village, Clinton Hall, and Founders Hall.

In addition, you may report a crime to the following:

Contact	Phone	Location
Dean of Students	352-8260	Student Center, room 186
Director of Residence Life	352-8260	Student Center, room 184
Counseling Services	352-8596	Library, room 322
VP for Administration	352-8276	Luther Hall, room 206

Other campus officials you may report a crime to include: deans, hall directors, resident assistants (RA's), advisors to student groups and athletic coaches)

**Confidential Reporting Procedures –** If you are the victim of a crime and do not want to pursue action within the college or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Campus Security & Safety can file a report on the details of the incident without revealing your identity. The purpose of the confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, Campus Security can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the college.

**Counselors –** As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 USC § 1092 (f), clarification was given to those considered to be campus security

authorities. Campus “pastoral counselors” and campus “professional counselors,” when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

**Wartburg College Access Policy** – as mentioned in the introduction, Wartburg College is a private institution and is located on private property.

Solicitation is prohibited on campus unless prior approval is given by either the Dean of Students office or the office of the Vice President for Administration.

During routine business hours, the college is open to students, parents, employees, contractors, and guests. Certain restrictions apply. After routine business hours, buildings are closed on a published schedule. Access after hours or when a building is locked is limited to persons assigned to that building or area or by written permission from someone authorized to give such permission.

Wartburg College has 22 named buildings classified as residence halls, each housing between 24 and 365 students. During the academic year, except for during breaks, all residence halls, except for Knights Village, are locked at 11 p.m. nightly and unlocked at 6 a.m. during weekdays and 9 a.m. during weekends. The Manors and Residence South and North are locked by Campus Security. Knights Village does not have a locking schedule. The other residence halls are locked automatically and access is by proximity cards.

During breaks, the summer months, and during special events, the residence halls may have more restrictive locked hours. During breaks, some residence halls may be closed. Students must have prior permission to remain on campus during all breaks except for Fall Break and Thanksgiving Break.

**Campus Security Authority and Jurisdiction** – The administrative office responsible for safety and security is Wartburg College Campus

**Security.** Campus Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business on Wartburg College. Wartburg College Campus Security have the authority to issue parking tickets for violations of the college's parking regulations and to bill students' financial accounts as necessary. They may also authorize the towing, at the expense of the vehicle's owner, of a vehicle in violation, or the placement of an immobilizer (wheel boot) on a vehicle in violation of the parking regulations. Campus Security officers do not possess arrest power. Criminal incidents may be referred to the Waverly Police, who have jurisdiction on the campus. Campus Security maintains a highly professional working relationship with the Waverly Police Department and Bremer County Sheriff's Department. All victims and witnesses are strongly encouraged to report immediately the crime to Campus Security and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

**Wartburg College Campus Security is licensed by the State of Iowa as a Private Security Agency.**

The Campus Security office is located in the Saemann Student Center, room 156. The organization includes a director, four full-time and eight part-time security officers. The director reports to the Vice President for Student Life/Dean of Students for security-, parking- and safety-related matters. Security officers are not armed. With the exception of the director, all security officers wear a distinctive security uniform. They provide basic security-type services to the college community. At least one security officer is on duty at all times, twenty-four hours a day, all year, regardless of time of year. They are in continual radio contact with the Information Center in the Saemann Student Center. They are also accessible by radio by calling 9999 (on campus) or 352-9999 (non campus phone) regardless of their location on campus. Security officers receive training (examples include first aid and CPR) specifically designed to prepare them for their duties.

### **Campus Security Services –**

#### **a. General Duties and Services –**

- Patrols campus on foot and by vehicle. Patrols include parking lots, grounds, athletic fields, exterior of residence halls, lounges and

common areas of residence halls, and interior and exterior of other buildings.

- Takes reports of crimes. Performs limited investigations within their limits of authority.
- Maintains a daily log for administrative (official) purposes and a crime log for public inspection in the Campus Security office. The log includes the violation or incident, date, time, general location, generic summary of what was reported, and disposition, if known. (NOTE: If there is clear and convincing evidence that the release of such information would jeopardize an ongoing investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, such information may be withheld until at such time damage is no longer likely. As a matter of policy, names are not included in the log.
- Lock and unlock campus buildings.
- Checks mechanical systems in buildings, including checks for carbon monoxide.
- Responds to medical situations and contacts emergency medical responders when necessary.
- Responds to fire alarms.
- Enforces parking and student handbook regulations.
- Security escorts when situation requires.
- Assists hall directors, RA's and other college officials.

**b. Other Services –**

- Room lockouts when RA's are not on duty.
- Vehicle battery jump-starts for college-registered vehicles.
- Security escorts during the hours of darkness on campus.
- Routine transport on campus for those with physical limitations.
- Non-emergency transports to medical/dental facilities within the city limits of Waverly
- Perform exposure control clean-ups (blood-borne pathogens) when custodial services are not available.
- Maintains lost and found repository.

**Policy Addressing Monitoring Off-Campus Activity – Wartburg College does not recognize any off-campus student organizations.**

**(34 CFR 668.46(b)(7))**

**Security Awareness Programs** – During the Student Orientation and Registration programs (SOAR), a security orientation briefing is presented to all new students and their parents/guardians. Presented is a summary of the college’s emergency action plan, WartburgAlert, general crime posture on and off campus in the Waverly area, crime prevention tips, and how to report crimes. Similar information is presented to new employees. Periodically during the year, crime prevention and safety-related information is presented through various student and campus media forums. During an emergency or when time is critical, information is released to the college community through security or crime alerts, or through WartburgAlert.

**Crime Prevention Programs** – In addition to the orientation briefings and information contained in this report and in the Student Handbook, Campus Security can arrange for specific crime prevention classes that can be tailored to a group’s needs.

### **Personal Security Recommendations**

- Do not walk alone at night. Use lighted sidewalks.
- Walk close to the curb and away from bushes and alleys.
- If you must walk alone, inform someone at your destination when to expect you so he or she would be waiting.
- Request a Campus Security escort during the hours of darkness if you are alone.
- If you are attacked, SCREAM!!! Bite, kick, and stomp the attacker’s foot with your heel. Do anything to bring public attention to your situation.
- Keep items of value out of sight.
- Safeguard any documents that include personal information that others could use to commit identity theft.
- Lock your room door when you are asleep or when the room is not occupied. Most crimes that occur on a residential campus are crimes of opportunity and happen when a door is left open or unlocked, even for a short period.
- Promptly report suspicious behavior.
- NEVER prop open residence hall exterior doors.
- Do not loan your room key or ID card to others.
- Do not share residence hall combinations with those who do not live in that building.

- Inform your roommate or friends where you are if you plan to remain away from your room overnight.
- Mark items of value with an identifying number or symbol. Record serial numbers. Photograph valuable items and keep all for record. Never use your social security number as an identifying number.

**Weapons/Firearms Policy** – Firearms (including, but not limited to shotguns, rifles, handguns), air guns, paint-ball guns, pellet guns, bows and arrows, ammunition, explosives (includes fireworks), incendiary devices, blade weapons (swords, sabers, knives, etc.) and other deadly weapons are prohibited on campus. Replicas of these weapons and toy weapons are also prohibited on campus. There are three exceptions to this policy. Law enforcement officers, on campus in the performance of their duties, are permitted to possess firearms. For students who hunt, they may bring firearms and archery equipment to the Campus Security office for safekeeping and to check in and out when going hunting. Students and faculty/staff may bring antique or special weapons or replicas of these weapons as part of a class, show or display. When not being used as such, they must be secured in the Campus Security office.

**Sexual Misconduct** – There are several options available for reporting sexual misconduct. For confidential reporting, campus pastors, Counseling Services staff, Noah Health Clinic staff, and members of the Sexual Misconduct and Assault Resource Team (SMART) can be contacted. They will maintain complete confidentiality about all details. Faculty members, RAs, advisors to student groups, career services staff, admissions counselors, student activities staff and many other members of the campus community may be consulted on a semi-confidential basis. Victims of sexual misconduct are encouraged to make formal reports of incidents to college officials. Those to whom victims may make formal reports include deans, vice presidents, campus security officers, human resources personnel and other administrators with supervisory responsibilities, such as head coaches and hall directors. Refer to the appropriate handbook (student, staff, and faculty) for the specific reporting requirements and procedures. Finally, as with any crime, students, faculty, and staff have the option of filing a complaint with the Waverly Police.

- **Sexual Assault** – Wartburg College enforces a zero tolerance policy for sexual violence. Sexual assault offenses include, but are not limited to:
  - a. Non-consensual sexual intercourse (or attempts to commit same)
  - b. Non-consensual sexual contact (or attempts to commit same)
  - c. Nondisclosure of sexually transmitted disease (STD) information
  - d. Sexual exploitation
- **Sexual Harassment** – The complete text for the policy on sexual harassment is detailed in the Student Handbook, Faculty Handbook, and the Staff Handbook. As defined in these policies, sexual harassment is prohibited. Sexual harassment is classified in three categories:
  - **Quid Pro Quo Harassment**: Situations where submission to or rejection of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature results in actual or threatened adverse educational or employment action.
  - **Hostile Environment Harassment**: Situations in which gender-based conduct has the intent or effect of being sufficiently severe or pervasive/persistent or objectively offensive that it could alter the conditions of employment or education. The harasser's conduct must be unwelcome by the object of the conduct or a third party affected by it.
  - **Retaliatory Harassment**: Situations where any person retaliates by using intimidation, threats, actual violence, ridicule, taunting, bullying, ostracism, or any other method against a person or that person's property as a result of a person's decision to report sexual harassment or seek assistance to remedy gender-based discrimination.

All members of the college community not bound by ethical or statutory confidentiality obligations must report sexual harassment about which they have knowledge to their work or program supervisor or other college official. Wartburg College is obligated to ensure a thorough and prompt investigation of allegations of sexual harassment, to find a timely resolution, to apply disciplinary sanctions or educational solutions where appropriate, and to provide an institutional appeal process to assure fairness to all parties.

Programs during orientation, in residence halls, and in other campus settings help individuals learn about prevention and their rights to matters of sexual misconduct.

**Emergency Procedures** – Wartburg College maintains an emergency response plan to guide it through a sensitive or dangerous situation. Examples include, but are not limited to, fires, explosions, natural disasters, and violent criminal events. When such an event is verified, the college community will be notified via WartburgAlert and action will be taken immediately to isolate the affected area, remove those in the affected area, and stabilize the area pending arrival of emergency response organizations. An emergency will be declared and the college emergency operations center (EOC) will be established to resolve the situation and support any non-campus organizations called in to resolve the situation. When the EOC has determined the emergency has ended and it is safe to return to campus or resume regular activities, another WartburgAlert notice will be made. Depending on the duration of an emergency, interim notices via WartburgAlert and media press releases will be given as information is received.

**Missing Person Policy** – When a student who resides on campus is determined to have been missing for at least twenty-four hours, Campus Security will contact the Waverly Police and an investigation will be initiated. If the missing student had appointed a contact person, Campus Security will make a confidential notification to that person. In the case of students under the age of 18, the contact person is deemed to be the parent or legal guardian. Persons or offices one may report a missing person include: Campus Security, Dean of Students, Associate Dean of Students, hall directors, and RA's. Based on information available, a student may be determined missing when the lapsed time is less than 24 hours.

**Sex Offender Information** – The Federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community how to obtain state law enforcement agency information concerning registered sex offenders. It also requires sex offenders, who are already required to register in a state, to provide notice, as required under state law, of each institution of higher

education in that state at which that person is employed, carries a vocation, or is a student. For the State of Iowa, you may obtain this information by contacting the Waverly Police Department, 352-5400, or inquire through the Iowa Sex Offender Registry at <http://www.iowasexoffender.com/search.php>.

**Policy Regarding Alcohol and Drugs** – The possession, sale or the furnishing of alcohol on the Wartburg College campus is governed by Iowa state law and college policy. The sale and furnishing of alcoholic beverages on campus is generally limited to events utilizing Dining Services. The state license does not extend to residence halls.

Students who have attained the legal drinking age of 21 may possess or consume alcohol only in their private living quarters.

Wartburg College complies with the Drug-Free Schools and Communities Acts Amendments of 1989, Public Law 101-226. Illegal drugs and paraphernalia are not permitted on the Wartburg College campus. The college will cooperate with all law enforcement agencies to enforce laws pertaining to the use and possession of illegal drugs. Possession, use, or distribution of illegal drugs contradicts Wartburg College's commitment to community, is prohibited by college policy, and will result in immediate suspension from campus.

The Student Handbook contains a detailed list of all other campus disciplinary policies and procedures, including alcohol and drug policies. Provisions for counseling and treatment opportunities are also addressed. Wartburg College will make a reasonable effort to enforce all state and local government policies concerning the consumption of alcoholic beverages.

**Drug & Alcohol Abuse Education Programs** – Wartburg College programs for drug & alcohol abuse education may be located in the Student Handbook, Faculty Handbook, or Staff Handbook as appropriate.

## **DEFINITIONS**

- **Criminal Homicide:** The willful killing of one person by another.

- **Manslaughter by Negligence:** The killing of another person through gross negligence.
- **Sex Offenses:**
  - (a) Forcible sex offense is any sexual act directed against another person forcibly and /or against that person's will or where the victim is incapable of giving consent.
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- **Aggravated Assault:** An unlawful attack for the purpose of inflicting severe or aggravated bodily injury. Offense usually accompanied by a weapon or by means likely to produce great bodily harm.
- **Burglary:** Unlawful entry into a building with intent to commit a felony or theft. Forced entry not required if entry was unlawful, such as a trespass.
- **Robbery:** Taking or attempting to take anything of value from a person by force or threat of force.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.
- **Arson:** Any willful burning or attempt to burn the property of another.
- **Hate Crimes:** Any 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 include: race, gender, religion, sexual orientation, ethnicity/national origin, and disability.
- **Alcohol Violations:** Violations of law or ordinances prohibiting:
  - (a) Possession or use of alcohol by a person under the age of 21.
  - (b) Providing alcohol to a person under the age of 21.
  - (c) Sale of alcohol without the required license.
- **Drug Violations:** Possession, manufacture, distribution, or use of any controlled substance and the equipment or devices utilized in their preparation and/or use.
- **Weapons Violations:** Violations of laws or ordinances prohibiting the manufacture, sale, purchase, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

## WARTBURG COLLEGE CRIME STATISTICS

Reported in accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act

TOTAL CRIMES REPORTED: OFFENSE TYPE (includes attempts)	ON CAMPUS						NON-CAMPUS PROPERTY			PUBLIC PROPERTY			TOTALS		
	2006	2007	2008		2006	2007	2008	2006	2007	2008	2006	2007	2008		
	RES*	OTHER*	RES	OTHER	RES	OTHER									
CRIMINAL HOMICIDE TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
MURDER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
SEX OFFENSES, TOTAL	3	0	2	0	5	0	0	0	0	0	0	0	3	2	5
FORCIBLE SEX OFFENSES	3	0	2	0	5	0	0	0	0	0	0	0	3	2	5
NON-FORCIBLE OFFENSES	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
AGGRAVATED ASSAULT	0	2	0	2	1	0	0	0	0	0	0	0	2	0	1
BURGLARY	4	0	4	1	5	0	0	0	0	0	0	0	4	5	5
MOTOR VEHICLE THEFT	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	2	0	0	0	0	0	0	0	0	0	2	0
HATE CRIMES (BY PREJUDICES)															
RACE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GENDER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
RELIGION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEX ORIENTATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ETHNICITY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DISABILITY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ARRESTS & REFERRAL															
LIQUOR ARRESTS	0	3	11	9	5	2	0	0	0	0	0	11	3	20	18
LIQUOR REFERRALS	55	11	67	23	36	40	0	0	0	0	0	0	66	90	76
DRUG ARRESTS	0	0	3	0	0	1	0	0	0	0	0	0	0	3	1
DRUG REFERRALS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
WEAPON ARRESTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
WEAPON REFERRALS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

\*RES=Residence Halls

\*\* OTHER = Campus Grounds