



# Wake Forest

u n i v e r s i t y

## The 2016 Annual Crime and Fire Report



**Includes Branch Campuses at  
Charlotte, Brookstown, London,  
Vienna, Salamanca, Barcelona,  
and Venice.**

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Information and policies in the main campus report applies to branches except where noted.

# WAKE FOREST UNIVERSITY

## 2016 Annual Crime and Fire Report

Working with our community to provide a safe place to learn and grow.

This report is prepared to fulfill the requirements of Title IV of the Higher Education Act of 1965, as amended in 1998, the provision of an Annual Security Report as described under §668.46. This report may be found at the University Police web site: [www.wfu.edu/police](http://www.wfu.edu/police) . The report will be mailed to anyone requesting a copy. Anyone may obtain a copy at Human Resources or any office of the University Police.

Statistics in this report are obtained from the incident reports of the University Police, incident reports of other local law enforcement agencies and information from other campus officials designated as Campus Security Authorities. Campus Security Authorities include but are not limited to: faculty/staff advisors to registered student organizations, coaches for Intercollegiate Athletics and Intramural Sports, Directors of Residence Life and staff who directly monitor student residences, Deans, Vice Presidents for Campus Life, Directors of Student Development, Director and Advisors for International Studies, and Directors of the Benson Center. All Campus Security Authorities (CSA) can report statistical information for this report via the CSA input page located on the University Police web page. When acting in their roles as pastoral and professional counselors, pastors and counselors are not considered Campus Security Authorities and therefore are exempt from disclosing reported offenses. If and when they deem it appropriate, pastors and counselors may inform the person they are counseling of the University's anonymous method of gathering statistics for inclusion in this report using Silent Witness located on the University Police web page. Pastors and counselors should encourage victims to submit a confidential report (that will not include the name of the victim) to the University Police when there could be a danger to the community. Pastors at the Chaplains office 336-758-5017 and counselors at University Counseling Center 336-758-5273 are where victims can obtain confidential assistance.

The University Police maintain an anonymous program called Crime Stoppers for reporting crime information. The phone number is 336-758-4477. If the caller wishes to leave an identifying code and the information leads to successful prosecution or recovery of property, a cash award may be available. This program can be used to report previous crimes that have not been reported to the University Police and the victim or witness is reporting for inclusion in the annual statistics. This phone number should not be used to report crimes in progress or emergencies. Call 911. Silent Witness is a web-based program that allows anonymous reporting to the police department. The senders return address is blocked so the report is completely anonymous. Silent Witness can be accessed from the University Police web page at [www.wfu.edu/police](http://www.wfu.edu/police) .

The following steps are how you can contribute to a safe and healthy Community.

1. **BE ALERT.** Your safety depends mostly upon your own attitude and actions. Use common sense and do not place yourself in a location or situation to become a victim of crime.
2. **IF YOU OBSERVE ANY SUSPICIOUS ACTIVITY OR WISH TO REPORT ANY CRIMINAL ACT, CALL THE UNIVERSITY POLICE IMMEDIATELY AT 911 OR 336-758-5911.** For police, fire or medical emergencies, you may contact University Police by calling 911 from any campus phone or 336-758-5911 from an off-campus phone or cell phone. You may also use any of the emergency call boxes throughout the campus. Simply push the button, or follow the instructions on the phone, to be in direct contact with University Police. The campus community is encouraged to accurately and promptly report all crimes and safety related incidents to the University Police.
3. **IF YOU BECOME AWARE OF A CRIME, OBSERVE A SUSPICIOUS PERSON OR SITUATION, OR ARE A VICTIM YOURSELF, PROMPTLY REPORT IT TO THE POLICE.** Timely reports increase the likelihood that critical evidence will be obtained, stolen property will be recovered and the offender will be successfully prosecuted. This is especially important in cases involving sex offenses. A prompt report to the police will also ensure that you are made aware of all available victim support services.
4. **AVOID WALKING ALONE AT NIGHT.** Make arrangements to walk in groups and, whenever possible, use the University Shuttle. Hours of operation for the Shuttle can be found at: <http://facilities.wfu.edu/transport/ride-the-wake/>. If you must travel alone at night, stay on well-lit paths and sidewalks.
5. **KEEP YOUR ROOM DOOR LOCKED AT ALL TIMES.** Locking your door with your key, wherever you reside, is an effective way to reduce theft and enhance personal safety. **The vast majority of thefts occur from unlocked rooms when the occupant is gone only briefly.** Do not prop open exterior doors, and close any doors you find propped open. Propped doors are a high risk and greatly increase chances of your victimization. University Police Communications monitors doors with key card readers and door alarms. Officers are dispatched immediately to investigate any propped doors. Propping doors could result in loss of campus housing and other sanctions. Do not open your door to someone you do not know.
6. **DO NOT LEND YOUR KEY OR KEY CARD TO ANYONE.** Your action could result in both you and/or an innocent victim being referred to the campus Conduct system. Report a lost or stolen key to the police and your R.A. immediately.
7. **REPORT OBSCENE, ANNOYING, OR HARASSING PHONE CALLS OR E-MAIL MESSAGES IMMEDIATELY.** Police will investigate, and as patterns develop, they will work closely with the Telephone Company to apprehend offenders.

8. **REPORT ALL SECURITY-RELATED MAINTENANCE PROBLEMS.** Locks, doors, windows, exterior lights in need of replacement, shrubbery in need of trimming or other unsafe conditions should be reported immediately to the Facilities Management Service Line at 336-758-HALL (x4255). Campus facilities and landscaping are maintained in a manner to minimize hazardous conditions. University Police routinely checks for malfunctioning lights and other unsafe physical conditions. Any conditions found are reported to Facilities Management.
9. **IDENTIFY YOUR VALUABLES USING OPERATION ID.** Use engravers available from your R.A. or University Police to mark your valuables. Then fill out an Operation I D form at <http://police.wfu.edu/forms-pubs/operation.ID/#form>
10. **PARK YOUR CAR IN WELL-LIT AREAS AND KEEP IT LOCKED.** Lock all valuables in your trunk.
11. **REGISTER YOUR BICYCLE WITH UNIVERSITY PARKING MANAGEMENT.** They will issue a registration sticker to affix to your bicycle to deter theft and aid in recovery if it is stolen. Bicycle registration is mandatory. University Police strongly recommends a U-style lock. A registered and properly locked bicycle is much less likely to be stolen. Registration is fast and free.
12. **PARTICIPATE IN PERSONAL SAFETY AND SECURITY AWARENESS PROGRAMS.** The University Police frequently conduct programs that promote crime resistance skills. Rape Aggression Defense (RAD) is a personal defense course offered to women. For information on RAD or other programs, please call University Police at x5591.
13. **BE AWARE OF CAMPUS CRIME TRENDS.** A Police Beat column can be read in The Old Gold and Black or on the University Police web site. More information on campus crime is available from the University Police. University Police maintain a daily Crime/Fire Log which can be found on line at: <http://police.wfu.edu/crime-stats/2017-crime-log/> . A printed copy can be obtained at the University Police Office in Alumni Hall. Statistics on crime reported to the University Police for the most recent three-year period are shown on the next page.
14. **PROTECT YOUR LAPTOP.** A lockdown kit is available at the University Bookstore. Always have your Laptop secured, whether in your room or in study areas, as it is a high value, targeted item for theft. The University does not cover property loss or damage due to unforeseeable incidents that may occur. Many property insurance policies will cover the loss or theft of your belongings.

## CRIME STATISTICS

INCIDENT	ON CAMPUS									NON-CAMPUS								
	WFU Police			Local Police			Other Campus Officials			WFU Police			Local Police			Other Campus Officials		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	2	1	2	1	0	0	2	1	1	0	0	0	0	0	0	0	0	0
Fondling	3	1	3	1	0	0	1	3	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	1	1	1	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0
Aggravated Assault	0	1	2	0	0	0	0	0	0	1	0	0	0	2	0	0	0	0
Burglary	18	18	25	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Motor Vehicle Theft	16	7	0	0	0	1	0	0	0	0	0	0	1	1	0	0	0	0
Arson	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

INCIDENT	PUBLIC PROPERTY									RESIDENTIAL FACILITY									UNFOUNDED		
	WFU Police			Local Police			Other Campus Officials			WFU Police			Local Police			Other Campus Officials					
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	1	1	2	1	0	0	2	1	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	3	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	2	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	8	14	10	0	0	0	0	0	0	1	0	2
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Arson	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0

NOTE: the following definitions apply to the charts on pages 6, 7, and 8.

# ARREST & REFERRALS

**NOTE:** In the Non-Campus statistics under local police for 2016 there are 2 robberies and 1 burglary that occurred at a hotel out of state where students were staying. None of the students were victims of these crimes. By Department of Education guidelines crimes at hotels where students are staying on University business must be reported regardless of the location and non-affiliation with the University.

**On Campus** = The core campus including buildings used for an academic purpose within one mile of the campus.

**Non-Campus** = Any off campus building or property owned or controlled by a student organization that is officially recognized by the University. Any off-campus building or property owned or controlled by the University that is used in direct support of, or in relation to, the Universities educational purpose and is frequently used by students.

**Public Property** = Any public property within the campus, immediately adjacent to and accessible from the campus.

**Residential Facilities** = Any University owned building on campus that serves as a residence for students.

**WFU Police** = Wake Forest University Police.

**Local Police** = Police agencies that have authority in the areas surrounding the campus or on campus when necessary. These agencies include, but are not limited to, the Winston-Salem Police Department, Forsyth County Sheriff, Alcohol Law Enforcement, Forsyth County ABC Enforcement, State Highway Patrol and State Bureau of Investigation.

**Other Campus Officials** = University Officials who have been designated as Campus Security Authorities. Crimes reported to these officials and referrals (Arrest and Referrals Chart) to Conduct Hearing are listed under this category. Clergy, physicians, and counselors are exempt from this reporting requirement.

**Arrests** = The physical arrest or issuing of a citation to a person accused of violating state law.

**Referred for Disciplinary Action** = The referral of a student who has violated state law to the Dean of Students for disciplinary action.

**Unfounded** = A complaint that is determined through police investigation to be false or baseless. In other words, no crime occurred.

## ARRESTS AND REFERRALS

	ON CAMPUS									NON-CAMPUS								
	WFU Police			Local Police			Other Campus Officials			WFU Police			Local Police			Other Campus Officials		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
<b>INCIDENT</b>																		
Illegal Weapons ARRESTS (2)	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Referral	2	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0
Drug Law ARRESTS (2)	0	1	1	1	1	0	0	0	0	0	0	0	3	0	0	0	0	0
Drug Law Referral	49	33	49	0	0	0	56	2	6	0	0	0	0	0	0	0	0	0
Liquor Law ARRESTS (2)	2	0	1	4	0	2	0	0	0	0	0	0	0	0	1	0	0	0
Liquor Law Referral	176	145	168	0	0	0	552	377	273	0	1	0	0	0	0	0	0	0

	PUBLIC PROPERTY									RESIDENTIAL FACILITY									UNFOUNDED		
	WFU Police			Local Police			Other Campus Officials			WFU Police			Local Police			Other Campus Officials					
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
<b>INCIDENT</b>																					
Illegal Weapons ARRESTS (2)	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Referral	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	2	0	0	0	0	0
Drug Law ARRESTS (2)	0	0	0	11	4	16	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0
Drug Law Referral	0	0	0	0	0	0	0	0	0	46	29	33	0	0	0	53	2	3	0	0	0
Liquor Law ARRESTS (2)	0	0	0	0	7	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Referral	0	0	0	0	0	0	0	0	0	140	120	127	0	0	0	510	375	273	0	0	0

(2) Includes citations

## DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

The following chart presents the incidents of Domestic Violence, Dating Violence, and Stalking reported to Wake Forest University and local police.

INCIDENT	ON CAMPUS									NON-CAMPUS								
	WFU Police			Local Police			Other Campus Officials			WFU Police			Local Police			Other Campus Officials		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Domestic Violence	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	2	1	2	0	0	0	1	0	0	0	1	0	0	1	0	0	0	0
Stalking	4	4	6	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0

INCIDENT	PUBLIC PROPERTY									RESIDENTIAL FACILITY						UNFOUNDED		
	WFU Police			Local Police			Other Campus Officials			WFU Police			Local Police			Other Campus Officials		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	2	1	0	0	0	0	1	0	0
Stalking	0	0	0	0	0	0	0	0	0	2	3	2	0	0	0	0	0	0

Wake Forest University reports the crime required by the Clery Act that occurred on or within the institution's Clery Geography that were reported to a Campus Security Authority.

## HATE CRIMES

Hate crimes are those crimes that manifest evidence that the victim was intentionally selected because of the perpetrator's bias against race, gender, religion, sexual orientation, ethnicity, disability, national origin, or gender identity. Hate crimes are reported for the following crimes: Murder, Non-negligent Manslaughter, Sex Offenses, Non-Forcible Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, Destruction/damage/vandalism of property, and any other crime involving bodily injury. In 2013 there were two reported hate crimes; both were on campus vandalism characterized by sexual orientation bias. No hate crimes were reported to the WFU Police during 2014, 2015, or 2016.

## UNIVERSITY POLICE EDUCATIONAL PROGRAMS

The University Police offer an extensive series of crime prevention and security awareness educational programs to the University and local communities designed to inform them about the prevention of crimes. The University Police provide security awareness programs to inform the campus community about campus security procedures and practices and fire safety beginning with Freshman Orientation because it is very important to be aware of any threat. Students and employees must exercise responsibility for their own safety.

Specific educational programs are also provided by the University Police to address domestic violence, drug abuse, and acquaintance rape. CSA's receive one full day of training on campus and have online training available all year. Rape Aggression Defense (RAD) is taught to female

students, staff, faculty, or community members. This course is offered for academic credit each semester. Customized programs on most security-related topics such as Workplace Violence are prepared for campus groups and organizations upon request. University Police present programs at new employee orientation. University Police works closely with and supports the work of PREPARE, a student organization for sexual misconduct awareness and prevention. All first-year students are required to attend PREPARE's educational program, and similar sessions are offered to other students.

Programs were also presented in conjunction with the Safe Office, Health Exercise Sciences, and Human Resources. Programs for incoming students are presented during new student orientation by the University Police and the Safe Office. Six orientation programs were presented during July and August 2016. Programs for new employees are given by Human Resources as a part of new employee orientation. Awareness programs are presented by PREPARE.

Police Resource Officers assigned to the residence halls show the video "Telling Amy's Story". Officers also participate in Speak Out and Tie a Yellow Ribbon presented by the PREPARE and Safe offices. During these events officers talk to students, faculty and staff about sexual assault awareness and stalking behaviors. Four crime prevention programs are presented through the Professional Development Center. Evaluations are conducted after both the Resource Officer and Professional Development courses.

In these programs, students and employees are encouraged to be responsible for their own security and the security of others.

Rape Aggression Defense (RAD) - is a comprehensive course that begins with awareness, prevention and avoidance. It progresses to the basics of hand-to-hand defense training. The course is not a martial arts program, though it teaches realistic self-defense tactics and techniques. The class includes 15 hours of instruction and students receive 1 credit hour. Women gain confidence in knowing how to make an educated decision about resistance in spontaneous, violent attacks. Faculty and staff classes are also offered in the summer. Eight classes were presented during the year. This class is evaluated with a Pre and Post-test and an evaluation of instructors. <http://rad.studentlife.wfu.edu/>

Safe Spring Break Program - Collaborates with campus partners for the Safe Spring Break program. This program is set up in the Benson center with stations- Fatal Vision, safe travel information, hydration & food information when consuming alcohol, and sexual assault awareness information.

Operation ID - a program for registering property with University Police. Register your serial numbers with University Police through their website under "Operation ID". On your personal items engrave your driver's license number; engravers are obtained from University Police.

Fatal Vision Program- Fatal Vision Goggles are training tools used to visually demonstrate various levels of impairments and the dangers of impaired driving. The demonstration often includes the wearer attempting to throw tennis balls back and forth to other students, attempting to walk a straight line, as well as other various skills to demonstrate the difficulty of performing basic tasks while wearing the goggles.

In addition to the aforementioned programs Resource Officers also present programs in the Residence Halls on identity theft, pedestrian safety and Greek Life where topics such as alcohol, dating violence, stalking, and harassment are discussed. Greek members are also trained on hosting a safe social event. During the year Resource Officers presented over 24 classes in Residence Halls.

At the University's Professional Development Center (PDC) University Police teach Shots Fired On Campus for Faculty, Staff and Students, emphasizing that preparedness is the key to survival. This class provides critical guidance on how to recognize and survive an active shooter situation. This class stresses awareness, preparation, and rehearsal which are the keys to safety. Class attendance was approximately 60 during two sessions. University Police also teach Transporting Deposits Safely through the PDC. This class is for members of the campus community that are responsible for transporting cash to the bank. Taught are safety precautions that should be taken while transporting large amounts of money. Emergency preparedness is also offered through the PDC. The objectives of this training are to: 1) Educate the Wake Forest University community about what is necessary in the event of campus emergencies; 2) Learn about the WAKE ALERT emergency notification systems; and 3) Provide information about prevention efforts on campus.

Classes offered through the PDC are assessed by a survey after the class. Courses offered by PREPARE or Safe are either research informed or assessed for value, effectiveness, and outcome. Resource Officer Programs are assessed with a survey card that is handed out by the officer.

## **SAFE OFFICE**

The Safe Office provides 24/7 confidential crisis response and on-going support services to Reynolda Campus undergraduate and graduate students for concerns related to interpersonal violence, including sexual assault, sexual harassment, dating/domestic violence, and stalking. Private consultations are available for concerned students, parents, faculty, or staff. The Safe Office also provides comprehensive prevention efforts on campus and as a liaison to campus and community resources.

The Safe Office presents programs in domestic (DoV) or dating (DaV) violence, sexual assault and harassment (SA), and stalking (S). Prevention efforts are developed and delivered in collaboration with members of the University and local communities. Sample partnerships include PREPARE Student Organization, Title IX Office, Office of Wellbeing, University

Counseling Center, Office of the Dean of Students, Residence Life and Housing, County Family Services, and University Police.

Safe Office staff advise the undergraduate student organization, PREPARE, by providing initial and ongoing training as well as supervision for involved students.

## **PREPARE**

PREPARE (Policy Group on Rape Education Prevention Awareness and Response) is a student organization that was established on campus in 1987. Interested students complete a training course for 1.5 hours of course credit through the Women's, Gender, and Sexuality Studies Department (WGS) or a not for credit 6 hour weekend workshop. This course is taught each spring by Safe Office staff and provides an overview of topics related to the prevention and response to sexual assault, relationship violence, and stalking.

After completing training, PREPARE student "facilitators" lead many of the prevention and awareness events on campus. This includes leading peer-led small group presentations to all incoming students as a required component of orientation. These presentations include information on sexual assault, healthy and safe relationships, the Student Sexual Misconduct Policy, bystander intervention, and campus and community resources for information or help. These students also lead small group follow up presentations focused on content and skills of bystander intervention as part of the extended orientation program for incoming students.

Events are planned and implemented through the leadership of the PREPARE Student Executive Board. Interested facilitators must apply annually and be selected to serve in this leadership role. Executive Board members meet weekly to plan prevention and advocacy projects for campus and to discuss avenues for supporting efforts of campus partners also working to further prevention efforts within the campus and local community.

## **ACADEMIC COURSES**

Department of Women's, Gender, and Sexuality Studies (WGS)

**RAPE AGGRESSION DEFENSE (RAD) (WGS 100)** – Female students may participate in this one credit hour pass/fail course that is described in the 2016-2017 University Undergraduate Bulletin (<http://static.wfu.edu/files/pdf/academics/ugb2016-2017.pdf>) as developing and enhancing, "the options of self-defense, including basic physical self-defense tactics and risk reduction and avoidance, so they may become viable considerations for any woman who is attacked. Required readings include social science research on violence against women."

Department of Health and Exercise Science (HES)

**LIFESTYLE AND HEALTH (HES 100)** - Health and Exercise Science offers an introductory health course for one credit hour that is a graduation requirement by the University for all

undergraduate degrees. The course is listed in the 2016-2017 University Undergraduate Bulletin (<http://static.wfu.edu/files/pdf/academics/ugb2016-2017.pdf>) as a “lecture course that deals with the effect of lifestyle behaviors on various health outcomes, including cardiovascular disease, cancer, and sexually-transmitted diseases.” Course sections are led by faculty within the Department of Health and Exercise Science.

### **CRIME ALERTS (TIMELY WARNINGS)**

In an effort to provide timely notice to the Wake Forest community, and in the event of a serious incident, within the WFU Clery Geography (On Campus, Public Property, and Noncampus property) which may pose a serious or ongoing threat to members of the Wake Forest community, a blast email Crime Alert (Timely Warning) is sent to all students and employees. The alerts are generally written by the Major of Police, or a designee and they are approved and distributed to the community by the Associate Vice President or the Director of Crisis Communications of Communications and External Relations (CER), University Advancement. Crime Alerts will be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that provides information to assist with potentially preventing similar occurrences. Updates to the community about any particular case resulting in a Crime Alert may be distributed via blast email, and/or may be posted on the University Police web site. Crime Alerts are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: major incidents of arson, murder/non-negligent manslaughter, burglary, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by University Police. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other Wake Forest community members and a Crime Alert would not be distributed. The Major of Police or designee reviews all reports to determine if there is an on-going threat to the community and whether the distribution of a Crime Alert is warranted. Cases involving sexual assault are often reported long after the incident occurred, thus there is no opportunity to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the WFU Police Department. Timely warnings may be issued for other Clery Act crime classifications when the WFU Police Department determines such crimes pose a serious or on-going threat to students and employees. Additionally, the student newspaper, *The Old Gold and Black*, publishes weekly crime reports.

### **MONITORING CRIMES AT NON-CAMPUS ORGANIZATIONS**

The only non-campus student organization recognized by the University is Delta Kappa Epsilon fraternity, located at 1101 and 1103 Polo Road. The fraternity owns this property. The Winston-Salem Police Department provides police service to these locations. University Police will

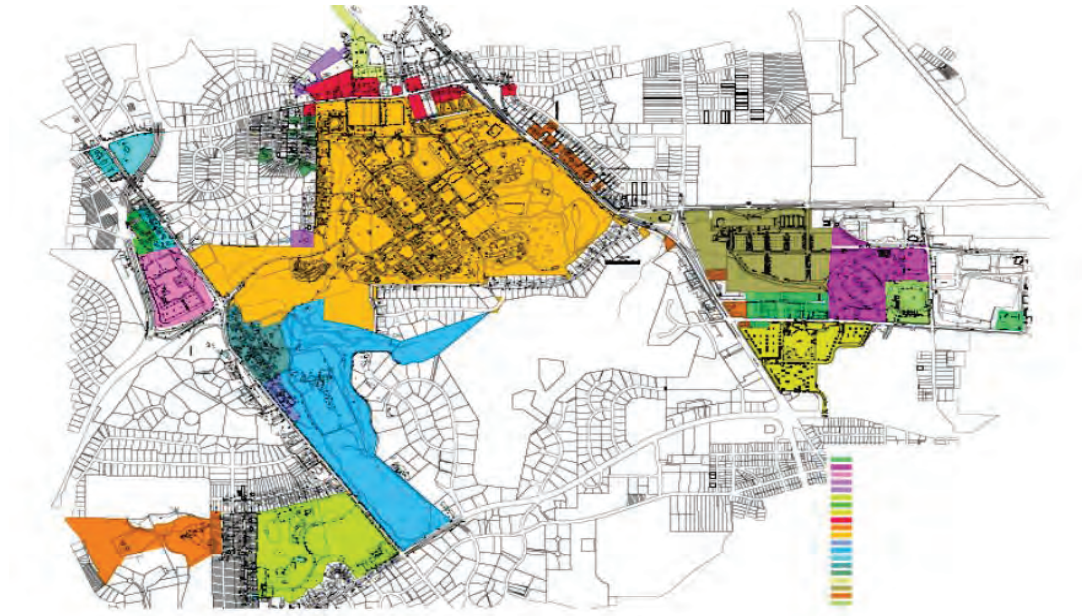
respond and assist the Winston-Salem police at their request. Statistics regarding any reported crime at these locations are provided by the Winston-Salem Police and are included in the Non-Campus Building column of the “Crime Statistics” and “Arrests and Referrals” Charts.

### **UNIVERSITY POLICE**

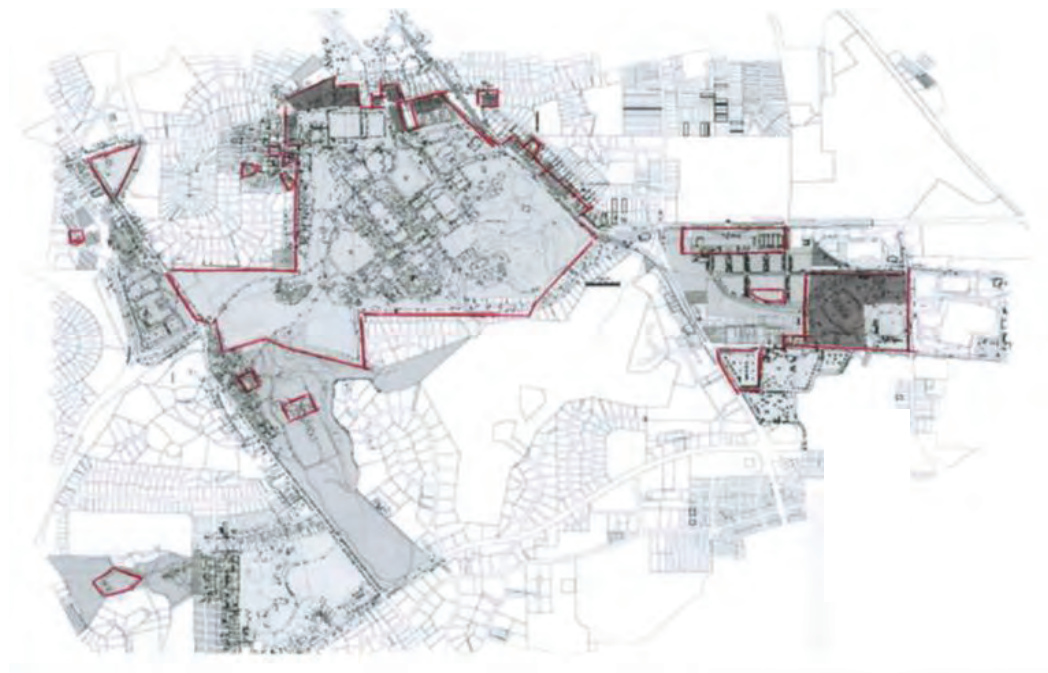
The Wake Forest University Police Department is comprised of professional men and women whose purpose is to provide a safe environment in which students and employees may live, learn and work. The professionally trained department consists of police officers, security officers, communications officers and support staff who often work with local, state and federal agencies to resolve cases (see page 15). The primary concern of the Department is to protect and assist the campus community. It operates 24 hours a day, 365 days a year, watching for circumstances that threaten the campus and taking appropriate action.

The University Police Communications Center also operates 24 hours a day, 365 days a year. When reporting a crime or emergency, call 911 from any University phone. When calling from an off-campus phone, cell phone or using an on-campus pay phone, dial 336-758-5911. In response to a call, University Police will take the required action, dispatching an officer, and when necessary on-campus Emergency Medical Technicians, county ambulance services and the fire department. The Communications Center also has radio contact with all area emergency services. When you observe a crime or emergency, call 911 immediately. University Police Officers are full sworn police officers under the laws of the State of North Carolina by the Attorney General’s Office. They have full arrest powers on all University property and public property adjacent to the University. University Police Officers enforce University policies as well as local, state and Federal laws. The jurisdiction of the University Police consists of all property owned by Wake Forest University (see areas shaded on the map page 14). University Police Security Officers are non-sworn members (no arrest powers) of the Police Department who are responsible for security on all Wake Forest property.

**AREAS OF UNIVERSITY POLICE JURISDICTION (all color highlighted areas)**



**CLERY ON CAMPUS** - The area outlined in red on the map below is designated as On Campus for the Annual Crime and Fire Report.



Police incident reports are forwarded to Conduct Affairs Office for potential action, as appropriate. A Detective will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Conduct Affairs Office. University Police Victims Services are available to any victim of a crime. The University Police

maintains a strong working relationship with the Winston-Salem Police, Forsyth County Sheriff, State Highway Patrol, U.S. Secret Service and Postal Inspector. The University Police maintains a Memorandum of Understanding/Mutual Aid Agreement, under the laws of North Carolina, with the Winston-Salem Police Department. This agreement allows each department to provide assistance including investigators to the other when necessary, for the purposes of investigating alleged criminal incidents. The Winston-Salem Police notifies the University Police when a student is involved in criminal activity at a non-campus location, including those of officially recognized student organizations as well as those with housing facilities.

There are 50 blue light call boxes on campus. Anyone using a call box is directly connected to the University Police Communications Center. Police Officers are dispatched to an activated call box and can, if necessary, speak directly with the person using the call box via the officer's portable radio. Call boxes and campus lighting are routinely checked by University Police Officers and repair requests are made to University Facilities Management.

Crimes should be reported accurately and promptly to the University Police when the victim elects to or others should assist the victim when the victim is unable (physically/mentally) to make a report. Crime should also be reported to University Police to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community.

The department maintains a Daily Crime Log which is available to the public for review during normal business hours at University Police Records, Alumni Hall or on the web at:

<http://police.wfu.edu/crime-stats/2017-crime-log/>

### **UNIVERSITY POLICY ON VIOLATION OF ALCOHOL AND DRUG ABUSE LAWS**

Intoxication, public consumption or public displays of alcoholic liquors, wines or beer in the residence halls or elsewhere on campus is prohibited, except as described in the University's Substance Abuse Policy. All persons on campus are subject to state and federal regulations concerning the use of alcohol and WFU Police enforce all State underage drinking laws and Federal and State drug laws. Public display is defined as the possession and/or consumption of alcoholic beverages in any public or unregistered area of campus. The unlawful, possession, use, sale and consumption of alcohol by anyone less than 21 years of age are violations of N. C. state law.

Use, possession, manufacture, sale, distribution, and transportation of illegal drugs and drug paraphernalia are prohibited. Students found to be involved in illegal drugs, either on or off-campus, will be subject to disciplinary action which may include dismissal from the University, and parents will be notified. Please refer to the "Substance Abuse Policy and Program" of the Student Code of Conduct: <http://studentlife.wfu.edu/publications/> for a complete description of policies, sanctions, health risks, and treatment and rehabilitation programs. Information on drug or alcohol-abuse programs required by section 120 (a) through (d) of HEA can be found at:

<http://hr.wfu.edu/policies-and-procedures/> Programs on drug and alcohol abuse prevention are available from the Thrive Office, <http://choices.thrive.wfu.edu/> . University Police enforces Federal law, state law and University policy and individuals may be arrested for violating the law regarding the unlawful possession, use, and sale of alcohol and drugs.

## **SECURITY AND ACCESSIBILITY TO UNIVERSITY PROPERTY AND BUILDINGS**

There are three entrances to the University: Polo Road entrance, Reynolda Road entrance and University Parkway entrance. Guard Houses are located at the Reynolda and University entrances. These entrances are staffed by University Police security officers from 10:00 p.m. to 6:00 a.m. every day. The Polo Road entrance is closed during these hours. Entrance to the University during these hours requires an issued student or faculty/staff gate pass. Gate passes may also be issued for individuals who have legitimate business on campus and a sponsor. Residence Halls are accessible to the building occupants and their authorized guests by electronic Key Cards. Individual rooms are accessible by key. Academic and administrative buildings are open and accessible to the public 24 hours a day with the exception of a limited number of buildings that have posted hours or limited access by the use of key cards.

University Police Officers and Security Officers conduct routine patrols of academic, residential and other University facilities to monitor and assess for any security concerns. Residence Life and Housing staff also act as an additional set of eyes and ears in residential buildings and report any security related matters to the University Police.

## **SECURITY CONSIDERATION IN MAINTAINING CAMPUS FACILITIES**

Wake Forest University maintains campus facilities in a manner that minimizes hazardous conditions. Walkways are illuminated with lighting and malfunctioning lighting and door locks, for example, are reported to Facilities Management for repair by phoning the Customer Service Center at 336-758-4255 submitting a service request at the Facilities Maintenance web site: <http://facilities.wfu.edu/maintain/maintenance/> University Police annually do a lighting safety walk with representatives of Student Government to identify areas where additional lighting may be needed.

## **VICTIM COUNSELING**

Wake Forest University Counseling Center

The University Counseling Center (<http://counselingcenter.wfu.edu/>) offers students short-term individual counseling for various personal issues including: adjustment to university life; stress management; interpersonal relationships with friends, family, or peers; anxiety; depression; disordered eating; body image issues; or experiences of trauma. The University Counseling Center provides confidential counseling within a brief therapy model to ensure that all students have the opportunity to access services within a reasonable amount of time. Services are free for

all full-time Reynolda campus undergraduate and graduate students. Referrals to community providers are available upon request.

The University Counseling Center is located in 117 Reynolda Hall and open 8:30am – 5:00pm Monday through Friday for scheduled and emergency walk-in appointments. During business hours, the University Counseling Center can be reached at: 336-758-5273. After hours and weekend crisis response is available when school is in session by calling the Student Health Service (336-758-5218).

A high priority is placed on privacy and confidentiality. All communications between a client and a counselor, including the decision to seek counseling, are confidential to the full extent provided by law and otherwise are not released outside the Counseling Center without a voluntarily signed consent.

#### Wake Forest University Safe Office

The Safe Office provides 24/7 confidential crisis response and on-going support services to Reynolda Campus undergraduate and graduate students for concerns related to interpersonal violence, including sexual assault, sexual harassment, dating/domestic violence, and stalking. Private consultations are available for concerned students, parents, faculty, or staff. Services are free for all Reynolda campus undergraduate and graduate students. Referrals to community providers and resources are available upon request.

The Safe Office (<http://safeoffice.wfu.edu/>) is located in 414 Benson University Center and open 8:30am - 5:00pm Monday through Friday for scheduled and emergency walk-in appointments. Safe Office staff are available 24/7 for urgent concerns during the academic year at: 336-758-5285.

A high priority is placed on privacy and confidentiality. All communications between a client and a Safe Office staff member, including the decision to seek services, are confidential to the full extent provided by law and otherwise are not released outside the Safe Office without a voluntarily signed consent.

#### Forsyth County Family Services

Family Services (<http://www.fsifamily.org/>) is the rape crisis and domestic violence center for Forsyth County, North Carolina. Family Services provides 24/7/365 crisis response services for sexual assault (336-722-4457) and domestic violence (336-723-8125). Family Services maintains a 24/7 shelter for women and children affected by domestic violence.

## **VIOLENCE AGAINST WOMEN ACT (VAWA)**

Wake Forest University does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited, whether sexually based or not, and include dating violence, domestic violence, and stalking. As a result, Wake Forest University issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a University official. In this context, Wake Forest University prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community.

## **SEXUAL ASSAULT**

Wake Forest University is committed to diversity, inclusion, and the spirit of Pro Humanitate. Wake Forest University strives to provide an environment that is conducive to embracing, nurturing and fostering the values of mutual respect, dignity, responsibility, open communication, and effective consent. Our community expects that all interpersonal relationships and interactions – especially those of an intimate nature – are based upon these values. Sexual misconduct and discrimination are in direct conflict with our institution's values and policies and present barriers to fulfilling the University's missions.

To that end, in adherence with applicable laws and as provided by University policies, the University prohibits discrimination in its employment practices and its educational programs and activities on the basis of race, color, religion, national origin, sex, age, sexual orientation, gender identity and expression, genetic information, disability and veteran status. Wake Forest University complies with Title IX of the Higher Education Amendments of 1972, 20 U.S. C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in education programs or activities. Sexual harassment, which includes sexual violence, is a form of Sexual discrimination. The University's commitment to nondiscrimination applies to admissions, employment, and access to and treatment in University programs and activities. The University's full Non-Discrimination Policy may be found at <http://titleix.wfu.edu/policies/non-discrimination-statement/>.

The Student Sexual Misconduct Policy describes prohibited conduct, establishes prompt and equitable grievance procedures for responding to reports of Sexual Misconduct and Sexual Discrimination as defined in the policy, and outlines resources available to all students. Individuals will not be discouraged by any employee of Wake Forest University from reporting incidents of sexual misconduct, and it is a violation of University policy to retaliate against any person making a complaint of sexual misconduct or against any person participating in the investigation of (including testifying as a witness to) any allegation of sexual misconduct.

If a member of the Wake Forest community is a victim of a sexual assault off campus, the WFU Police will assist the victim in notifying the appropriate law enforcement agency. Timely reports increase the likelihood that critical evidence will be obtained (for example: do not wash the clothing worn at the time of the assault). If you decide to file legal charges, the University Police can advise you on how to proceed. You may file criminal charges; refer the case to Title IX, or both. In the event a case is heard through Title IX, both the victim and accused have the same right to have others at the hearing. In addition, Wake Forest will, upon written request, disclose to the alleged victim and the accused of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Wake Forest will provide the results of the disciplinary hearing to the victim's next of kin, if so requested. The University Police provides Victims' Assistants who are trained to help you through every step from the crime scene to court and obtaining on or off-campus counseling

The University's definition of sexual misconduct mandates that each participant obtains and gives effective consent in each instance of sexual activity. Effective consent is informed, mutually understandable words or actions (freely and actively given), which indicate a willingness to participate in mutually agreed upon sexual activity. Effective consent may never be given by: minors (under the age of 16 in North Carolina), mentally disabled persons, and persons who are incapacitated as a result of alcohol or other drugs or who are unconscious or otherwise physically helpless. Incapacitation means being in a state where a person lacks the capacity to appreciate the nature of giving consent to participate in sexual activity

#### Student Sexual Misconduct Policy

The Student Sexual Misconduct Policy applies to any allegation of sexual misconduct against a university student, regardless of where the alleged sexual misconduct occurred. A university student is any student registered or enrolled at the University (a) at the time of the alleged sexual misconduct and (b) at the time the complaint is made.

In compliance with applicable laws and regulations, the University will take precautions to protect the privacy of both the complainant and the respondent. However, under conditions of imminent harm to the community, the University will inform the community of the occurrence for the protection of all members of the community. Additionally, if the complainant does not wish to pursue a hearing and/or requests that the complaint remain private, the University is required by law to investigate and take reasonable action in response to the complaint where there may be imminent harm to the community not to do so.

Sanctions for a finding of responsibility depend on the nature and the gravity of the misconduct. They may include, but are not limited to: disciplinary probation, suspension, expulsion, specialized treatment off-campus, no-contact orders, being trespassed from campus, participation in graduation and/or other University programs or activities, and/or other educational sanctions deemed appropriate.

For a complete copy of Wake Forest University's student policy governing sexual misconduct, including contact information for on and off campus resources, visit:

<http://titleix.wfu.edu/policies/reynolda-student-sexual-misconduct-policy/>

### Faculty and Staff Sexual Harassment Prevention Policy

For a complete copy of the Wake Forest University's Sexual Harassment Prevention Policy for employees, visit: <http://hr.wfu.edu/policies-and-procedures/>

### Sexual Misconduct Prevention, Policy and Resource Team

It is the policy of Wake Forest University to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1968 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in education programs or activities and the Campus Sexual Violence Elimination Act (SaVE Act). The Sexual Misconduct Prevention, Policy and Resource Team is charged with encouraging and monitoring continuous compliance with the University's Student Sexual Misconduct and Sexual Harassment Prevention policies and the SaVE Act. Ten University departments are represented and the Team serves under the direction and advice of the University's Legal Department.

Duties of the Sexual Misconduct Prevention, Policy and Resource Team include reviewing and recommending revision to the University's Student Sexual Misconduct and Sexual Harassment and Prevention policies; ensuring that appropriate education, outreach and prevention programs are developed and implemented; assessing the campus climate and staying informed about the levels and patterns of sexual misconduct on campus, developing education programs, training, and policies or policy revision to respond to and address identified trends.

### **TITLE IX OFFICE**

The Title IX Office is responsible for oversight and coordination of the University's Title IX compliance efforts, including:

- ensuring prompt, equitable and impartial Title IX process for all students, faculty, and staff
- handling investigations of sex discrimination and sexual misconduct reports

- coordinating effective responses to reports of sex discrimination and sexual misconduct
- facilitating the implementation of interim measures and other accommodations
- identifying and addressing patterns of complaints involving possible sex discrimination and sexual misconduct
- coordinating assessment of campus climate around issues of sex discrimination and sexual misconduct
- coordinating the informal resolution process for reports involving non-violent allegations
- overseeing the formal resolution, grievance process (e.g., student conduct hearings)

The Title IX Office also collaborates with other University offices, such as the [Safe Office](#), the [Office of the Dean of Students](#), and [Office of Wellbeing](#), to offer awareness campaigns and prevention programs that seek to promote positive and healthy behaviors that foster healthy, mutually respectful relationships, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

Reports of sexual misconduct should be reported to the University's Title IX Office: Tanya L. Jachimiak, JD, Title IX Coordinator, 336-716-9089 or 336-758-7258. [jachimtl@wfu.edu](mailto:jachimtl@wfu.edu) or [titleixcoordinator@wfu.edu](mailto:titleixcoordinator@wfu.edu) The office is located at room 2 Reynolda Hall.

The University takes a very strong stand on the issue of sexual assault. The University will vigorously address instances of sexual misconduct and will endeavor to preserve a victim's confidentiality. The Sexual Misconduct Policy can be accessed at: <http://titleix.wfu.edu/policies/reynolda-student-sexual-misconduct-policy/>. The policy forbids University employees from discouraging anyone from reporting sexual misconduct and it is a violation to retaliate against any person making a complaint. The University's definition of sexual misconduct mandates that each participant obtains and gives effective consent in each instance of sexual activity. Effective consent is informed, mutually understandable words or actions (freely and actively given), which indicate a willingness to participate in mutually agreed upon sexual activity. Effective consent may never be given by: minors (under the age of 16 in North Carolina), mentally disabled persons, and persons who are incapacitated as a result of alcohol or other drugs or who are unconscious or otherwise physically helpless. Incapacitation means being in a state where a person lacks the capacity to appreciate the nature of giving consent to participate in sexual activity. North Carolina Law does not define the term consent.

#### Sexual Assault (Violence Against Women Act Definitions)

“Sexual assault” means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest is defined as nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape is defined a nonforcible sexual intercourse with a person who is under the statutory age of consent.

#### North Carolina State Law Sexual Assault Definitions

G. S. 14-27.2 First Degree Rape. A person is guilty of rape in the first degree if the person engages in vaginal intercourse (1) With a victim who is a child under the age of 13 years and the defendant is at least 12 years old and is at least four years older than the victim: or (2) with another person by force and against the will of the other person, and: a. employs or displays a dangerous or deadly weapon or an article which the other person reasonably believes to be a dangerous or deadly weapon; or b. inflicts serious personal injury upon the victim or another person; or c. the person commits the offense aided and abetted by one or more other persons.

G. S. 14-27.3 Second Degree Rape. A person is guilty of rape in the second degree if the person engages in vaginal intercourse with another person: (1) by force and against the will of the other person; or (2) who is mentally disabled, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know the other person is mentally disabled, mentally incapacitated, or physically helpless.

G. S. 14-27.4 First Degree Sexual Offense. A person is guilty of a sexual offense in the first degree if the person engages in a sexual act: (1) With a victim who is a child under the age of 13 years and the defendant is at least 12 years old and is at least four years older than the victim: or (2) with another person by force and against the will of the other person, and: a. employs or displays a dangerous or deadly weapon or an article which the other person reasonably believes to be a dangerous or deadly weapon; or b. inflicts serious personal injury upon the victim or another person; or c. the person commits the offense aided and abetted by one or more other persons.

G. S. 14-27.5 Second Degree Sexual Offense. A person is guilty of a sexual offense in the second degree if the person engages in a sexual act with another person: (1) by force and against the will of the other person; or (2) who is mentally disabled, mentally incapacitated, or

physically helpless, and the person performing the act knows or should reasonably know the other person is mentally disabled, mentally incapacitated, or physically helpless.

NOTE: for G. S. 14-27.4 and 14.27.5 Sexual Act means cunnilingus, fellatio, anilingus, or anal intercourse, but does not include vaginal intercourse. Sexual Act also means the penetration, however slight, by any object into the genital or anal opening of another person's body.

G.S. 14-27.5A Sexual Battery. A person is guilty of sexual battery if the person, for the purpose of sexual arousal, sexual gratification, or sexual abuse, engages in sexual contact with another person: (1) by force or against the will of the other person; or (2) who is mentally disabled, mentally incapacitated, or physically helpless, and person performing the act knows or should reasonable know that the other person is mentally disabled, mentally incapacitated, or physically helpless.

G. S. 14-178 Incest. A person commits the offense of incest if the person engages in carnal intercourse with the person's (i) grandparent or grandchild, (ii) parent or child or stepchild or legally adopted child, (iii) brother or sister of the half or whole blood, or (iv) uncle, aunt, nephew, or niece.

G. S. 14-27.7A Statutory Rape. A defendant is guilty of a Class B1 felony if the defendant engages in vaginal intercourse or a sexual act with another person who is 15 years of age or younger and the defendant is at least six years older than the person, except when the defendant is lawfully married to the person. (b) a defendant is guilty of a Class C felony if the defendant engages in vaginal intercourse or a sexual act with another person who is 15 years of age or younger and the defendant is more than four but less than six years older than the person, except when the defendant is lawfully married to the person.

## **EDUCATION AND PREVENTION PROGRAMS**

The University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end and prohibit dating violence, domestic violence, sexual assault and stalking that:

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

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- b. Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c. Defines what behavior and actions constitute consent to sexual using the definition of consent found in the Student Code of Conduct (North Carolina does not have a consent definition);
- d. Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- e. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- f. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act. Information regarding:
  - i. procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs (as described in “Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs” elsewhere in this document)
  - ii. how the institution will protect the confidentiality of victims and other necessary parties (as described in “Assistance for Victims: Rights and Options” elsewhere in this document);
  - iii. existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community (as described in “Assistance for Victims: Rights and Options” elsewhere in this document); and

- iv. options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in “Assistance for Victims: Rights and Options” elsewhere in this document);
- v. procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in “Adjudication of Violations” elsewhere in this document).

Primary Prevention Programs listed in the following chart were conducted by Title IX, the SAFE Office in conjunction with PREPARE and other campus partners. New Employee Orientation is conducted by Human Resources.

<b><u>Name of Program</u></b>	<b><u>Date Held</u></b>	<b><u>Location</u></b>	<b><u>Topic</u></b>	<b><u>Target Audience</u></b>
Sexual Harassment (7 sessions)	1/4-1/7/2016	Facilities Bldg.	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Facilities employees
New Student Orientation	1/10/2016	Autumn Room	Sexual Assault, Domestic Violence, Dating Violence & Stalking	New undergrad students
Online Evening MBA Orientation	1/13/2016	Online	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Evening MBA students
Haven Online Educational Program	Ongoing	Online	Sexual Assault, Domestic Violence, Dating Violence & Stalking	All students
Tie a Yellow Ribbon Week (multiple events)	2/8-12/2016	Reynolda Campus	Sexual Assault	Students, faculty & staff
Overview of Title IX	2/11/2016	ACC Office - Greensboro	Sexual Assault	Athletics Department

PREPARE Facilitator Certification Training (2 sessions)	2/13/2016	Carswell Hall	Sexual Assault	Students
Working Women at Wake Conversation	2/17/2016	Benson Center	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Faculty & staff
PREPARE Speak Out	2/25/2016	Wait Chapel	Sexual Assault	Students
Safe Spring Break	3/3/2016	Benson Center	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Students and University Police
Title IX and Safe Office Overview	3/28/2016	Benson Center	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Delta Zeta Sorority
Bystander Intervention Training	4/3/2016	Theta Chi Lounge	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Theta Chi fraternity
Kate Harding Presentation	4/5/2016	Wait Chapel	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Students, faculty & staff
Faculty in the Forest End of Year	4/12/2016	Benson Center	Sexual Assault, Domestic Violence, Dating Violence & Stalking	New faculty
HB2	4/18/2016	Farrell Hall	Sexual Assault	Students, faculty & staff
Denim Day	4/22/2016	Reynolda & Med School Campuses	Sexual Assault	Students, faculty & staff

# CRIME AND FIRE REPORT

Assessment Expo Posters	4/28/2016	Benson Center	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Campus Life Staff
Resource Panel	5/12/2016	Greene Hall	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Faculty academic advisors
Title IX/Protection of Minors	5/31/2016	Magnolia Hall	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Summer programs staff
Title IX/Protection of Minors	6/6/2016	School of Business (Charlotte )	Sexual Assault	Program assistants for Summer Immersion Program
Title IX/Protection of Minors	6/10/2016	Reynolds Gym	Sexual Assault	Summer camp leaders
Title IX/Protection of Minors	6/24/2016	Reynolda Hall	Sexual Assault	LENS Program assistants
Awareness Campaign (posters, etc.)	July	Residence Halls	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Students
Sexual Harassment Prevention	7/12/2016	Graylyn	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Graylyn Management
Hearing Board Training	7/15/2016	Reynolda Hall	Sexual Assault, Domestic Violence, Dating Violence & Stalking	New Hearing Bd. Members
Title IX Training	8/10/2016	Farrell Hall	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Graduate Hall Directors

Title IX Orientation	8/11/2016	Biotech Place	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Incoming Graduate students
Div. School Student Life Fair	8/19/2016	Wingate Hall	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Incoming Div. School Students
Behind Closed Doors	8/19/2016	Bostwick Hall	Sexual Assault, Domestic Violence, Dating Violence & Stalking	New RAs and GHDs
Title IX Training	8/19/2016	Benson Center	Sexual Assault, Domestic Violence, Dating Violence & Stalking	New RAs and GHDs
PREPARE Facilitator Training	8/24/2016	Greene Hall	Sexual Assault	Students
Title IX Orientation	8/25/2016	Wingate Hall	Sexual Assault, Domestic Violence, Dating Violence & Stalking	1st year students (SPARC pre-orientation)
Wellbeing: High Risk Behaviors	8/26/2016	Benson Center	Sexual Assault	Parents of 1st year students
Title IX Orientation	8/27/2016	Manchester & Kirby Halls	Sexual Assault, Domestic Violence, Dating Violence & Stalking	1st year students
Stop, Drop & Roll	8/29/2015	Winston Hall	Sexual Assault, Domestic Violence, Dating Violence & Stalking	TAs in Biology Dept.
Hearing Board Training	8/29/2016	Reynolda Hall	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Counseling Staff

School of Bus. Student Resource Fair	8/30/2016	Farrell Hall	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Business School students
Title IX Overview	8/31/2016	Benson Center	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Student Staff in LGBTQ, Women's Center & Intercultural Center
Title IX Orientation	8/31/2016	Benson Center	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Graduate Student Association
Awareness	9/9/2016	Via campus mail	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Faculty in academic departments and graduate schools
PREPARE Bystander Facilitator Training	9/27/2016	Kirby Hall	Sexual Assault	Students
Red Flag Campaign	October	Manchester Plaza	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Students, faculty & staff
Stop, Drop & Roll	10/4/2016	Benson Center	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Greek Life Presidents
Title IX Overview	10/5/2016	Wingate Hall	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Dept. of Religion Faculty
Relationship Violence	10/5/2016	Pike Lounge	Domestic & Dating Violence	Pi Kappa Alpha Gamma fraternity
Hearing Board Training	10/7/2016	Reynolda Hall	Sexual Assault, Domestic Violence, Dating Violence & Stalking	New Hearing Bd. Members

Bystander Intervention Training (16 sessions)	10/10-10/19/2016	Greene, Kirby and Carswell Halls	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Students
Stop, Drop & Roll	11/7/2016	Benson Center	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Faculty Fellows
Mandatory Reporting	11/11/2016	ZSR Library	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Library Staff
PREPARE Facilitator Certification Training	11/12/2016	Carswell Hall	Sexual Assault	Students

**Programs listed in the following chart were presented by University Police relating to Sexual Assault, Domestic Violence, Dating Violence and Stalking.**

<b><u>Name of Program</u></b>	<b><u>Date Held</u></b>	<b><u>Location Held</u></b>	<b><u>Topic</u></b>
Domestic Violence and Sexual Assault Awareness Program	February	Residence Halls, Wait Chapel, Hearn's Plaza	Domestic Violence, Sexual Assault, and Stalking
Health Education Science 100 Classes	October December February April	Reynolds Gym	Sexual Assault
Rape Aggression Defense (RAD)	7/1/16 - 12/15/17	Luter Hall	Sexual Assault
Special Message Videos	7/1/16-12/15/16	Website and Youtube	Sexual Assault
Safe Spring Break Program	3/1/2016	Benson Center	Sexual Assault
Overseas Travel Safety	March	Benson Center	Sexual Assault

**PRINCIPLES FOR PREVENTION OF SEXUAL VIOLENCE**

Creating a respectful, safe, and non-threatening environment is the responsibility of all members of the University community. Wake Forest University provides opportunities for faculty, staff, and students to learn about sexual violence through the Safe Office in collaboration with many campus and community partners. You can get more information by accessing the Safe Office website at: <http://safeoffice.wfu.edu/> or contacting the Safe Office Coordinator at: 336-758-4963 (office). The following steps are suggestions on how each individual at Wake Forest University can contribute to a safe and healthy community. Safe 24/7 Help line 336-758-5285.

*Actively disrupt rape culture and lead cultural change.* Rape culture describes a culture where rape is both commonplace and tolerated. Rape culture can be disrupted by being active bystanders, supporting survivors of sexual violence, being critical consumers of media, defying traditional gender norms that force gender upon people depending on their sex, talking openly about positive sexual experience so that sexual violence can be more readily identified and educating others about rape culture.

*Support victims and survivors of sexual violence.* Wake Forest University believes in supporting every survivor who comes forward by providing options and resources to support each individual's healing process. The US Department of Justice states that 98% of victims/survivors are truthful, yet survivors of sexual violence are doubted more than any other victims of violent crime. Victims/Survivors may face many barriers to seeking support or disclosing their experience of sexual violence, including a cultural tendency to blame the victim/survivor for the assault itself. Wake Forest is dedicated to opposing all forms of victim-blaming, and to empowering the victim/survivor to make their own decisions regarding their actions in the wake of violence and their path to healing. Whatever action a victim/survivor decides upon, Wake Forest University will support that decision and help the victim/survivor connect to the resources necessary to implement it.

*Know the components of consent and ask for consent every time.* Consent is informed, freely and actively given, and mutually understandable words or actions that indicate a willingness to participate in mutually agreed-upon sexual activity. The University requires that each participant obtains and gives effective consent in each instance and before each sexual act. Consent can be withdrawn at any time and for any reason. It is everyone's responsibility to ask for and receive consent from their partner(s) before sexual activity. Consent is never assumed and cannot be gained by ignoring or acting in spite of the objections of another. Learn the components of consent and how to ask for it. If someone is incapacitated (whether as a result of drugs, alcohol or otherwise), unconscious, asleep, or otherwise physically helpless or mentally or physically unable to make informed, rational judgments, then they are not consenting. If you don't know if the person(s) you are with has the capacity to consent, you should wait until you are sure they are able to clearly communicate consent.

*Be an active bystander.* Bystanders play a critical role in the prevention of sexual and relationship violence. They are, "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do

something about it.”<sup>1</sup> Assume good intentions but step in when you see someone trying to take advantage of someone else using coercion or substances. Say something when someone is using oppressive or offensive language that perpetuates a rape culture. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. You can intervene with a distraction, dodge a comment by changing the subject, or delegate to others who you feel could better handle the situation or have a more immediate impact.

We may not always know what to do even if we want to help. Below is a list<sup>2</sup> of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are okay.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

### **Risk Reduction**

Wake Forest University Police Department believes that it is more beneficial to prevent crimes than to react after the fact. A primary vehicle for accomplishing this goal is a comprehensive crime prevention strategy that includes general safety and crime prevention tips for all members of our community.

1. Watch out for your friends and have your friends watch out for you.
2. Trust your instincts.
3. Be aware of your surroundings.
4. Avoid isolated areas and walk or jog with a friend.
5. Walk with purpose and try not to load yourself down with packages or bags.
6. Make sure your cell phone is charged and accessible.
7. Avoid putting headphones in both ears.
8. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
9. Tell a friend where you are going and when you will return.
10. If you need to get out of an uncomfortable or scary situation here are some things that you can try:

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<sup>1</sup> Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

<sup>2</sup> Bystander intervention strategies adapted from Stanford University's Office of Sexual Assault & Relationship Abuse

- a. *Remember that being in this situation is not your fault.* You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
- b. *Use a Campus Emergency Phone.* Campus Blue Lights and Call Box Phones are located throughout campus to provide assistance to anyone in distress. Activate the light and keep moving. Ask for a safety escort.
- c. *Have a code word with your friends or family.* If you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- d. *Lie.* If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable or scared. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- e. *Try to think of an escape route.* How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

## **SEX OFFENDER REGISTRY**

The North Carolina Bureau of Investigation maintains a web site where registered sex offenders are listed. The web address is: <http://sexoffender.ncsbi.gov/>

## **RESOURCES FOLLOWING EXPERIENCES OF SEXUAL VIOLENCE**

This may be a time in which an individual will have to make many decisions and may feel a variety of emotions that might make it difficult to cope alone. Wake Forest University and our local community are both well-equipped to assist individuals who have experienced sexual violence, relationship violence, or stalking, whether through having individuals to talk to and support them, obtaining medical attention, planning for their physical and emotional safety, making adjustments to their housing or class schedule, visiting a counselor or seeking support, engaging with legal authorities, and/or engaging with the WFU Title IX sexual misconduct process.

*If an individual has experienced sexual assault, dating or domestic violence, or stalking:*

**They are not alone. Resources are available to help.**

- **For emergency needs, call 911.** This notification activates resources to provide emergency medical or safety care.
- **Report the incident(s) to Law Enforcement.**
  - *Law Enforcement:* University Police are available by calling 911 on a campus phone or 336-758-5911 from a cell phone. Individuals may also choose to contact Winston-Salem Police Department by calling 911 from a cell phone.
    - Wake Forest University Police has jurisdiction regarding crimes that occur on Wake Forest owned or controlled property (with the exception of the Charlotte Branch or overseas property). If a member of the Wake Forest community reports a sexual assault that occurred off campus, an on-duty

police officer will assist the individual with notifying the appropriate law enforcement agency.

- Timely reports increase the likelihood that critical evidence will be obtained. If an individual decides to file legal charges, the University Police can advise them on how to proceed.
- **Contact the Safe Office.** The Safe Office is available 24/7 during the academic year at: 336-758-5285 and is located in Benson 414. The Safe Office is available to confidentially respond to urgent needs, assist individuals as they evaluate their options, and support them as they plan for their safety and begin the healing process.
- **Contact the Title IX Office.** The Title IX Office is available at 336-758-7258. The office is located at room 2 Reynolda Hall.
- **Seek medical care.** Contact the University Student Health Service (336-758-5218) or a local hospital (Wake Forest University Baptist ER – 336-713-9000 or Novant Health Forsyth Medical Center ER – 336-718-2001). It is crucial that individuals seek medical attention as soon as possible, and Student Health Service staff and emergency room personnel at both local hospitals are trained to respond sensitively to individuals who have experienced violence.
  - It is important to try to preserve all physical evidence to maintain all of the available legal options. For incidents of sexual, dating, or domestic violence, having an Evidence Collection Kit completed at a local hospital within 96 hours will assist an investigation, should an individual decide now (or later) that they want to pursue prosecution. For individuals impacted by stalking, keep a log of all dates, times, witnesses, and incidents that have occurred.
  - A medical professional can also determine the possibilities and any required treatment for physical injury, sexually transmitted infections/diseases or pregnancy.
- **Seek support.** There are many professional resources on campus or within the community that are available to support individuals through the healing process. Individuals may also choose to seek support in family or friends.

### **Procedures for Reporting a Complaint**

The University has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, student financial aid, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The University will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the University Police or local law enforcement. Students and employees should contact the Title IX Coordinator or a Deputy Title IX Coordinator at 336-758-

7258 or [jachimtl@wfu.edu](mailto:jachimtl@wfu.edu) . Reports can also be made via the University Compliance Hotline at 1.877.880.7888 toll-free. [www.tnwinc.com/reportline](http://www.tnwinc.com/reportline) .

### **What to do immediately**

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at WFU Baptist Medical Center or Novant Health Forsyth Medical Center, both are in Winston-Salem. In North Carolina, evidence may be collected even if you chose not to make a report to law enforcement. WFU Baptist Medical Center obtains the victim's name at check-in. If the victim wishes, the evidence kit collected at the hospital will be transferred to the Winston-Salem Police Evidence Room. The kit will be listed under the name of Jane Doe with the time and date of the incident. Novant Health Forsyth Medical Center collected kits are sent to the State Bureau of Investigation Crime Lab in Raleigh, North Carolina where they are stored pending testing for one year. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence which may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, as such evidence may be useful to University hearing boards/investigators or police. Although the University strongly encourages all members of its community to report violations of this policy to law enforcement (including on campus law enforcement and/or local police), it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. The University Police, the Title IX Coordinator, University Police Victim Services, or the Safe Office will assist any victim with notifying local police if they so desire. The Winston-Salem Police Department may also be reached directly by calling 911 or 336-773-7700. Reports may be made in person at 725 N. Cherry St., Winston-Salem. Additional information about the Winston-Salem Police department may be found online at: <http://www.cityofws.org/departments/police>

The institution's student sexual misconduct policy, including a description of the appeal procedures can be found at: <http://titleix.wfu.edu/policies/reynolda-student-sexual-misconduct-policy/>

The University will provide or make arrangements for resources both on and off campus, to include medical and counseling assistance, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate the student sexual misconduct policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

It is crucial that you seek medical attention as soon as possible. It is important to try to preserve all physical evidence to prove a crime and to maintain all of your legal options. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, they nevertheless should consider speaking with University Police or other law enforcement to preserve evidence in the event that the victim changes their mind at a later date.

If a report of domestic violence, dating violence, sexual assault or stalking by a student is reported to the University, the procedures that the University will follow as well as a statement of the standard of evidence that will be used during any Title IX disciplinary hearing on campus arising from such a report are listed below:

Incident Being Reported:	Procedure Wake Forest University (WFU) Will Follow:	Evidentiary Standard
<b>Sexual Assault</b> <b>Domestic Violence</b> <b>Dating Violence</b> <b>Or Stalking</b>	<ol style="list-style-type: none"> <li>1. Depending on when reported (immediate vs. delayed report), WFU will assist the complainant with access to medical care</li> <li>2. WFU will assess immediate safety needs of complainant</li> <li>3. WFU will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</li> <li>4. WFU will provide complainant with referrals to on and off campus mental health providers</li> <li>5. WFU will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, "No Contact" directive between both parties</li> <li>6. WFU will provide a Trespass Warning to the accused party if deemed appropriate</li> <li>7. WFU will provide written instructions on how to apply for a Protective Order</li> <li>8. WFU will direct individuals to a copy of the Sexual Misconduct Policy and inform the complainant regarding timeframes for inquiry, investigation and resolution</li> </ol>	Preponderance of the evidence

	<p>9. WFU will simultaneously inform the complainant and respondent of the outcome of the investigation and hearing.</p> <p>10. WFU will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation</p>	
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## **DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING**

### **DEFINITIONS (VAWA)**

**DOMESTIC VIOLENCE** – includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of North Carolina or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of North Carolina.

**DATING VIOLENCE** – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: 1) the length of the relationship, 2) the type of relationship, and 3) the frequency of interaction between the persons involved in the relationship.

**STALKING** – engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) fear for his or her safety or the safety of others, or 2) suffer substantial emotional distress. For the purposes of this definition—

(i) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

(ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

(iii) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.

## **STATE LAW**

State law places domestic violence and dating violence under North Carolina Statute 50-B and stalking under North Carolina Statute 14-277.3A

G. S. 50B-1 Domestic violence means the commission of one or more of the following acts upon an aggrieved party or upon a minor child residing with or in the custody of the aggrieved party by a person with whom the aggrieved party has or has had a personal relationship, but does not include acts of self-defense: (1) Attempting to cause bodily injury, or intentionally causing bodily injury; or (2) Placing the aggrieved party or a member of the aggrieved party's family or household in fear of imminent serious bodily injury or continued harassment. For purposes of this section, the term "personal relationship" means a relationship wherein the parties involved: (1) Are current or former spouses; (2) Are persons of opposite sex who live together or have lived together; (3) Are related as parents and children, including others acting in loco parentis to a minor child, or as grandparents and grandchildren; (4) Have a child in common; (5) Are current or former household members; (6) Are persons of the opposite sex who are in a dating relationship or have been in a dating relationship. For purposes of this subdivision, a dating relationship is one wherein the parties are romantically involved over time and on a continuous basis during the course of the relationship.

G. S. 14-277.3A Stalking. - A defendant is guilty of stalking if the defendant willfully on more than one occasion harasses another person without legal purpose or willfully engages in a course of conduct directed at a specific person without legal purpose and the defendant knows or should know that the harassment or the course of conduct would cause a reasonable person to do any of the following: (1) Fear for the person's safety or the safety of the person's immediate family or close personal associates. (2) Suffer substantial emotional distress by placing that person in fear of death, bodily injury, or continued harassment.

### **Assistance for Victims: Rights & Options**

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the University will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;

- a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action

Under North Carolina State Law, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

#### **NORTH CAROLINA DECLARATION OF RIGHTS**

1. The right as prescribed by law to be informed of and to be present at court proceedings of the accused.
2. The right to be heard at sentencing of the accused in a manner prescribed by law, and at other times as prescribed by law or deemed appropriate by the court.
3. The right as prescribed by law to receive restitution.
4. The right as prescribed by law to be given information about the crime, how the criminal justice system works, the rights of victims, and the availability of services for victims.
5. The right as prescribed by law to receive information about the conviction or final disposition and sentence of the accused.
6. The rights as prescribed by law to receive notification of escape, release, proposed parole or pardon of the accused, or notice of a reprieve or commutation of the accused's sentence.
7. The right as prescribed by law to present their views and concerns to the Governor or agency considering any action that could result in the release of the accused, prior to such action becoming effective.
8. The right as prescribed by law to confer with the prosecution.

Further, Wake Forest University complies with North Carolina law in recognizing orders of protection (50B) issued in North Carolina or protective orders from other states. Individuals should provide a copy of the order to the University Police. Additionally, individuals may meet with the University Police and the Title IX Office to develop a Safety Action Plan, which is a plan for reducing the victim's risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc. The University cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services but may request the University Police to assist them to obtain a local order. You can file a petition in the county where you live (permanently or temporarily), or in the county where the abuser lives. In order to obtain a restraining order under North Carolina General Statute 50-B, the person you are seeking to restrain must fall into one of the following categories: spouse or ex-spouse, persons of opposite sex who are or have lived together, have a child in common, parent and child (or in loco parentis), grandparents and grandchildren, persons of the opposite sex who are or have been in a dating relationship. Protection from abuse orders may be available through the Forsyth County Domestic Violence Center which is located on the

7<sup>th</sup> floor of the County Hall of justice. Multiple agencies are available at that one location to assist victims to obtain services. The University may issue an Institutional No Contact Order if deemed appropriate or at the request of the victim or accused to a student or employee.

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Wake Forest University will provide written notification to students and employees about accommodations available to them, including academic, living, transportation and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

Upon the victim's request and to the extent of the victim's cooperation and consent, University offices will work cooperatively to assist the victim with their health, physical safety, work and academic status, pending the outcome of a formal University investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, working, protective measures, or transportation situations regardless of whether the victim chooses to report the crime to University Police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student park in a different location, assisting the student with a safety escort, etc. To the extent possible, Wake Forest University will also provide assistance with and/or information about obtaining resources and services such as counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement.

The protection of our community is very important to Wake Forest University. Anyone who feels they may or are a victim of crime on campus should immediately notify the Wake Forest University Police. If the crime occurs off campus immediately notify the police department in the location where it occurred. A delay in reporting may cause the situation to escalate.

To request changes or assistance in requesting changes to academic, living, transportation, protective measures and/or working situation or protective measures, a victim should contact either the Title IX Coordinator at 336-758-7258 or the Victim's Assistance Office at University Police at 336-758-4332.

The Safe Office provides private consultations for students, parents, staff, and faculty regarding sexual and relationship violence or stalking concerns. Call the Safe Office 24/7 for urgent needs at 336-758-5285.

Orders of protection and restraining orders can be obtained at the Forsyth County Courthouse. These orders are designed to protect the victim from further harm. An advocate from the Safe Office will assist victims of interpersonal violence to request an Order. Additionally the Title IX Office may issue administrative no contact orders.

Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).) The Police Records System used by the University Police allows command personnel (Captain and higher ranks) to block the victim's name or the entire report from access by other law enforcement agencies. Reports can also be checked as confidential or sealed further restricting access to victim information. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The University does not publish the name of crime victims nor house identifiable information regarding victims in the University Police departments Daily Crime Log, in the annual crime statistics, or online. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld. Victims may request that directory information on file be removed from public sources by request of the University Information Systems Telecommunications Office, 336-758-4357. Information on WIN can be blocked by going into the "Personal" section and checking "Privacy requested".

### **CHANGE IN VICTIM'S ACADEMIC AND LIVING SITUATION**

The University will make every effort to make changes in a victim's academic, transportation, working and living situation if requested and reasonably available regardless of whether a victim has reported an offense to the campus or local police. Changes in an academic situation should be made through the Dean's Office and housing changes should be made by Residence Life and Housing. (See Guide to Community Living for information.) Academic and housing changes may also be requested through the Title IX Coordinator.

### **CONFIDENTIAL AND ANONYMOUS REPORTS**

Confidential reports may be made to the University Police where the name of the victim will not appear in the report. Victims may also make anonymous reports via Silent Witness located on the University Police web site. The Title IX Office will also take private reports in compliance with

applicable laws and regulations, the University will take precautions to protect the privacy of both the complainant and the respondent. However, students should understand that under conditions of imminent harm to the community, the University is required by federal law to inform the community of the occurrence for the protection of all members of the community. In addition, the University cannot guarantee confidentiality by other students who may be involved as witnesses.

To discuss confidentially concerns and options, students are encouraged to contact the *Safe Office at 336-758-5285 (available 24/7)*. <http://safeoffice.wfu.edu>

Statistics from confidential reports, except those made to counselors or pastors, are included in the University's Annual Crime and Fire Report.

## **STUDENT SEXUAL MISCONDUCT DISCIPLINARY POLICY AND PROCEDURES**

Wake Forest University is committed to providing programs, activities, and a safe academic and working environment that are free from sex discrimination (including discrimination on the basis of sex, sexual orientation, gender identity, and gender expression) and sexual misconduct (including sexual harassment, sexual assault, domestic violence, dating violence, and stalking). As a recipient of Federal funds, the University also complies with Title IX of the Higher Education Amendments of 1972, 20 U.S. C. § 1681 *et seq.* ("Title IX"), which prohibits discrimination on the basis of sex in education programs or activities. Sexual harassment, which includes sexual violence, is a form of sex discrimination. The University's commitment to nondiscrimination applies to admissions, employment, access to and treatment in University programs and activities. For the University's full non-discrimination policy, see <http://sopr.wfu.edu/nondiscrimination-statement/>.

When students, employees, or other individuals experience acts of sexual misconduct or other forms of gender discrimination or harassment, their sense of safety and trust are violated. This may significantly interfere with their success at the University. Our community expects that all interpersonal relationships and interactions – especially those of an intimate nature – are based upon values of mutual respect, dignity, responsibility, open communication, and clear consent. Sex discrimination, sexual harassment and sexual misconduct are violations of our institution's values and policies and present barriers to fulfilling the University's missions. Unlawful gender discrimination, sexual harassment and sexual misconduct will not be tolerated and are expressly prohibited. Reports of discrimination and harassment will be promptly and equitably reviewed and investigated. When harassment or discrimination is discovered, the University will promptly take steps to prevent its recurrence and to correct any found discriminatory effects.

This Student Sexual Misconduct Policy describes prohibited conduct, establishes prompt and equitable grievance procedures for responding to reports of sexual misconduct as defined in this policy, and outlines resources available to all students.

Coverage

This policy addresses complaints of sexual misconduct where the respondent is a University student as defined in this policy. Complaints relating to sexual misconduct by a member of the University faculty, staff (including student employees) or community are not covered by the policy. The policy covering faculty, staff, and community members may be found at:

<http://sopr.wfu.edu/faculty-and-student-reporting-policy-2>.

Reporting

**Persons who have experienced sex discrimination, sexual harassment, sexual assault, dating/domestic violence, or stalking, have a number of different options available for reporting. *To discuss reporting options confidentially, please contact the Safe Office at 336-758-5285 (available 24/7).***

The University encourages anyone who experiences or becomes aware of an incident of prohibited conduct involving a student to immediately report the incident to the University through any of the following reporting options:

File a Criminal Complaint with the Police (Non-Confidential)

**University Police** P.O. Box 7686, Winston-Salem, NC 27109

Phone On Campus: 911

Cell or Off Campus: 336-758-5911

Non-Emergency: 336-758-5591

[police@wfu.edu](mailto:police@wfu.edu)

**Winston-Salem Police Department** 101 N. Main St., Winston-Salem, NC 27101

Emergencies: 911

Non-emergencies 336-773-7700

**File a Report with the University Title IX Coordinator (Non-confidential)**

Tanya L. Jachimik, JD

Reynolda Hall \ Suite 2 (Ground Floor)

336-758-7258

[jachimik@wfu.edu](mailto:jachimik@wfu.edu)

[titleixcoordinator@wfu.edu](mailto:titleixcoordinator@wfu.edu)

[sopr.wfu.edu](http://sopr.wfu.edu)

**Deputy Title IX Coordinators**

**Nicole Allen**

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## **File an Anonymous Report with the Compliance Hotline**

1-877-880-7888 toll-free [www.tnwinc.com/reportline](http://www.tnwinc.com/reportline)

The Compliance Hotline can be reached toll free at 1-877-880-7888 or by submitting an online report at [www.tnwinc.com/reportline](http://www.tnwinc.com/reportline) . Both methods of reporting are available 24 hours a day, 7 days a week, can be accessed from any location, and are available in numerous languages. To ensure caller confidentiality and anonymity, this service is administered by an independent company, The Network.

## **File an Anonymous Silent Witness Police Report**

The University provides an option for anonymous reporting of campus crime by the crime victim or a third party reporting on behalf of a crime victim. To fill out an online crime reporting form go to: <http://police.wfu.edu/forms-pubs/witness/>

**Note:** If a disclosure of sexual is made to other University faculty or staff (including Resident Advisors and Graduate Hall Directors), that faculty or staff member is required by law and policy to immediately report the disclosure of sexual misconduct to the Title IX Coordinator. Among non-confidential University offices required to report disclosures of sexual misconduct are the following: Academic Advising, the LGBTQ Center, the Office of Diversity and Inclusion, the Office of Multicultural Affairs, Residence Life & Housing, and the Women's Center.

**Limited Immunity.** The University considers the reporting and adjudication of sexual misconduct cases to be of paramount importance. While the University does not condone underage drinking or illegal use of controlled substances, the University will extend limited immunity from punitive sanctioning in the case of illegal alcohol or substance use to complainants, respondent, witnesses and to those reporting incidents and/or assisting the complainant.

**Simultaneous Police and University Investigations.** Because sexual misconduct may constitute *both* a violation of University policy *and* criminal activity, and because the University Conduct system is not a substitute for criminal or civil action, the University encourages students to report alleged sexual misconduct promptly to the Title IX Coordinator and to University Police or local law enforcement agencies. Individuals have the right to pursue both a criminal complaint and a complaint with the University simultaneously.

If a report is made to the police, a copy of the police report may also be submitted to the University Title IX Coordinator for an investigation and for possible action through the applicable conduct process if the accused is a University student.

If a criminal complaint is filed in addition to a complaint with the University, the University will not wait for the conclusion of any criminal investigation or proceedings before commencing its own investigation; however, the University's investigation may be delayed temporarily while the criminal investigators are gathering evidence. In the event of such a delay, the University may take interim measures as necessary to protect the complainant and the University community. Such interim measures may result in actions being taken that may impact both the respondent student and the complainant, and may include no contact orders and/or changes in class schedules and/or housing assignments. The University will take steps to minimize the burden on the victim. The University investigation will be conducted in a prompt, fair, and impartial manner by the University Title IX Coordinator or designee, who has been specially trained to handle cases of sexual misconduct. During and after the investigation, measures are taken by the University to ensure the preservation of evidence for internal purposes and/or a criminal investigation.

If the complainant does not wish to pursue a hearing and/or requests that the complaint remain private, Title IX nevertheless requires the University to investigate and take reasonable action in response to the complaint where there may be imminent harm to the community not to do so. The University's Title IX Coordinator will inform the complainant, however, that the University's ability to respond in such a case may be limited. In such cases, Title IX requires the University to evaluate the complainant's request(s) that the complaint not be adjudicated or remain private in the context of the University's commitment to provide a reasonably safe and non-discriminatory environment for all students. In order to make such an evaluation, the Title IX Coordinator or the Title IX Coordinator's designee may conduct a preliminary investigation into the alleged sexual misconduct and may weigh the complainant's request(s) against the following factors: the seriousness of the alleged sexual misconduct; whether there have been other complaints of sexual misconduct against the same respondent student(s); and the respondent student's right to receive information about the allegations if the information is maintained by the University as an "education record" under FERPA, the federal law that gives students the right to access their own education records. The University's Title IX Coordinator will inform the complainant if the University cannot ensure confidentiality. Even if the University cannot take disciplinary action against the respondent student because of the request for privacy or the request to not pursue an investigation, the University will nevertheless take prompt and effective action to limit the effects of the alleged sexual misconduct and to prevent its recurrence. For instance, the Title IX Coordinator or designee may issue a "no-contact" order or take other appropriate interim measures (e.g., changes to class schedules) to assure student safety even in the absence of a formal proceeding.

If, prior to a hearing, the respondent student elects to take responsibility for the alleged sexual misconduct, the fact-finding hearing may be canceled and an informal resolution process will be initiated to determine sanctions. If the determination regarding sanctions cannot be finalized through the informal resolution process, a hearing will be convened for the exclusive purpose of determining a sanction.

**Steps in the process**

Complaints of sexual misconduct allegedly committed by a Wake Forest student should be reported, and will be addressed, in accordance with the University's Student Sexual Misconduct Policy.

Upon receiving a report of sexual misconduct, the Title IX Coordinator or the Title IX Coordinator's designee will begin a preliminary review. Upon completing the preliminary review, the Title IX Coordinator or the Title IX Coordinator's designee will determine whether or not there is cause to initiate a formal University investigation and whether or not there is cause to move toward adjudication through either the Informal Resolution Process or the Formal Resolution Process.

A University investigation and a decision by the sexual misconduct hearing panel in the Formal Resolution Process will, in most cases, be rendered within sixty (60) days of the filing of a complaint. This time period can be modified at the discretion of the University's Title IX Coordinator, if deemed necessary to conduct a thorough investigation or to protect the rights of all parties.

In accordance with the Student Sexual Misconduct Policy, in cases that proceed through the formal resolution process and are managed by a three-person panel of the Sexual Misconduct Hearing Board, the board confers regarding whether the respondent student is responsible for the alleged sexual misconduct. Evidence is evaluated under a "preponderance of the evidence standard," meaning that the respondent student will be found responsible if, based upon the entirety of the evidence presented during the hearing, it is determined that the respondent student "more likely than not" committed the offense in question.

**Preliminary Investigation**

Upon receiving a report of sexual misconduct, the Title IX Coordinator or the Title IX Coordinator's designee will begin a preliminary review.

Upon completing the preliminary review, the Title IX Coordinator or the Title IX Coordinator's designee will determine whether or not there is cause to initiate a formal University investigation and whether or not there is cause to move toward adjudication through either the Informal Resolution Process (described below) or the Formal Resolution Process (described on page 48).

**Informal Resolution**

A complainant who wishes to file a complaint of sexual misconduct with the University but who does not wish to pursue a Conduct hearing, as explained below, may request a less formal proceeding, referred to as the informal resolution process. However, the informal resolution process is not available for complaints of non-consensual sexual intercourse.

The informal resolution process is intended to resolve complaints quickly, efficiently, and to the mutual satisfaction of the parties involved. Where circumstances allow for this, the informal resolution process will be initiated as soon as possible after the filing of the complaint.

With the concurrence of the complainant and the respondent, an investigator assigned by the Title IX Coordinator will seek an outcome through informal resolution with the assistance of an appropriate University official designated by the Title IX Coordinator or the Title IX Coordinator's designee. Any resolution through this informal resolution procedure also must be mutually agreed upon by the parties involved. Both the complainant and the respondent have the right to bypass or end the informal resolution process at any time and initiate a Conduct hearing. Any failure to comply with the terms of an informal resolution agreement may result in disciplinary action/sanctions and/or, if warranted, a further allegation of harassment.

Records arising from the informal resolution process will not be used for any purpose other than those described above or to comply with applicable laws and regulations, unless a complaint subsequently results in a Conduct hearing or otherwise becomes part of a legal action.

### **Formal Resolution Process**

When informal resolution is not an option or when a student chooses not to utilize the informal resolution process, the following process has been established to resolve complaints of sexual misconduct.

Prior to the hearing, the complainant has the right to receive notification and assistance from the University's Title IX Coordinator or a Deputy Coordinator regarding interim actions, including assistance in changing academic and living situations after an alleged incident of sexual misconduct. In addition, no-contact orders may also be issued to prevent any contact, whether in person or indirectly, between the respondent student, acquaintances, witnesses, and/or the complaining party.

The university's disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and is transparent to the accuser and the accused.

The University utilizes a Sexual Misconduct Hearing Board composed of students, faculty, and staff specially trained to handle cases of sexual misconduct. Board members receive annual training on hearing practices, including sensitivity training on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. In each case, the Title IX Coordinator will select a chair and a three-member hearing panel of individuals from the Hearing Board. The complainant and the respondent each have the right to request that no students serve on the hearing panel for their case. Such requests must be made in writing to the Title IX Coordinator at least 7 calendar days in advance of the hearing.

Furthermore, the policy provides that:

1. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
2. The accuser, the accused and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused.

Both the complainant and the respondent may, in consultation with the Title IX Coordinator, have an advocate of their choosing during any campus Conduct hearing. The complainant and respondent may also choose to be assisted at the hearing by an advisor of their choice. The University will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding. The advisor's and the advocate's roles are limited to providing support and/or advice to the individual and are not allowed to ask questions or present information or evidence during the hearing.

The hearing will be conducted in an inquisitorial manner. In other words, the hearing panel will be responsible for asking questions of witnesses and developing evidence through witness testimony.

The hearing will be conducted, in part, in an inquisitorial manner. The hearing panel will consider the Title IX case investigation written report (which will include relevant evidence obtained or collected by Title IX Coordinator or designated investigator during the investigation). The hearing panel will also develop evidence through questioning of the complainant and the respondent. Additionally, the hearing panel may ask questions of relevant witnesses that had been previously named in the investigation written report and/or submitted by the complainant and/or respondent in advance of the hearing. The names and contact information for witnesses and any other evidence that the complainant and respondent would like the hearing panel to consider should be submitted to the Title IX Coordinator at least 7 calendar days in advance of the hearing. The Title IX Coordinator will share witness lists, relevant evidence, and the investigation written report with both the complainant and the respondent prior to the hearing. The complainant and the respondent student may submit written statements to the hearing panel in advance of the hearing and may also testify themselves. Both complainant and respondent have the right to present evidence, including witnesses, at the hearing. Written statements should be submitted to the Title IX Coordinator at least 3 business days in advance of the hearing. As with other evidence, written statements will be shared with both the complainant and the respondent. The Title IX Coordinator may extend deadlines for good cause shown by the party requesting the extension.

Accommodations may be made for complainants and/or respondents who do not wish to be in the hearing room at the same time. Accommodations may be made for complainants and/or respondents who do not wish to be in the hearing room at the same time. This accommodation may include audio conferencing or videoconferencing. All requests must be made to the Title IX Coordinator at least 3 calendar days in advance of the hearing.

The complainant and respondent student may submit questions to the hearing officer to be asked of the witnesses testifying before the panel. The hearing officer has sole discretion as to whether questions are relevant and asked by the hearing panel. Complainants and respondents are prohibited from directly asking questions of one another. This prohibition extends to advisors and advocates of complainants and respondents.

Issues regarding admission of evidence or testimony, including relevancy and the reliability of the evidence and testimony will be determined by the University hearing officer during the hearing. Sexual history of either party may not be discussed during the hearing. University students, who appear before a sexual misconduct hearing panel, whether as parties to the proceedings or as witnesses, are expected to provide truthful testimony in accordance with the applicable University Honor Code.

At the conclusion of the hearing, the panel will confer regarding whether the respondent student is responsible for the alleged sexual misconduct. The hearing officer and panel may confer with the Title IX Coordinator, as needed. The hearing officer is a non-voting facilitator of the panel's deliberation. Evidence will be evaluated under a "preponderance of the evidence standard," meaning that the respondent student will be found responsible if, based upon the entirety of the evidence presented during the hearing, it is determined that the respondent student "more likely than not" committed the offense in question.

If there is a finding of responsibility, the hearing panel will determine the sanctions to be imposed. Sanctions for a finding of responsibility depend on the nature and the gravity of the misconduct. They may include, but are not limited to: disciplinary probation, suspension, expulsion, specialized treatment off-campus, no-contact orders, trespass from campus, participation in graduation and/or other University programs or activities, and/or other educational sanctions deemed appropriate. Sanctions imposed by the hearing panel will remain in effect pending the outcome of any appeal process.

Both parties will be notified (in writing) simultaneously of the panel's decision, (including the result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking). The parties will also be informed of the sanctions imposed, if applicable, and the University appeal procedures. The hearing officer will also promptly notify the Title IX Coordinator (in writing) of the decision and the sanctions imposed, if applicable.

An investigation by the University and a decision by the sexual misconduct hearing panel will, in most cases, be rendered within sixty (60) days of the filing of a complaint. This time period can be modified at the discretion of the University's Title IX Coordinator, if deemed necessary to conduct a thorough investigation or to protect the rights of all parties. However, each proceeding allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay.

Regardless of the outcome of the Conduct process, protective measures may be provided to the complainant or respondent by the Dean of Students and/or Title IX Coordinator. The University

may take interim measures including: no contact orders, changes in class schedules, prohibition against retaliation, and/or housing reassignments. In cases that proceed through the formal resolution process, accommodations may be made for complainants and/or respondents who do not wish to be in the hearing room at the same time. This accommodation may include audio conferencing or videoconferencing.

The Title IX Coordinator also may impose an interim suspension when there is reason to believe that the respondent's conduct poses a threat of harm to the complainant or others, or threatens the University.

### Appeals

Complainants and respondent students may file a written appeal with the University's Title IX Coordinator within fourteen (14) calendar days from the date of the decision on the following grounds:

- (1) Appropriateness of the sanction;
- (2) Germane new evidence not available at the time of the hearing that could significantly impact the outcome; and/or
- (3) Procedural errors that significantly impact the outcome

Appeals will be reviewed by an Appeals Committee comprised of members from the Sexual Misconduct Hearing Board who are specially trained to handle cases of sexual misconduct. The Title IX Coordinator or designee will conduct, at a minimum, annual training for all board members, including those members of the Appeals Committee. The Board consists of administrators designated as university hearing officers, and students, faculty, and staff who constitute a pool of Conduct panelists. In the case of an appeal, the hearing officer will be the Dean of Students or the Dean of Student's designee, who will then select a three member panel of individuals from the Hearing Board to serve on the Appeals Committee. The Dean of Students or the Dean of Student's designee will be a non-voting member of the Appeals Committee.

The Appeals Committee is charged with reviewing the appeal. The Appeals Committee shall have access to all information that was available to the Sexual Misconduct Hearing Panel. If the Appeals Committee determines that there is either germane new evidence that could significantly impact the outcome of the case, or a procedural error that could have altered the outcome of the case, the matter will be remanded back to the initial Hearing Panel for a determination regarding the impact of the new evidence or procedural error on the outcome of the complaint. If the grounds for the appeal are based on the appropriateness of the sanction, the Appeals Committee will have the authority to adapt the sanction imposed by the Hearing Panel or to change the sanction to a lesser or more severe sanction. The decision of a majority of the Appeals Committee members will be final.

Both parties will be notified simultaneously (verbally and in writing) of the Committee's decision including any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved. The Title IX Coordinator will also be notified (verbally and in writing) of the Committee's decision.

### Interim Suspensions or Other Interim Actions

For alleged violations of this Policy, interim actions, including but not limited to, interim suspension, reassignment to alternate housing, limitation of access to designated University housing and/or campus facilities, and limitation of privileges to engage in specified University activities may be imposed by the University's Title IX Coordinator in consultation with the appropriate Title IX Deputy Coordinator and Dean of Students, if appropriate. The University will take steps to minimize the burden on the complainant.

Such interim actions may be taken when there is reason to believe that the conduct of the respondent student(s) poses a threat of harm to the complainant(s) or others, threatens or endangers University property, or disrupts the stability and continuance of normal University operations and functions.

Students may also receive the following sanctions for other violations:

Alcohol Violations – amnesty, alcohol education and other sanctions.

Controlled Substance Violation – suspension or expulsion, amnesty, loss of housing contract; miscellaneous other service, loss of housing contract and suspension.

Fire Safety Violations – cancellation of housing contract or other sanction.

### Employees

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the University's Faculty and Staff Sexual Harassment Policy: <http://hr.wfu.edu/policies-and-procedures/> in order to remedy any hostile environment. Employees who violate the Faculty and Staff Sexual Harassment Prevention Policy will be subject to discipline including: written warning, demotion, transfer, suspension, expulsion, dismissal, or termination of employment. Retaliation against an individual who complains in good faith of sexual harassment (including sexual assault, domestic violence, dating violence and stalking) or participates as a witness in good faith under this policy is prohibited. Complaints of sexual harassment (including sexual assault, domestic violence, dating violence and stalking) allegedly committed by a student who is also an employee of Wake Forest will be addressed in accordance with the Faculty and Staff Sexual Harassment Prevention Policy if the alleged conduct was related to the student's role and/or responsibilities as an employee. The policy includes options for both informal and formal resolution of a complaint. Absent extenuating circumstances, the informal resolution process shall not extend longer than 45 days following the date a complaint is filed. A formal resolution process shall be completed within sixty days from the date the complaint is filed. Following completion of the formal resolution process, the complainant or the accused may file a written appeal with the University's Title IX Coordinator within 14 calendar days. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties

under federal and state law. All conduct proceedings against students, however, will be resolved through the Student Sexual Misconduct Policy.

The Faculty and Staff Sexual Harassment Prevention policy applies to allegations of sexual harassment made against an employee of Wake Forest University. Anyone who believes he or she has been harassed in violation of the policy is strongly encouraged to promptly report the matter to an appropriate University official. Complaints should be filed within 180 days. If an employee has knowledge of conduct that may constitute a violation of the policy, he or she must take steps to promptly report the concern.

Even though employees are encouraged to file complaints as soon as possible, there is no period of limitations when the accused is a University employee.

All employees who are authorized to receive complaints under the policy must immediately report the complaint to the University's Title IX Coordinator. Upon receipt of a complaint, the Title IX Coordinator will determine if the facts alleged constitute a violation of the policy. If they do not, the Title IX Coordinator will close the complaint. If the facts alleged do constitute a violation, the Title IX Coordinator will, as soon as practicable, contact the complainant to schedule an initial meeting and discuss possible interim measures, available resources, and formal and informal resolution options.

In accordance with the Sexual Harassment Prevention policy, in cases that proceed through the formal resolution process and are managed by a three-person panel of the Sexual Harassment Review Committee, the Committee's determination is based on facts that a majority of the Committee believes are more likely than not to be true.

The Title IX Coordinator or her designee has the authority to take all reasonable and prudent interim protective measures, including no-contact orders, to protect the individual who may have been harassed pending completion of the investigation and during the informal or formal processes to resolve the complaint or during any appeal.

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the University's ability to respond to the complaint may be limited.

Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).) Further, the institution will maintain as confidential, any accommodations or protective

measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

### **Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking On-Campus**

<b>Confidential Reynolda</b>		
<b>The Safe Office</b>		
Provides confidential crisis response, support service and education for students regarding sexual misconduct, including assault, and relationship violence or stalking.	Available 24/7 for urgent needs: 336-758-5285	<a href="http://safe.studentlife.wfu.edu">http://safe.studentlife.wfu.edu</a>
<b>University Counseling Center</b>		
Counseling Services and after hours crisis response	336-758-5273 For assistance after hours, contact Student Health	<a href="http://counselingcenter.wfu.edu/">http://counselingcenter.wfu.edu/</a>
<b>Office of the Chaplain</b>		
Spiritual Support	336-758-5210	<a href="http://chaplain.studentlife.wfu.edu/">http://chaplain.studentlife.wfu.edu/</a>
<b>Student Health Service</b>		
Medical concerns including exams, preventative medications, including Plan B, STI or Pregnancy testing, and Rape Drug screenings	336-758-5812	<a href="http://shs.wfu.edu/">http://shs.wfu.edu/</a>
<b>CHOICES Office</b>		
Education and counseling related to alcohol and other drug concerns	336-758-5812	<a href="http://choices.studentlife.wfu.edu/">http://choices.studentlife.wfu.edu/</a>
<b>Reporting Reynolda Campus Resources</b>		
<b>Title IX Coordinator, Tanya Jackimiak and Deputy Coordinators</b>		
Private University reporting option for incidents of sexual misconduct, including issuance of interim measures	336-758-7258 <a href="mailto:jachimti@wfu.edu">jachimti@wfu.edu</a> <a href="mailto:titleixcoordinator@wfu.edu">titleixcoordinator@wfu.edu</a>	<a href="http://titleix.wfu.edu/">http://titleix.wfu.edu/</a>

<b>University Police</b>		
Safety needs or making a police report	Emergencies: 336-758-5911 Non-Emergencies 336-758-5591	<a href="http://police.wfu.edu/">http://police.wfu.edu/</a> Silent Witness: <a href="http://police.wfu.edu/services/witness/">http://police.wfu.edu/services/witness/</a>
<b>Dean of Students</b>		
Conduct proceedings and private University reporting option	336-758-5226	<a href="http://services.studentlife.wfu.edu/">http://services.studentlife.wfu.edu/</a>
<b>Residence Life and Housing (including RA' and GHD's)</b>		
Housing needs; Deacon Card access requests	336-758-5185 or 336-758-7777	<a href="http://rlh.wfu.edu/">http://rlh.wfu.edu/</a> <a href="http://rlh.wfu.edu/current-students/deacon-onecard/">http://rlh.wfu.edu/current-students/deacon-onecard/</a>
<b>Office of Academic Advising</b>		
Academic Needs	336-758-3320	<a href="http://advising.wfu.edu/">http://advising.wfu.edu/</a>
<b>Center for International Studies</b>		
Coordinating health and safety response for WFU student abroad	336-758-5939	<a href="http://studyabroad.wfu.edu/">http://studyabroad.wfu.edu/</a>
<b>Student Financial Aid</b>		
Financial Aid	336-758-5154	<a href="http://financialaid.wfu.edu/">http://financialaid.wfu.edu/</a>
<b>Visa &amp; Immigration Assist.</b>		
Global Wake Forest J-1 Visa - Center for Global Programs & Studies	336-758-4978 336-758-5938	<a href="http://global.wfu.edu/iss/scholars/j1/">http://global.wfu.edu/iss/scholars/j1/</a> <a href="http://global.wfu.edu/iss/">http://global.wfu.edu/iss/</a>
<b>Legal Assistance</b>		
Dean of WFU Law School	336-758-5435	<a href="http://elder-clinic.law.wfu.edu/">http://elder-clinic.law.wfu.edu/</a> <a href="http://veteransclinic.law.wfu.edu/">http://veteransclinic.law.wfu.edu/</a> <a href="http://probono.law.wfu.edu/">http://probono.law.wfu.edu/</a>

**Off Campus Community Resources**

<b>Winston-Salem Community Resources</b>		
<b>Advocacy and Support</b>		
<b>Family Services</b>		
<ul style="list-style-type: none"> <li>Community advocacy and support services</li> </ul>	336-722-8173 Or 1-800-316-5513	<a href="http://www.fsifamily.org/">http://www.fsifamily.org/</a> 1200 S. Broad Street Winston-Salem, N.C. 27101

<ul style="list-style-type: none"> <li>• Individual and group counseling and education opportunities</li> <li>• Domestic Violence Shelter (information available through DV Crisis Line)</li> <li>• Legal assistance</li> </ul>	<p>Sexual Assault 24/7 Crisis Line: 336-722-4457</p> <p>Domestic Violence 24/7 Crisis Line: 336-723-8125 1200 S. Broad Street</p>	
Safe on Seventh (by Family Services)		
“One Stop Shop” for assistance with interpersonal violence concerns including criminal and civil justice system, law enforcement, victim advocates, and legal advocates	336-722-8173 or 1-800-316-5513	<a href="http://www.fsifamily.org/">http://www.fsifamily.org/</a>  Seventh Floor Forsyth County Hall of Justice 200 N. Main St. Winston-Salem, N. C. 27101
Health and Safety Resources		
WFU Baptist Medical Center		
Medical Concern including wellness exams, SANE forensic exams, STI or pregnancy testing, and Rape Drug Screening	Emergency Department 336-713-9000 To request an appointment: 336-716-9253	<a href="http://www.wakehealth.edu/index.htm">http://www.wakehealth.edu/index.htm</a>  Medical Center Blvd. Winston-Salem, N. C. 27157
Novant Health Forsyth Medical Center		
Medical Concern including wellness exams, SANE forensic exams, STI or pregnancy testing, and Rape Drug Screening	Emergency Department: 336-718-2001 To request an appointment: 336-718-5000	<a href="http://www.novanthealth.org/forsyth-medical-center.aspx">http://www.novanthealth.org/forsyth-medical-center.aspx</a>  3333 Silas Creek Parkway Winston-Salem, N. C. 27103
Forsyth County Health Department		
Provides free and confidential testing for STIs and HIV	Appointment information: 336-703-3324	<a href="http://www.co.forsyth.nc.us/PublicHealth/">http://www.co.forsyth.nc.us/PublicHealth/</a>

Winston-Salem Police Department		
Safety needs or filing police report for incidents occurring outside of WFU Reynolda Campus	Emergency: 911 Non-Emergency: 336-773-7700	<a href="http://www.cityofws.org/departments/police">http://www.cityofws.org/departments/police</a>
Mental Health Resources		
Mental health community resource referrals are confidential and available upon request through the Wake Forest University Counseling Center.	336-758-5273	
Legal or Visa Assistance		
Contact the WFU Law School for a list of legal or Visa attorneys in Winston-Salem	336-758-5435	

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<http://www.rainn.org> – Rape, Abuse and Incest National Network

<http://www.ovw.usdoj.gov/sexassault.htm> - Department of Justice

<http://www2.ed.gov/about/offices/list/ocr/index.html> Department of Education, Office of Civil Rights

## **MISSING STUDENT PROCEDURE**

Students residing in on-campus housing may register a confidential contact in the Personal section of WIN during registration or this can be done anytime (enrollment is always open) and students will be notified of this opportunity via Residence Life and Housing's Current Student Documents and Forms web site on an annual basis. The registration is optional and the contact name will only be accessed and contacted if a student is officially determined to be missing for 24 hours. Contact information will be registered confidentially, and that this information will be accessible only to authorized campus officials and law enforcement and that it may not be disclosed outside of a missing person investigation. The confidential contact should be someone who will be likely to know your location.

If members of the WFU community believe that a student has been missing for 24 hours, it is critical that they report that information to WFU Police by calling (336) 758-5911. A student is determined to be missing when the WFU Police have verified that reported information is

credible and circumstances warrant declaring the person missing. Should the WFU Police investigate and determine that a residential student is missing, contact will then be made to the missing person contact, if contact information has been provided, within twenty-four (24) hours of the determination that the student is missing by the WFU Police. If the student is under the age of 18 and is not an emancipated individual, WFU Police will notify the student's parent of guardian and any other designated contact person within 24 hours. For all missing students, WFU will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

If anyone believes that a resident student is missing they should immediately contact the WFU Police at 911 from an on campus phone or 336-758-5911 from a cell phone. University Police will begin an investigation and notify Residence Life and Housing. If WFU Police determine that the student is missing for 24 hours they will contact the student's registered confidential contact. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, informing the local law enforcement agency that has jurisdiction in the area that the student is missing within 24 hours. If the student is under 18 years of age and is not emancipated, WFU will notify the student's parents or legal guardian and any other designated contact person within 24 hours.

## **EMERGENCY RESPONSE, EVACUATION PROCEDURES AND NOTIFICATION OF IMMEDIATE THREAT**

The University maintains a Crisis Management Team which may be activated by senior university officials for response to emergencies on campus. The Team follows the guideline of the University Crisis Plan and the accompanying Incident Command System for the Wake Forest University Crisis Management Plan. Team members and University Police have received U.S. Department of Homeland Security Incident Command training. The University Crisis Management Team conducts emergency response drills annually and includes County Emergency Management, Winston- Salem Police, Fire and EMS.

## **BUILDING EVACUATION**

### **How to evacuate:**

- When you hear a fire alarm, leave the building immediately.
- Alert others as you leave and ask if they need help.
- Close doors to slow the spread of fire.
- Do not use elevators unless told to do so by emergency workers.
- Do not attempt to extinguish a fire yourself if you risk putting yourself in danger.

**Things to watch for:**

- Watch for people who need help, particularly people with limited mobility or physical disabilities.
- Activate an alarm if told to do so by police or emergency workers.
- Remain at an emergency assembly point. A head count may be taken, and emergency workers may have additional instructions.
- Do not go back into a building until firefighters, police, or University officials say it is safe.

**How to prepare for a fire-related emergency:**

- Know your building's floor plan. Remember where the stairs, fire extinguishers and emergency exits are located.
- If you regularly visit the same location within a building, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit.
- Exit signs may be obstructed by heavy smoke, so you must know how to find an exit.

**How to prepare for general emergencies:**

- Know your building's floor plan. Remember where the stairs and emergency exits are located.
- If you regularly visit the same location within a building, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit. You must know how to find an exit.

**How to prepare to leave campus:**

- If the campus is evacuated, or you choose to seek shelter with family or friends, plan ahead.
- Tell your family and friends what your plan is, what route you will take, what means of transportation you use and when you expect to arrive.
- If you have a vehicle, ensure that it is in good condition and keep at least half a tank of gas in the vehicle. If you do not have a car, plan for alternative means of transportation.
- Take an emergency kit with you.
- Leave a note telling others when you left and where you are going.
- Be sure to keep your campus ID and vehicle registration with you. Access to the campus may be restricted by closing gates and staffing the gatehouses.

**IMMEDIATE NOTIFICATION**

The University public website WAKE READY <http://wakeready.wfu.edu/> has information on emergency situations, evacuation, safety tips, alert methods, shelter in place and frequently asked questions. The WAKE ALERT web site <http://wakealert.wfu.edu/> is used during emergencies to convey important information and the status of the emergency to the campus and outside of

the campus community. The Office of Communications and External Relations is responsible for the content on WAKE READY and WAKE ALERT.

System to use	Primary Message Creator	Backup Message Creator	Authority for approving & sending messages	Primary Message Sender	Backup Message Sender
Text	Major of Police	Police on duty supervisor	On duty police supervisor	Police Communications	Director of Crisis Comm.
Outdoor Siren	Major of Police	Police on duty supervisor	On duty police supervisor	Police Communications	Police Communications
Indoor Voice Alert (not all buildings)	Major of Police	Police on duty supervisor	On duty police supervisor	Police Communications	Director of Crisis Comm.
SECONDARY					
Twitter	Director of Crisis Comm.	Director, Digital Communications	Assoc. VP, Comm. & External Rel.	Director, Crisis Communications	Director, Digital Communications
Website	Director of Crisis Comm.	Director, Digital Communications	Assoc. VP, Comm. & External Rel.	Director, Digital Communications	Digital team
Weather and Emergency Line	Director of Crisis Comm.	Director, Digital Communications	Assoc. VP, Comm. & External Rel.	Director, Crisis Communications	Director, Digital Communications
Email	Director of Crisis Comm.	Director, Digital Communications	Assoc. VP, Comm. & External Rel.	Director, Crisis Communications	Director, Digital Communications

In the event that an emergency or dangerous situation involving an immediate threat to the health and safety of students or staff exists on campus, University Police, after confirmation of the emergency by University officials, medical personnel, fire officials, city police or University Police officers on scene, will immediately activate all or part of the WAKE ALERT SYSTEM to notify the community. WAKE ALERT has multiple components for emergency notification; text/phone notification, outdoor and indoor siren/ voice alert, website, e-mail, voice mail, Twitter and the Weather and Emergency Phone Line (336-758-5935), additionally if deemed appropriate, face to face communication may be used to communicate emergency information. Due to the size of the campus, notifications will normally be sent out to all recipients. A segmented message may be sent to a select group, such as a Residence Hall if the recipients and message contents can be determined without delay. The Police Supervisor on duty will determine if a segmented message is appropriate. WFU will, without delay, and taking into account the safety of the community, determine the content of the notification, including the location of the event when applicable, and initiate the WAKE ALERT, unless issuing a notification, in the judgment of the authorities, efforts to assist a victim, contain, or respond to the emergency would be compromised.

**Registration:** Faculty, staff, and graduate students may register their cell phones for text/ phone notification. Registration is via the Wake Information Network (WIN - <https://win.wfu.edu/> ) accessible from the university's home page. Click Personal, then click Your Personal Information and make changes at the bottom of the page. Registration for undergraduate students is mandatory and also may be entered via WIN.

A number of preformatted messages exist in each system to facilitate notification. During unusual or changing situations, University Police Communicators may type or speak messages into the systems. The content of these messages may be composed by the WFU Police Supervisor on duty, the Crisis Management Team, University Communications, senior university administration, or a combination of these groups. All the groups mentioned have the authority to activate the Wake Alert system; in an emergency the police supervisor on duty may activate the system for rapid dissemination. Alerts are distributed campuswide.

Annually each system will be tested with prior notice to the university community by e-mail and/or the Old Gold & Black and the tests may be announced or unannounced. The campus publicizes a summary of the emergency response and evacuation procedures on the website Wake Ready (Emergency preparedness information for Wake Forest University) <http://wakeready.wfu.edu/> at least once each year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act. This publication will include emergency response and evacuation procedures as well as information about the test as required by Federal law. Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced. This documentation would be found on Wake Alert <http://wakealert.wfu.edu/>. Outside the University, neighborhood associations will be contacted so they may inform their members. Additionally, members of the larger community can tune into local media and call the Weather and Emergency Line (336-758-5935). Alert test(s) will be documented and reported to the community. Additional tests may be conducted if deemed necessary. Each system was successfully tested in 2016.

During an emergency, follow-up messages may come from one or all of the alert systems depending on the situation.

**FIRE SAFETY** (fire safety policies relate to all branch campuses unless noted)

One hundred and forty-four fire drills were conducted in campus residence halls during 2016.

Procedures for Student Housing Evacuation:

1. Individual student responsibilities:
  - a. Wear shoes and something to protect you from the elements.
  - b. Close all windows and doors and exit quietly and orderly.

- c. Leave through the pre-assigned or alternate exit and report to the determined evacuation area.
- 2. Sanctions for not evacuating
  - a. Minimum \$100.00 dollar fine.
  - b. Educational sanctions.

General procedures that students and employees should follow in the case of a fire.

1. Steps for reporting a fire
  - a. Activate the fire alarm/pull station.
  - b. Evacuate the building.
  - c. Call University Police at 911 and provide the following information:
    - i. Your name
    - ii. Your building, location of fire, nature of fire
  - d. Inform officials of any students unable to evacuate.
  - e. Go to your evacuation area so RL&H staff will know you evacuated.
  - f. Wait for further instructions from emergency personnel or RL&H staff.
2. Fire Extinguisher Use
  - a. At no time should you risk your own safety by attempting to extinguish a fire or to return to a burning building!
  - b. Be familiar with the location and proper methods for using the extinguishers in your building.
  - c. Check all fire extinguishers periodically and report any problems promptly to maintenance.
  - d. Fire extinguishers are located in all residence hall offices.
3. Fire Incident Report
  - a. All fires (active or extinguished) and false alarms must be reported to the University Police at 911. University Police and the Winston-Salem Fire Department will be dispatched.
  - b. The Fire Department will assure that everything has been properly extinguished.
    - i. The GHD on duty will contact the Coordinator of Housing immediately following a fire alarm.
    - ii. Reports are to be completed and returned by the responding staff member and submitted to supervisor and Coordinator of Housing within 24 hours following the incident.
  - c. Report all fires that have occurred to the WFU Fire Prevention Coordinator at (336) 758-4329

#### 4. Fire Safety

Students and employees should be thoroughly familiar with your building, the fire lanes around your building, Fire Safety equipment, and emergency procedures. Your attitude and knowledge towards fire safety helps create a safety-conscious student body.

#### 5. Fire Alarm and Sprinkler System Policies

Giving false fire alarms or tampering with fire alarm or sprinkler equipment is an offense under state of North Carolina criminal law.

- a. “It shall be unlawful for any person or persons to wantonly and willfully give or cause to be given, or to advise, counsel, or aid and abet anyone in giving a false alarm of fire, or to break the glass key protector, or to pull the side arm, or lever of any station or signal box of any fire station, or willfully, misuse or damage a portable fire extinguisher or in any way to willfully interfere with, damage, deface, molest, or injure any part or portion of any fire alarm, fire detection, smoke detection, or fire extinguishing system.”
- b. “Any person violating this statute or any of the provisions of this section shall be guilty of a misdemeanor punishable by a fine not to exceed five hundred dollars (\$500), imprisonment for not more than six months, or both.” This is also punishable under Wake Forest University policy. The minimum mandatory penalty under the University Conduct system is the immediate cancellation of the student’s Housing Agreement, without refund of fees paid.
- c. Any student who does not leave the residence hall during a fire alarm will be subject to a maximum penalty of \$100 and/or mandatory participation in a work program, imposed by the campus Conduct system/or Housing Agreement.
- d. Students should take special precautions to avoid tampering with, molesting, or accidentally activating the building sprinkler or smoke detection system. For example, sprinkler heads should not be used as a way to hang items in the room. Students may be held liable for damages that occur in rooms/common areas and/or be required to pay a Winston- Salem citation as a result of sprinkler or smoke detection system activation or tampering. The University typically receives a citation for all false activations of the fire alarm systems which result in a monetary system fine on a tiered cost schedule.
- e. The city of Winston-Salem Fire Code requires that students not place any personal items or University furniture within 18 inches of any sprinkler head, including in room closets if a sprinkler head is installed within it.

## TRIAGE AREAS

BUILDING	EVACUATION AREA	TRIAGE AREA
Babcock Hall	In front of Luter Hall	Area near volleyball pit
Bostwick Hall	In front of Johnson Hall	Lot G
Collins Hall	Directly across the street	Basketball court
Davis House	Reynolda Hall traffic circle	Davis/Taylor traffic circle
Efird Hall	Lot A	Lot A (next to Chapel)
Huffman Hall	Lot P	Lot P (next to Chapel)
Johnson Hall	In front of Bostwick Hall	Area near volleyball pit
Kitchin House	Reynolda Park	Kitchin/Poteat Traffic circle
Luter Hall	In front of Babcock Hall	Grassy area in back of library
Martin Hall	Grassy area in traffic circle	Grassy area in traffic area
North Campus Apts	Front lawns near street	Lot Q near Scales
Palmer/Piccolo Halls	Grassy area beyond Palmer Hall	Basketball Court
Polo Hall	Grassy area in traffic circle	Grassy area near path in front
Polo Area Houses	Back yard of houses	Front yard of houses
Poteat house	Lot P	Kitchin/ Poteat traffic circle
South Residence Hall	Behind Babcock and Johnson	Basketball court
Student Apts A	Grassy area in traffic circle	Courtyard of Student Apts B
Student Apts B	Grassy area in traffic circle	Grassy area in traffic circle
Taylor Hall	Lot A	Davis/Taylor traffic circle
Houses used as student residences	Sidewalk/near street in front of house	Sidewalk/ near street in front of house

**ELECTRICAL APPLIANCE POLICY FOR RESIDENCE HALLS & OFF CAMPUS HOUSING**

In order to ensure maximum health and safety standards in the residence halls, several categories of electrical appliances have been established. They are:

- a. Appliances that may not be used or stored in residence hall. These include toaster ovens, convection ovens, electric skillets, waffle or crepe pans, crock pots, hot plates, hamburger makers, space heaters, electric blankets, fog machines, generators, or halogen lamps. Pre-approved air conditioners (as a result of a medical appeal) registered with the Office of Residence Life and Housing are allowed as long as they are a maximum 5,000 BTU's.
- b. Appliances that may be used and stored in student rooms. These include hair dryers, blenders, hot-air popcorn poppers, and fans.
- c. Appliances that may be stored in rooms and used in kitchens or ironing rooms. These include irons, oil popcorn poppers, coffee makers, George Foreman grills (and similar items), toasters, and hot pots of any kind.
- d. Refrigerators that meet University standards (maximum 10 amps/3 cubic feet) are permitted.
- e. The University prohibits the use of halogen lamps and plug-in air fresheners in student residential areas.
- f. Overhead, or room, lights will not be covered with any material.
- g. Though neon lights are permitted within the residence halls, they may not be placed in windows or be seen from the exterior of the building.
- h. Only microwaves provided by the University may be used within student rooms. Students may not bring additional microwaves to campus.
- i. Black (or dark) overhead light bulbs are prohibited in student rooms and hallways. These bulbs are permitted in student organization lounges only when standard florescent lighting in one area can be activated simultaneously.
- j. Though permitted for no more than 90 days, students may install string lights so long as this is done without damage to University property. Lights can only be hung inside student rooms, not outside or in the hallways.
- k. Students may not install string lights or television cables through the ceiling tiles, or grid because of potential damage. This is not permitted in any instance. Any violation of this will result in automatic removal and potential fines for damage caused.

l. Any type of open flame (candles and incense, for example) is strictly prohibited. The presence of any type of open flame (or evidence of a flame) on University property will result in a \$100 fine.

m. Smoking is prohibited within 50 feet of residence halls and 25 feet of university building doorways and entrances.

Any violation of these policies will result in a \$50 fine. Second offenses will result in an additional \$100 fine and potential confiscation of the appliance.

### **ELECTRICAL POLICY FOR RESIDENCE HALLS & OFF CAMPUS HOUSING**

The fire marshal has dictated that the use or possession of extension cords, multiple plugs, multi plug converters, or air fresheners with an additional plug adaptor is prohibited within all of the residence halls and off campus housing. The fire marshal has approved the use of Underwriters Laboratories (UL) approved power strips with circuit breakers. Extension cords, multiple plugs, multi plug converters, or plug-in air fresheners will be confiscated by staff, and students using them may be fined a minimum of \$75.

### **FIRE SAFETY TRAINING**

All new Graduate Hall Directors (GHD) and Resident Advisers (RA's) are provided with training at the beginning of the academic year that will enable them to prevent, escape, report or handle any fire emergency within the residence halls.

Training consists of fire alarm systems, evacuation procedures, extinguisher locations, types of extinguishers, classes of fires and hands on experience with portable extinguishers. Training is conducted by Resident Life and Housing, Facilities and Campus Services Maintenance and Utilities, and the Winston-Salem Fire Department. Resident Life and Housing also covers procedures/ policies for GHD/RA's on the following:

- a. Required fire drills for residence halls and off campus housing
- b. Hall staff responsibilities
- c. Individual student responsibilities
- d. Sanctions for not evacuating
- e. Steps for reporting a fire
- f. Fire extinguisher use
- g. Fire incident reporting

- h. Fire safety
- i. Fire alarm and sprinkler policies
- j. Fire evacuation assembly areas

All incoming freshman are required to attend orientation before the start of the academic year. An overview of fire safety is conducted by the Winston-Salem Fire Department.

All students have access to a “Guide to Community Living” published by Residence Life and Housing on their web site. This document provides basic information on fire prevention, fire drills, fire marshal inspections, appliance policy, electrical extension cord policy, fire evacuation policy, fireworks policy and flammable materials policy.

#### **FIRE SAFETY SYSTEM IMPROVEMENTS**

New detectors, pulls stations, speaker/strobes in Taylor/Efird

# FIRE STATISTICS RESIDENCE HALLS

All residence halls are located at 1834 Wake Forest Rd. unless specified

*by building*

**NOTE: Residence Halls (including all NC Apts) on all of the following fire statistics charts are located at 1834 Wake Forest Rd. Other locations are listed by their street address.**

## FIRE STATISTICS RESIDENCE HALLS

2014							
RESIDENTIAL FACILITY	# OF FIRES	DATE	CAUSE	ESTIMATED PROPERTY DAMAGE	ESTIMATED CONTENT DAMAGE	# OF INJURIES	# OF DEATHS
Babcock Residence Hall	0						
Bostwick Residence Hall	0						
Collins Residence Hall	1	3/7/14	Intentional	\$0-99	\$0-99	0	0
Davis Residence Hall	0						
Dogwood	0						
Taylor/Efird Residence Hall	0						
Poteat/Huffman Residence Hall	0						
Johnson Residence Hall	0						
Kitchin Residence Hall	0						
Luter Residence Hall	0						
Magnolia	0						
Martin Residence Hall	0						
Palmer Residence Hall	0						
Piccolo Residence Hall	0						
Student Apts A	0						
Student Apts B	0						
Polo Residence Hall	0						
NC Apts # 1	0						
NC Apts # 2	1	1/28/14	Cooking	\$0-99	\$0-99	0	0
NC Apts # 3	0						
NC Apts # 4	0						
NC Apts # 5	0						
NC Apts # 6	0						
NC Apts # 7	0						
NC Apts # 8	0						
NC Apts # 9	0						
NC Apts # 10	0						
South Residence Hall	0						
109-111 Rosedale Circle	0						
900 Polo Road	0						
904 Polo Road	0						
1012 Polo Road	0						
1022 Polo Road	0						
1210 Polo Road	0						
1141 Polo Road	0						
1145 Polo Road	0						
1157 Polo Road	0						
1109 Polo Road	0						
1115 Polo Road	0						
1125 Polo Road	0						
3307 University Pkwy	0						
3321 University Pkwy	0						
3327 University Pkwy	0						
3333 University Pkwy	0						
3417 University Pkwy	0						
3425 University Pkwy	0						
3451 University Pkwy	0						
3269 University Pkwy	0						
100 Friendship Circle	0						
2505 Henning Drive	0						
1126 Idlewild Court	0						
115 Rosedale	0						
1440 Brookwood Drive	0						
1444 Brookwood Drive	0						

# FIRE STATISTICS RESIDENCE HALLS

All residence halls are located at 1834 Wake Forest Rd. unless specified

*by building*

2015

RESIDENTIAL FACILITY	# OF FIRES	DATE	CAUSE	ESTIMATED PROPERTY DAMAGE	ESTIMATED CONTENT DAMAGE	# OF INJURIES	# OF DEATHS
Babcock Residence Hall	0						
Bostwick Residence Hall	0						
Collins Residence Hall	0						
Davis Residence Hall	0						
Dogwood	0						
Taylor/Efird Residence Hall	1	4/13/15	Electrical	\$0-99	\$0-99	0	0
Poteat/Huffman Residence Hall	0						
Johnson Residence Hall	0						
Kitchin Residence Hall	1	7/1/15	Machinery/Industrial	\$0-99	\$0-99	0	0
Luter Residence Hall	0						
Magnolia	0						
Martin Residence Hall	0						
Palmer Residence Hall	0						
Piccolo Residence Hall	0						
Student Apts A	0						
Student Apts B	0						
Polo Residence Hall	0						
NC Apts # 1	0						
NC Apts # 2	0						
NC Apts # 3	0						
NC Apts # 4	0						
NC Apts # 5	0						
NC Apts # 6	0						
NC Apts # 7	0						
NC Apts # 8	0						
NC Apts # 9	0						
NC Apts # 10	0						
South Residence Hall	0						
109-111 Rosedale Circle	0						
135 Rosedale Circle	0						
900 Polo Road	0						
904 Polo Road	0						
1012 Polo Road	0						
1022 Polo Road	0						
1210 Polo Road	0						
1141 Polo Road	0						
1145 Polo Road	0						
1157 Polo Road	0						
1109 Polo Road	0						
1115 Polo Road	0						
1125 Polo Road	0						
3307 University Pkwy	0						
3321 University Pkwy	0						
3327 University Pkwy	0						
3333 University Pkwy	0						
3417 University Pkwy	0						
3425 University Pkwy	0						
3451 University Pkwy	0						
3269 University Pkwy	0						
100 Friendship Circle	0						
2505 Henning Drive	0						
1126 Idlewild Court	0						
115 Rosedale	0						
1440 Brookwood Drive	0						
1444 Brookwood Drive	0						

# FIRE STATISTICS RESIDENCE HALLS

All residence halls are located at 1834 Wake Forest Rd. unless specified

*by building*

2016

RESIDENTIAL FACILITY	# OF FIRES	DATE	CAUSE	ESTIMATED PROPERTY DAMAGE	ESTIMATED CONTENT DAMAGE	# OF INJURIES	# OF DEATHS
Babcock Residence Hall	0						
Bostwick Residence Hall	0						
Collins Residence Hall	0						
Davis Residence Hall	0						
Dogwood	0						
Taylor/Efird Residence Hall	0						
Poteat/Huffman Residence Hall	0						
Johnson Residence Hall	0						
Kitchin Residence Hall	0						
Luter Residence Hall	0						
Magnolia	0						
Maya Angelou Hall	0						
Martin Residence Hall	0						
Palmer Residence Hall	0						
Piccolo Residence Hall	0						
Student Apts A	0						
Student Apts B	0						
Polo Residence Hall	0						
NC Apts # 1	0						
NC Apts # 2	0						
NC Apts # 3	0						
NC Apts # 4	0						
NC Apts # 5	0						
NC Apts # 6	0						
NC Apts # 7	0						
NC Apts # 8	0						
NC Apts # 9	0						
NC Apts # 10	0						
South Residence Hall	0						
109-111 Rosedale Circle	0						
135 Rosedale Circle	0						
900 Polo Road	0						
904 Polo Road	0						
1012 Polo Road	0						
1022 Polo Road	0						
1210 Polo Road	0						
1141 Polo Road	0						
1145 Polo Road	0						
1157 Polo Road	0						
1109 Polo Road	0						
1115 Polo Road	0						
1125 Polo Road	0						
3307 University Pkwy	0						
3321 University Pkwy	0						
3327 University Pkwy	0						
3333 University Pkwy	0						
3417 University Pkwy	0						
3425 University Pkwy	0						
3451 University Pkwy	0						
3269 University Pkwy	0						
100 Friendship Circle	0						
2505 Henning Drive	0						
1126 Idlewild Court	0						
115 Rosedale	0						
1440 Brookwood Drive	0						
1444 Brookwood Drive	0						

# FIRE STATISTICS RESIDENCE HALLS

All residence halls are located at 1834 Wake Forest Rd. unless specified

by building

## 2016 FIRE SAFETY

BUILDING	TYPE OF FA SYSTEM	FIRE DRILLS	MONITORED BY SIMPLEX GRINWELL	MONITORED BY UNIVERSITY POLICE	# OF INITIATING DEVICES (PULL STATION, SMOKE, HEAT, DUCT & ION DETECTORS)	SPRINKLER SYSTEMS	TYPE OF SPRINKLER SYSTEM
						Full Partial None	
Babcock Residence	Simplex 4100ES addressable horn/strobe	4	x	x	238	x	13R / Wet
Bostwick Residence	Simplex 4100ES addressable horn/strobe	4	x	x	180	x	13R / Wet
Collins Residence Hall	Simplex 4100ES horn/strobe	4	x	x	206	x	13R / Wet
Davis Residence Hall	Simplex 4100ES horn/strobe	4	x	x	319	x	13R / Wet
Dogwood Residence	Simplex 4100ES speaker/strobes	4	x	x	495	x	13 / Wet
Taylor/Efird Residence	Simplex 4100ES horn/strobe	4	x	x	353	x	13R / Wet
Potter/Huffman Residence Hall	Simplex 4100ES horn/strobe	4	x	x	316	x	13R / Wet
Johnson Residence	Simplex 4100ES addressable horn/strobe	4	x	x	183	x	13R / Wet
Kitchin Residence Hall	Simplex 4100ES addressable horn/strobe	4	x	x	280	x	13R / Wet
Luter Residence Hall	Simplex 4100ES horn/strobe	4	x	x	261	x	13R / Wet
Magnolia Residence	Simplex 4100ES addressable speaker/strobes	4	x	x	471	x	13R / Wet
Maya Angelou Hall	Simplex 4100ES addressable speaker/strobes	Construction	x	x	Construction	x	13R / Wet
Martin Residence Hall	Simplex 4100ES addressable horn/strobe	4	x	x	118	x	13R / Wet
Palmer Residence Hall	Simplex 4100ES addressable horn/strobe	4	x	x	61	x	13R / Wet
Piccolo Residence Hall	Simplex 4100ES addressable horn/strobe	4	x	x	60	x	13R / Wet
Student Apts A	Simplex 4020 addressable horn/strobe	4	x	x	93	x	13R / Wet
Student Apts B	addressable horn/strobe	4	x	x	94	x	13R / Wet
Polo Residence Hall	Simplex 4120 addressable speaker/strobe	4	x	x	374	x	13R / Wet
NC Apts # 1	addressable speaker/strobe	4	x	x	52	x	13R / Wet
NC Apts # 2	addressable speaker/strobe	4	x	x	33	x	13R / Wet
NC Apts # 3	addressable speaker/strobe	4	x	x	55	x	13R / Wet
NC Apts # 4	addressable speaker/strobe	4	x	x	33	x	13R / Wet
NC Apts # 5	Simplex 4100U addressable speaker/strobe	4	x	x	53	x	13R / Wet
NC Apts # 6	Simplex 4100U addressable speaker/strobe	4	x	x	55	x	13R / Wet
NC Apts # 7	addressable speaker/strobe	4	x	x	33	x	13R / Wet
NC Apts # 8	addressable speaker/strobe	4	x	x	45	x	13R / Wet
NC Apts # 9	addressable speaker/strobe	4	x	x	33	x	13R / Wet
NC Apts # 10	addressable speaker/strobe	4	x	x	45	x	13R / Wet
South Residence Hall	Simplex 4100U addressable speaker/strobe	4	x	x	344	x	13 / Wet
109-111 Rosedale	Simplex 4010 addressable horn/strobe	4	x	x	20	x	N/A
135 Rosedale	Simplex 4010 horn/strobes	0	x	No	9	x	N/A
900 Polo Road	Battery operated only	0	No	No	7	x	N/A
904 Polo Road	Battery operated only	0	No	No	5	x	N/A
1012 Polo Road	Simplex 4010 addressable horn/strobe	0	x	No	15	x	N/A
1022 Polo Road	Battery operated only	0	No	No	11	x	N/A

# FIRE STATISTICS RESIDENCE HALLS

All residence halls are located at 1834 Wake Forest Rd. unless specified

by building

1210 Polo Road	Simplex 4010 addressable horn/strobe	4	x	No	16	x	N/A
1141 Polo Road	addressable horn/strobe	4	x	X	2	x	N/A
1145 Polo Road	Simplex 4010 addressable horn/strobe	4	x	X	20	x	N/A
1157 Polo Road	addressable horn/strobe	4	x	x	11	x	N/A
1109 Polo Road	addressable horn/strobe	4	x	x	12	x	N/A
1115 Polo Road	Simplex 4010 addressable horn/strobe	4	x	x	19	x	N/A
1125 Polo Road	addressable horn strobe	4	x	x	7	x	N/A
3307 University Pkwy	Battery operated only	0	No	No	7	x	N/A
3321 University Pkwy	addressable horn/strobe	0	x	No	9	x	N/A
3327 University Pkwy	Simplex 4010 addressable horn/strobe	0	x	No	19	x	N/A
3333 University Pkwy	addressable horn/strobe	0	x	No	21	x	N/A
3417 University Pkwy	Simplex 4010 addressable horn/strobe	0	x	No	11	x	N/A
3425 University Pkwy	addressable horn/strobe	0	x	No	10	x	N/A
3451 University Pkwy	Battery operated only	0	No	No	7	x	N/A
3269 University Pkwy	Battery operated only	0	No	No	7	x	N/A
100 Friendship Circle	Battery operated only	0	No	No	9	x	N/A
2505 Henning Drive	Battery operated only	0	No	No	9	x	N/A
1126 Idlewild Court	Battery operated only	0	No	No	4	x	N/A
1115 Rosedale	Battery operated only	0	No	No	7	x	N/A
1440 Brookwood	Battery operated only	0	No	No	7	x	N/A
1444 Brookwood	Battery operated only	0	No	No	7	x	N/A

## FIRE SAFETY SYSTEMS by building

All residence halls are located at 1834 Wake Forest Rd. unless specified

The department maintains a Daily Fire Log which is available to the public for review during normal business hours at <http://police.wfu.edu/crime-stats/2017-crime-log/> .

**The 2016 Charlotte Center Crime Report**

**NOTE:** The following definitions apply to the charts below.

**On Campus** = Any building on campus.

**Public Property** = Any public property within the campus or immediately adjacent to and accessible from the campus.

**Residential Facilities** = Any university owned building on campus that serves as a residence for students. There are no facilities that meet this description in Charlotte.

**Other Campus Officials** = University Officials who has significant responsibility for student and campus activities. Crimes reported to these officials and referrals (Arrest and Referrals Chart) to Conduct Hearing are listed under this category. Clergy, physicians and counselors are exempt from this reporting requirement.

**Local Law Enforcement** = Police agencies having authority in the areas surrounding the campus or on campus.

**Arrests** = The physical arrest or issuing of a citation to a person accused of violating local law.

**Referred for Disciplinary Action** = The referral of a student who has violated local law to the Dean of Students for disciplinary action.

WFU Police requested crime statistics for The Charlotte Center from the Charlotte Police and the officials on site at The Charlotte Center.

**CRIME STATISTICS** There are no residence halls in Charlotte

INCIDENT	ON CAMPUS						NON CAMPUS						PUBLIC PROPERTY						UNFOUNDED		
	Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			2014	2015	2016
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

There is no housing provided on campus.

**Non-Campus Buildings** = Any off-campus property controlled by a student group or owned by the University. There are no properties in Charlotte that meet this definition.

**Unfounded** = A complaint that is determined through police investigation to be false or baseless. In other words, no crime occurred.

**HATE CRIMES**

Hate crimes are those crimes that manifest evidence that the victim was intentionally selected because of the

perpetrator's bias against race, gender, religion, sexual orientation, ethnicity, disability, national origin or gender identity. Hate crimes are reported for the following crimes: Murder, Non-negligent Manslaughter, Negligent Manslaughter, Forcible Sex Offenses, Non-Forcible Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, Destruction/damage/vandalism of property, and any other crime involving bodily injury.

No hate crimes were reported for 2014, 2015, or 2016.

## ARRESTS AND REFERRALS (To the campus Conduct Office)

INCIDENT	ON CAMPUS						NON CAMPUS						PUBLIC PROPERTY						UNFOUNDED		
	Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			2014	2015	2016
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016			
Illegal Weapons ARRESTS *	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law ARRESTS *	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law ARRESTS *	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

\* Includes citations issued for the listed crime.

## DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

INCIDENT	ON CAMPUS						NON-CAMPUS						PUBLIC PROPERTY						RESIDENCE HALL						UNFOUNDED		
	Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			2014	2015	2016
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016			
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	0

## EDUCATIONAL PROGRAMS

See page 8 & 23

## MONITORING CRIMES AT OFF-CAMPUS ORGANIZATIONS

There are no off-campus organizations in Charlotte.

## UNIVERSITY POLICE

The Wake Forest University Police Department does not have jurisdiction on the campus at The Charlotte Center. University Police does not have a working relationship with the Charlotte Police and does not have a Memorandum of Understanding with the Charlotte Police regarding the investigation of crimes that occur at this location. Criminal acts should be reported to the Charlotte Police Department.

## UNIVERSITY POLICY ON VIOLATION OF ALCOHOL AND DRUG ABUSE LAWS

Intoxication on the Charlotte Center campus is prohibited. Violation of any local or state law regarding alcohol is prohibited. Use, possession, manufacture, sale, distribution, and transportation of illegal drugs and drug paraphernalia is prohibited. Students found to be involved in illegal drugs, either on or off campus, will be subject to disciplinary action, which may include dismissal from the University. Please refer to the "Substance Abuse Policy and Program" of the Student Code of Conduct and Conduct Procedures for a complete description of policies at

<http://static.wfu.edu/files/pdf/students/judicial-handbook.pdf>. Information on drug or alcohol-abuse programs required by section 120(a) through (d) of HEA can be found at: <http://hr.wfu.edu/faculty-staff/policies-and-procedures/>

## **ACCESSIBILITY TO UNIVERSITY PROPERTY**

Students are issued keys cards for entry to The Charlotte Center. The building is locked after office hours. Students are not to loan or give their key to anyone. Lost keys must be reported to the Director of the Charlotte Center. There are no security officers working at The Charlotte Center.

## **VICTIM COUNSELING**

The University Counseling Center offers short-term individual counseling to students, when the student is on the Winston-Salem campus, to help with victimization and a wide variety of other issues including adjustment to college life. Referrals are also available. All services are confidential and FREE to students. The Center is located in room 118-122 Reynolda Hall (336-758-5273) and is open from 8:30 a.m. to 5:00 p.m. weekdays. After-hour emergency counseling is available through Student Health Service at 336-758-5218.

## **SEXUAL ASSAULT**

See page 18

## **REGISTERED SEX OFFENDERS**

North Carolina Sex Offender and Public Protection Registry  
(Look up by name or location) <http://sexoffender.ncsbi.gov/>

## **TITLE IX COORDINATOR**

See page 20

## **CONFIDENTIALITY**

See page 41

## **CHANGE IN VICTIM'S ACADEMIC AND LIVING SITUATION**

There is no housing on the Charlotte campus.

## **CAMPUS DISCIPLINARY ACTIONS**

Although great responsibility rests on the student for his or her own conduct, the Board of Trustees has specifically charged the faculty and the administration with responsibility for prescribing requirements for the orderly behavior and government of undergraduate students. The faculty and administration, acting alone or in consultation with the Student Government, establish specific conduct regulations and provide for their enforcement. The University conduct system is jointly administered by the Office of the Dean of the College, the Office of the Dean of Students and the Judicial Council

A victim has the option of filing criminal charges with the police in Charlotte; refer the case to the campus Conduct System, or both. The Director will assist the victim with filing a report with the Charlotte Police, upon request. In the event a case is heard through the campus Conduct System, both the accused and complainant will be notified of the outcome of the proceedings. In addition, Wake Forest will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Wake Forest will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## **MISSING STUDENT PROCEDURE**

There is no housing on the Charlotte campus. The missing student procedure does not apply.

## **EMERGENCY NOTIFICATION AND EVACUATION PROCEDURES**

The University maintains a Crisis Management Team which may be activated by senior University officials for response to emergencies at The Charlotte Center. The Team follows the guidelines of the University Crisis Plan. Team members have received U.S. Department of Homeland Security Incident Command training. The University publicly available web site WAKE READY <http://wakeready.wfu.edu/> has information on emergency situations, evacuation, safety tips, alert methods, shelter in place and frequently asked questions. The WAKE ALERT web site <http://wakealert.wfu.edu/> is used during emergencies to convey important information and the status of the emergency to the campus and off-campus community. The Office of Communications and External Relations in coordination with other University offices is responsible for the content on WAKE READY and WAKE ALERT.

## **TIMELY WARNING**

In the event of an imminent threat or danger to student health or safety the Center Director will personally notify the students at The Charlotte Center. They will not notify a particular segment of the community, if an emergency affects this location, all students will be notified. If follow-up information needs to be provided, the Director will make the notification. The Director will confirm the emergency with local police, fire or medical authorities. This confirmation may take place after the notification so as to not delay the alert. In the event it is necessary to evacuate the Center everyone will meet on the sidewalk in front of the Center.

The Director will, without delay, and taking into account the safety of the community, notify the community, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Wake Forest does not have procedures for notifying the larger community in Charlotte about emergencies at The Charlotte Center.

## **IMPORTANT PHONE NUMBERS**

**POLICE EMERGENCY 911**

## The 2016 Brookstown Center Crime Report

**IMPORTANT:** the Brookstown Campus is located at 200 Brookstown Ave., Winston-Salem, N. C. and initially opened in January of 2016. This is the first Report for this location.

**NOTE:** The following definitions apply to the charts below.

**On Campus** = Any building on the Brookstown campus.

**Public Property** = Any public property within the campus or immediately adjacent to and accessible from the campus.

**Residential Facilities** = Any university owned building on campus that serves as a residence for students. There are no facilities that meet this description associated with Brookstown.

**Other Campus Officials** = University Officials who has significant responsibility for student and campus activities. Crimes reported to these officials and referrals (Arrest and Referrals Chart) to Conduct Hearing are listed under this category. Clergy, physicians and counselors are exempt from this reporting requirement.

**Local Law Enforcement** = Police agencies having authority in the areas surrounding the campus or on campus.

**Arrests** = The physical arrest or issuing of a citation to a person accused of violating local law.

**Referred for Disciplinary Action** = The referral of a student who has violated local law to the Dean of Students for disciplinary action.

WFU Police requested crime statistics for The Brookstown Center from the Winston-Salem Police and the officials on site at The Brookstown Center.

### CRIME STATISTICS There are no residence halls at Brookstown

Brookstown was not operational in 2014 or 2015, thus there are no crime statistics.

INCIDENT	ON CAMPUS						NON CAMPUS						PUBLIC PROPERTY						UNFOUNDED		
	Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			2014	2015	2016
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder & Non-Negligent Manslaughter			0			0			0			0			0			0			0
Manslaughter by Negligence			0			0			0			0			0			0			0
Rape			0			0			0			0			0			0			0
Fondling			0			0			0			0			0			0			0
Incest			0			0			0			0			0			0			0
Statutory Rape			0			0			0			0			0			0			0
Robbery			0			0			0			0			0			0			0
Aggravated Assault			0			0			0			0			0			0			0
Burglary			0			0			0			0			0			0			0
Motor Vehicle Theft			0			0			0			0			0			0			0
Arson			0			0			0			0			0			0			0

There is no housing provided on campus.

Non-Campus Buildings = Any off-campus property controlled by a student group or owned by the University. There are no properties associated with Brooktown that meet this definition.

Unfounded = A complaint that is determined through police investigation to be false or baseless. In other words, no crime occurred.

## HATE CRIMES

Hate crimes are those crimes that manifest evidence that the victim was intentionally selected because of the perpetrator's bias against race, gender, religion, sexual orientation, ethnicity, disability, national origin or gender identity. Hate crimes are reported for the following crimes: Murder, Non-negligent Manslaughter, Negligent Manslaughter, Forcible Sex Offenses, Non-Forcible Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, Destruction/damage/vandalism of property, and any other crime involving bodily injury.

No hate crimes were reported for 2016. Brookstown was not operational in 2014 or 2015, thus there are no crime statistics.

## ARRESTS AND REFERRALS (To the campus Judicial Office)

	ON CAMPUS						NON CAMPUS						PUBLIC PROPERTY						UNFOUNDED		
	Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			2014	2015	2016
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016			
INCIDENT																					
Illegal Weapons ARRESTS *			0			0			0			0			0			0			0
Illegal Weapons Referral			0			0			0			0			0			0			0
Drug Law ARRESTS *			0			0			0			0			0			0			0
Drug Law Referral			0			0			0			0			0			0			0
Liquor Law ARRESTS *			0			0			0			0			0			0			0
Liquor Law Referral			0			0			0			0			0			0			0

\* Includes citations issued for the listed crime.

## DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

	ON CAMPUS						NON-CAMPUS						PUBLIC PROPERTY						UNFOUNDED		
	Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			2014	2015	2016
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016			
Domestic Violence			0			0			0			0			0			0			0
Dating Violence			0			0			0			0			0			0			0
Stalking			0			0			0			0			0			0			0

## EDUCATIONAL PROGRAMS

See page 8 & 23

## MONITORING CRIMES AT OFF-CAMPUS ORGANIZATIONS

There are no off-campus organizations associated with Brookstown.

**UNIVERSITY POLICE**

The Wake Forest University Police Department does not have jurisdiction on the campus at The Brookstown Center. University Police does not have a working relationship with the Winston-Salem Police and does have a Memorandum of Understanding with the Winston-Salem Police regarding the investigation of crimes that occur at this location. Criminal acts should be reported to the Winston-Salem Police Department.

**UNIVERSITY POLICY ON VIOLATION OF ALCOHOL AND DRUG ABUSE LAWS**

Intoxication on the Brookstown Center campus is prohibited. Violation of any local or state law regarding alcohol is prohibited. Use, possession, manufacture, sale, distribution, and transportation of illegal drugs and drug paraphernalia is prohibited. Students found to be involved in illegal drugs, either on or off campus, will be subject to disciplinary action, which may include dismissal from the University. Please refer to the “Substance Abuse Policy and Program” of the Student Code of Conduct and Judicial Procedures for a complete description of policies at <http://static.wfu.edu/files/pdf/students/judicial-handbook.pdf>. Information on drug or alcohol-abuse programs required by section 120(a) through (d) of HEA can be found at: <http://hr.wfu.edu/faculty-staff/policies-and-procedures/>

**ACCESSIBILITY TO UNIVERSITY PROPERTY**

Students are issued keys cards for entry to The Brookstown Center. The building is locked after office hours. Students are not to loan or give their key to anyone. Lost keys must be reported to the Director of the Brookstown Center. There are no security officers working at The Brookstown Center.

**VICTIM COUNSELING**

The University Counseling Center offers short-term individual counseling to students, on the Winston-Salem Reynolda campus, to help with victimization and a wide variety of other issues including adjustment to college life. Referrals are also available. All services are confidential and FREE to students. The Center is located in room 118-122 Reynolda Hall (336-758-5273) and is open from 8:30 a.m. to 5:00 p.m. weekdays. After-hour emergency counseling is available through Student Health Service at 336-758-5218.

**SEXUAL ASSAULT**

See page 18

**REGISTERED SEX OFFENDERS**

North Carolina Sex Offender and Public Protection Registry  
(Look up by name or location) <http://sexoffender.ncsbi.gov/>

**TITLE IX COORDINATOR**

See page 20

**CONFIDENTIALITY**

See page 41

**CHANGE IN VICTIM’S ACADEMIC AND LIVING SITUATION**

There is no housing on the Brookstown campus.

## **CAMPUS DISCIPLINARY ACTIONS**

Although great responsibility rests on the student for his or her own conduct, the Board of Trustees has specifically charged the faculty and the administration with responsibility for prescribing requirements for the orderly behavior and government of undergraduate students. The faculty and administration, acting alone or in consultation with the Student Government, establish specific conduct regulations and provide for their enforcement. The University conduct system is jointly administered by the Office of the Dean of the College, the Office of the Dean of Students and the Judicial Council

A victim has the option of filing criminal charges with the police in Winston-Salem; refer the case to the campus Judicial System, or both. The Director will assist the victim with filing a report with the Winston-Salem Police, upon request. In the event a case is heard through the campus Judicial System, both the accused and complainant will be notified of the outcome of the proceedings. In addition, Wake Forest will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Wake Forest will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## **MISSING STUDENT PROCEDURE**

There is no housing on the Brookstown campus. The missing student procedure does not apply.

## **EMERGENCY NOTIFICATION AND EVACUATION PROCEDURES**

The University maintains a Crisis Management Team which may be activated by senior University officials for response to emergencies at The Brookstown Center. The Team follows the guidelines of the University Crisis Plan. Team members have received U.S. Department of Homeland Security Incident Command training. The University publicly available web site WAKE READY <http://wakeready.wfu.edu/> has information on emergency situations, evacuation, safety tips, alert methods, shelter in place and frequently asked questions. The WAKE ALERT web site <http://wakealert.wfu.edu/> is used during emergencies to convey important information and the status of the emergency to the campus and off-campus community. The Office of Communications and External Relations in coordination with other University offices is responsible for the content on WAKE READY and WAKE ALERT.

## **TIMELY WARNING**

In the event of an imminent threat or danger to student health or safety the Center Director will personally notify the students at The Brookstown Center. They will not notify a particular segment of the community, if an emergency affects this location, all students will be notified via Wake Alert. If follow-up information needs to be provided, the Director and Wake Alert will make the notification. The Director will confirm the emergency with local police, fire or medical authorities. This confirmation may take place after the notification so as to not delay the alert. In the event it is necessary to evacuate the Center everyone will meet on the sidewalk in front of the Center.

The Director will, without delay, and taking into account the safety of the community, notify the community, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Wake Forest does not have procedures for notifying the larger community in Winston-Salem about emergencies at The Brookstown Center.

## **IMPORTANT PHONE NUMBERS**

**POLICE EMERGENCY 911**

# The 2016 Casa Artom Annual Crime and Fire Safety Report

**NOTE:** The following definitions apply to the charts below.

**On Campus** = Any building on campus.

**Public Property** = Any public property within the campus or immediately adjacent to and accessible from the campus.

**Residential Facilities** = Any university owned building on campus that serves as a residence for students.

**Other Campus Officials** = University Officials who has significant responsibility for student and campus activities. Crimes reported to these officials and referrals (Arrest and Referrals Chart) to Conduct Hearing are listed under this category. Clergy and counselors are exempt from this reporting requirement.

**Local Law Enforcement** = Police agencies having authority in the areas surrounding the campus or on campus.

**Arrests** = The physical arrest or issuing of a citation to a person accused of violating local law.

**Referred for Disciplinary Action** = The referral of a student who has violated local law to the Dean of Students for disciplinary action.

WFU Police requested crime statistics for Casa Artom from the Venice Police and the officials on site at Casa Artom

## CRIME STATISTICS *Residential figures are included in the On-Campus numbers.*

	ON CAMPUS						NON CAMPUS						PUBLIC PROPERTY						RESIDENCE HALL						UNFOUNDED		
	Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			2014	2015	2016
INCIDENT	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**Non-Campus Buildings** = Any off-campus property controlled by a student group or owned by the University. There are no properties in Venice that meet this definition.

**Unfounded** = A complaint that is determined through police investigation to be false or baseless. In other words, no crime occurred.

Venice police did not respond to a request for crime statistics.

**HATE CRIMES** Hate crimes are those crimes that manifest evidence that the victim was intentionally selected because of the perpetrator's bias against race, gender, religion, sexual orientation, ethnicity, disability, national origin, or gender identity. Hate crimes are reported for the following crimes: Murder, Non-negligent Manslaughter, Negligent Manslaughter, Forcible Sex Offenses, Non-Forcible Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, Destruction/damage/vandalism of property, and any other crime involving bodily injury. No hate crimes were reported for 2014, 2015, or 2016.

## ARRESTS AND REFERRALS (To the campus Conduct Office)

	ON CAMPUS						NON CAMPUS						PUBLIC PROPERTY						RESIDENCE HALL						UNFOUNDED		
	Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			2014	2015	2016
INCIDENT	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016			
Illegal Weapons ARRESTS *	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law ARRESTS *	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law ARRESTS *	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*Residence Hall figures are included in the On-Campus numbers.*

\* Includes citations issued for the listed crime.

## DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

	ON CAMPUS						NON-CAMPUS						PUBLIC PROPERTY						RESIDENCE HALL						UNFOUNDED		
	Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			2014	2015	2016
INCIDENT	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016			
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	0

## FIRE STATISTICS

Residential Facility		# of Fires	Date	Cause	Estimated Property Damage	Estimated Content Damage	# of Injuries	# of Deaths
2014	Casa Artom	0						
2015	Casa Artom	0						
2016	Casa Artom	0						

Casa Artom is located at Dorsoduro 699, San Gregorio, Venice, Italy

## FIRE SAFETY SYSTEMS

TYPE	SMOKE DETECTORS	HEAT DETECTORS	PULL STATIONS	EXTINGUISHERS	SIGNS
Local alarm	6	0	2	10	2

## FIRE SAFETY

There are 3 fire drills conducted each year.

### 1. Individual Student Responsibilities

- Wear shoes and something to protect you from the elements.
- Close all windows and doors and exit quietly and orderly.
- Leave through the pre-assigned exit or alternate and report to the determined evacuation area on the sidewalk outside the residence or where instructed by your Faculty Director.

### 2. Steps for reporting a fire

- Activate the fire alarm/pull station.
- Evacuate the building.
- Call the fire department at 115 and provide the following information
  - Your name
  - The location and nature of the fire.
- Inform officials of any students unable to evacuate.

e. Go to your evacuation area so staff will know you evacuated.

f. Wait for further instructions from emergency personnel.

### **3. Fire Extinguisher Use**

a. At no time should you risk your own safety by attempting to extinguish a fire or to return to a burning building!

b. Be familiar with the location and proper methods for using the extinguishers.

c. Check all fire extinguishers periodically and report any problems promptly.

### **4. Fire Incident Report**

a. All fires (active or extinguished) and false alarms must be reported to the Faculty Director and/or House Local Administrator.

## **APPLIANCE, SMOKING AND OPEN FLAME POLICY**

1. All small appliances brought to the House are to be carefully monitored.

2. No smoking in the House.

3. No open flames.

## **FIRE SAFETY EDUCATION AND TRAINING**

Each semester the House Local Administrator presents an introduction to Casa Artom which includes fire precautions and evacuation.

## **FIRE EVACUATION**

In the event of a fire or fire drill residents should gather on the sidewalk away from the entrance to the residence. Fire drills may be conducted by the Faculty Director.

## **FIRE SAFETY IMPROVEMENTS**

There are no changes in fire safety systems planned.

## **EDUCATIONAL PROGRAMS**

Please see page 8 & 23

## **MONITORING CRIMES AT OFF-CAMPUS ORGANIZATIONS**

There are no off-campus organizations in Italy.

## **UNIVERSITY POLICE**

The Wake Forest University Police Department does not have jurisdiction on the campus at Casa Artom. University Police does not have a working relationship with the Venice Police and does not have a Memorandum Of Understanding with the Venice Police regarding the investigation of crimes that occur at this location. The University Police maintains contact with the U.S. State Department to obtain information on international travel advisories. Criminal acts should be reported to the Venice Police Department.

## **UNIVERSITY POLICY ON VIOLATION OF ALCOHOL AND DRUG ABUSE LAWS**

Intoxication on the Casa Artom campus is prohibited. Violation of any Italian law regarding alcohol is prohibited. Use, possession, manufacture, sale, distribution, and transportation of illegal drugs and drug paraphernalia is prohibited. Students found to be involved in illegal drugs, either on or off campus, will be subject to disciplinary action, which may include dismissal from the University, and parents will be notified. Please refer to the "Substance Abuse Policy and Program" of the Student Code of Conduct and Conduct Procedures for a complete description of policies at <http://static.wfu.edu/files/pdf/students/judicial-handbook.pdf>. Information on drug or alcohol-abuse programs required by section 120(a) through (d) of HEA can be found at: <http://hr.wfu.edu/faculty-staff/policies-and-procedures/>

## **ACCESSIBILITY TO UNIVERSITY PROPERTY**

Students are issued keys for entry to Casa Artom. The building is locked 24 hours, 7 days a week. Students are not to loan or give their key to anyone. Lost keys must be reported to the House Local Administrator and the Faculty Director. There are no security officers working at Casa Artom.

## **VICTIM COUNSELING**

The University Counseling Center offers short-term individual counseling to students, when the student is on the Winston-Salem campus, to help with victimization and a wide variety of other issues including adjustment to college life. Referrals are also available. All services are confidential and FREE to students. The Center is located in room 118-122 Reynolda Hall (336-758-5273) and is open from 8:30 a.m. to 5:00 p.m. weekdays. After-hour emergency counseling is available through Student Health Service at 336-758-5218.

## **SEXUAL ASSAULT**

See page 18

## **REGISTERED SEX OFFENDERS**

There is no sex offender registry available in Italy.

## **TITLE IX COORDINATOR**

See page 20

## **CONFIDENTIALITY**

See page 41

## **CHANGE IN VICTIM'S ACADEMIC AND LIVING SITUATION**

The University will make every effort to make changes in a victim's academic and living situation if requested and reasonably available. Requests for changes in an academic situation or housing should be made through the Faculty Director. Academic and housing changes may also be requested through the Title IX Coordinator.

## **CAMPUS DISCIPLINARY ACTIONS**

Although great responsibility rests on the student for his or her own conduct, the Board of Trustees has specifically charged the faculty and the administration with responsibility for prescribing requirements for the orderly behavior and government of undergraduate students. The faculty and administration, acting alone or in consultation with the Student Government, establish specific conduct regulations and provide for their enforcement. The University conduct system is jointly administered by the Office of the Dean of the College, the Office of the Dean of Students and the Judicial Council

A victim has the option of filing criminal charges with the police in Venice; refer the case to the campus Conduct System, or both. The Faculty Director will assist the victim with filing a report with the Venice Police, upon request. In the event a case is heard through the campus Conduct System, both the accused and complainant will be notified of the outcome of the proceedings. In addition, Wake Forest will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Wake Forest will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

**MISSING STUDENT PROCEDURE**

Students residing in on-campus housing on the Reynolda Campus may register a confidential contact in the Personal section of WIN (enrollment is always open). The registration is optional and the contact name will only be accessed and contacted if a student is officially determined to be missing for 24 hours. The confidential contact should be someone who will be likely to know your location and you wish contacted if you are missing. The confidential contact information will be accessible only to authorized campus officials and law enforcement personnel. Students overseas may change or create a confidential contact while they are overseas or retain the current contact information. When returning to the United States the student should change the confidential contact to someone who will know their location at the Winston-Salem campus. If anyone believes that a resident student is missing they should immediately contact the Faculty Director and/or House Local Administrator. The Venice Police will be notified by the Faculty Director or House Local Administrator and the reporting party is encouraged to notify them directly. If the Venice Police determine that the student is missing for 24 hours or there is an emergency, the Faculty Director will contact the WFU Police who will contact the student's registered confidential contact within 24 hours. If the student is under 18 years of age and is not emancipated, WFU will also notify the student's parents or legal guardian within 24 hours.

**EMERGENCY NOTIFICATION AND EVACUATION PROCEDURES**

The University maintains an Overseas Crisis Management Team which may be activated by senior University officials for response to emergencies at Casa Artom. The Team follows the guidelines of the University Crisis Plan. Team members have received U.S. Department of Homeland Security Incident Command training. The University publicly available web site WAKE READY <http://wakeready.wfu.edu/> has information on emergency situations, evacuation, safety tips, alert methods, shelter in place and frequently asked questions. The WAKE ALERT web site <http://wakealert.wfu.edu/> is used during emergencies to convey important information and the status of the emergency to the campus and off-campus community. The Office of Communications and External Relations in coordination with other University offices is responsible for the content on WAKE READY and WAKE ALERT. Evacuation training is conducted at the beginning of each semester by the Faculty Director and/or House Local Administrator.

Overseas notification of an imminent threat or danger is provided by our risk management provider, red24. If a significant incident occurs, red24 will send students and staff email notification of the issue by an alert, followed by an SMS and email requesting you confirm your safety. If safety is not confirmed, a Crisis Support specialist from red24 will attempt to make contact. If contact cannot be made, this will be escalated to the WFU Security Managers.

**TIMELY WARNING**

In the event of an imminent threat or danger to student health or safety the Resident Faculty or House Local Administrator will personally notify the students living at Casa Artom. They will not notify a particular segment of the community, if an emergency affects this location, all students will be notified. If follow-up information needs to be provided, the Faculty Director or House Local Administrator will make the notification. Since the Faculty Director resides in Casa Artom with the students, they most likely will be the person making notification. The Faculty Director or House Local Administrator will confirm the emergency with local police, fire, or medical authorities. This confirmation may take place after the notification so as to not delay the alert. In the event it is necessary to evacuate the house everyone will meet on the sidewalk in front of the residence.

The Faculty Director or House Local Administrator will, without delay, and taking into account the safety of the community, notify the community, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Wake Forest does not have procedures for notifying the larger community in Venice about emergencies at Casa Artom. The property is bordered by water and a museum.

**IMPORTANT VENICE PHONE NUMBERS**

POLICE EMERGENCY 112

U.S. EMBASSY: 06-46741

# The 2016 Flow House Annual Crime and Fire Safety Report

**NOTE:** The following definitions apply to the charts below.

**On Campus** = Any building on campus.

**Public Property** = Any public property within the campus or immediately adjacent to and accessible from the campus.

**Residential Facilities** = Any university owned building on campus that serves as a residence for students.

**Other Campus Officials** = University Officials who has significant responsibility for student and campus activities. Crimes reported to these officials and referrals (Arrest and Referrals Chart) to Conduct Hearing are listed under this category. Clergy, physicians and counselors are exempt from this reporting requirement.

**Local Law Enforcement** = Police agencies having authority in the areas surrounding the campus or on campus.

**Arrests** = The physical arrest or issuing of a citation to a person accused of violating local law.

**Referred for Disciplinary Action** = The referral of a student who has violated local law to the Dean of Students for disciplinary action.

WFU Police requested crime statistics for Flow House from the Vienna Police and the officials on site at Flow House

## CRIME STATISTICS *Residential figures are included in the On-Campus numbers.*

INCIDENT	ON CAMPUS						NON CAMPUS						PUBLIC PROPERTY						RESIDENCE HALL						UNFOUNDED		
	Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			2014	2015	2016
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**Non-Campus Buildings** = Any off-campus property controlled by a student group or owned by the University. There are no properties in Vienna that meet this definition.

**Unfounded** = A complaint that is determined through police investigation to be false or baseless. In other words, no crime occurred. Vienna police did not respond to a request for crime statistics.

**HATE CRIMES** Hate crimes are those crimes that manifest evidence that the victim was intentionally selected because of the perpetrator's bias against race, gender, religion, sexual orientation, ethnicity, disability, national origin or gender identity. Hate crimes are reported for the following crimes: Murder, Non-negligent Manslaughter, Negligent Manslaughter, Forcible Sex Offenses, Non-Forcible Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, Destruction/damage/vandalism of property, and any other crime involving bodily injury.

No hate crimes were reported for 2014, 2015, or 2016.

**ARRESTS AND REFERRALS (To the campus Conduct Office)**

	ON CAMPUS						NON CAMPUS						PUBLIC PROPERTY						RESIDENCE HALL						UNFOUNDED		
	Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			2014	2015	2016
INCIDENT	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Illegal Weapons ARRESTS *	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law ARRESTS *	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law ARRESTS *	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*Residential figures are included in the On-Campus numbers.*

\* Includes citations issued for the listed crime.

**DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING**

	ON CAMPUS						NON-CAMPUS						PUBLIC PROPERTY						RESIDENCE HALL						UNFOUNDED		
	Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			2014	2015	2016
INCIDENT	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	0

**FIRE STATISTICS**

Residential Facility	# of Fires	Date	Cause	Estimated Property Damage	Estimated Content Damage	# of Injuries	# of Deaths
2014 Flow House	0						
2015 Flow House	0						
2016 Flow House	0						

Flow House is located at Gustav Tschermak Gasse 20, Vienna 1190 Austria

**FIRE SAFETY SYSTEMS**

TYPE	SMOKE DETECTORS	HEAT DETECTORS	PULL STATIONS	EXTINGUISHERS	SIGNS
Local alarm	31	4	4	8	3

**FIRE SAFETY**

No fire drills are conducted.

**1. Individual Student Responsibilities**

- Wear shoes and something to protect you from the elements.
- Close all windows and doors and exit quietly and orderly.
- Leave through the pre-assigned exit or alternate and report to the determined evacuation area on the sidewalk outside the residence or where instructed by your Faculty Director.

**2. Steps for reporting a fire**

- Activate the fire alarm/pull station.
- Evacuate the building.
- Call the fire department at 122 and provide the following information
  - Your name
  - The location and nature of the fire.
- Inform officials of any students unable to evacuate.

- e. Go to your evacuation area so staff will know you evacuated.
- f. Wait for further instructions from emergency personnel.

### **3. Fire Extinguisher Use**

- a. At no time should you risk your own safety by attempting to extinguish a fire or to return to a burning building!
- b. Be familiar with the location and proper methods for using the extinguishers.
- c. Check all fire extinguishers periodically and report any problems promptly.

### **4. Fire Incident Report**

- a. All fires (active or extinguished) and false alarms must be reported to the Faculty Director and/or House Local Administrator.

## **APPLIANCE, SMOKING AND OPEN FLAME POLICY**

- 1. All small appliances brought to the House are to be carefully monitored.
- 2. No smoking in the House.
- 3. No open flames.

## **FIRE SAFETY EDUCATION AND TRAINING**

Each semester the House Local Administrator presents an introduction to Flow House which includes fire precautions and evacuation.

## **FIRE EVACUATION**

In the event of a fire or fire drill residents should gather on the sidewalk away from the entrance to the residence. Fire drills may be conducted by the Faculty Director.

## **FIRE SAFETY IMPROVEMENTS**

There are no changes in fire safety systems planned.

## **EDUCATIONAL PROGRAMS**

See page 8 & 23

## **MONITORING CRIMES AT OFF-CAMPUS ORGANIZATIONS**

There are no off-campus organizations in Austria.

## **UNIVERSITY POLICE**

The Wake Forest University Police Department does not have jurisdiction on the campus at Flow House. University Police does not have a working relationship with the Vienna Police and does not have a Memorandum Of Understanding with the Vienna Police regarding the investigation of crimes that occur at this location. The University Police maintains contact with the U.S. State Department to obtain information on international travel advisories. Criminal acts should be reported to the Vienna Police Department.

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## **SEXUAL ASSAULT**

See page 18

## **REGISTERED SEX OFFENDERS**

There is no sex offender registry available in Austria.

## **TITLE IX COORDINATOR**

See page 20

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## **CHANGE IN VICTIM'S ACADEMIC AND LIVING SITUATION**

The University will make every effort to make changes in a victim's academic and living situation if requested and reasonably available. Requests for changes in an academic situation or housing should be made through the Faculty Director. Academic and housing changes may also be requested through the Title IX Coordinator.

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Students residing in on-campus housing on the Reynolda Campus may register a confidential contact in the Personal section of WIN (enrollment is always open). The registration is optional and the contact name will only be accessed and contacted if a student is officially determined to be missing for 24 hours. The confidential contact should be someone who will be likely to know your location and you wish contacted if you are missing. The confidential contact information will be accessible only to authorized campus officials and law enforcement personnel. Students overseas may change or create a confidential contact while they are overseas or retain the current contact information. When returning to the United States the student should change the confidential contact to someone who will know their location at the Winston-Salem campus. If anyone believes that a resident student is missing they should immediately contact the Faculty Director and/or House Local Administrator. The Vienna Police will be notified by the Faculty Director or House Local Administrator and the reporting party is encouraged to notify them directly. If the Vienna Police determine that the student is missing for 24 hours or there is an emergency, the Faculty Director will contact the WFU Police who will contact the student's registered confidential contact within 24 hours. If the student is under 18 years of age and is not emancipated, WFU will also notify the student's parents or legal guardian within 24 hours.

## **EMERGENCY NOTIFICATION AND EVACUATION PROCEDURES**

The University maintains an Overseas Crisis Management Team which may be activated by senior University officials for response to emergencies at Flow House. The Team follows the guidelines of the University Crisis Plan. Team members have received U.S. Department of Homeland Security Incident Command training. The University publicly available web site WAKE READY <http://wakeready.wfu.edu/> has information on emergency situations, evacuation, safety tips, alert methods, shelter in place and frequently asked questions. The WAKE ALERT web site <http://wakealert.wfu.edu/> is used during emergencies to convey important information and the status of the emergency to the campus and off-campus community. The Office of Communications and External Relations in coordination with other University offices is responsible for the content on WAKE READY and WAKE ALERT. Evacuation training is conducted at the beginning of each semester by the Faculty Director and/or House Local Administrator.

Overseas notification of an imminent threat or danger is provided by our risk management provider, red24. If a significant incident occurs, red24 will send students and staff email notification of the issue by an alert, followed by an SMS and email requesting you confirm your safety. If safety is not confirmed, a Crisis Support specialist from red24 will attempt to make contact. If contact cannot be made, this will be escalated to the WFU Security Managers.

## **TIMELY WARNING**

In the event of an imminent threat or danger to student health or safety the Resident Faculty or House Local Administrator will personally notify the students living at Flow House. They will not notify a particular segment of the community, if an emergency affects this location, all students will be notified. If follow-up information needs to be provided, the Faculty Director or House Local Administrator will make the notification. Since the Faculty Director resides in Flow House with the students, they most likely will be the person making notification. The Faculty Director or House Local Administrator will confirm the emergency with local police, fire or medical authorities. This confirmation may take place after the notification so as to not delay the alert. In the event it is necessary to evacuate the house everyone will meet on the sidewalk in front of the residence.

The Faculty Director or House Local Administrator will, without delay, and taking into account the safety of the community, notify the community, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Wake Forest does not have procedures for notifying the larger community in Vienna about emergencies at Flow House.

## **IMPORTANT PHONE NUMBERS**

POLICE EMERGENCY 133

U.S. EMBASSY: (+43-1) 31339-0

# The 2016 Worrell House Annual Crime and Fire Safety Report

**NOTE:** The following definitions apply to the charts below.

**On Campus** = Any building on campus.

**Public Property** = Any public property within the campus or immediately adjacent to and accessible from the campus.

**Residential Facilities** = Any university owned building on campus that serves as a residence for students.

**Other Campus Officials** = University Officials who has significant responsibility for student and campus activities. Crimes reported to these officials and referrals (Arrest and Referrals Chart) to Conduct Hearing are listed under this category. Clergy, physicians and counselors are exempt from this reporting requirement.

**Local Law Enforcement** = Police agencies having authority in the areas surrounding the campus or on campus.

**Arrests** = The physical arrest or issuing of a citation to a person accused of violating local law.

**Referred for Disciplinary Action** = The referral of a student who has violated local law to the Dean of Students for disciplinary action.

WFU Police requested crime statistics for Worrell House from the London Police (statistics specific to this location were not available) and the officials on site at Worrell House

## CRIME STATISTICS *Residential figures are included in the On-Campus numbers.*

INCIDENT	ON CAMPUS						NON CAMPUS						PUBLIC PROPERTY						RESIDENCE HALL						UNFOUNDED		
	Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			2014	2015	2016
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**Non-Campus Buildings** = Any off-campus property controlled by a student group or owned by the University. There are no properties in London that meet this definition.

**Unfounded** = A complaint that is determined through police investigation to be false or baseless. In other words, no crime occurred. London police would not provide crime statistics.

**HATE CRIMES** Hate crimes are those crimes that manifest evidence that the victim was intentionally selected because of the perpetrator's bias against race, gender, religion, sexual orientation, ethnicity, disability, national origin or gender identity. Hate crimes are reported for the following crimes: Murder, Non-negligent Manslaughter, Negligent Manslaughter, Forcible Sex Offenses, Non-Forcible Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, Destruction/damage/vandalism of property, and any other crime involving bodily injury. No hate crimes were reported for 2014, 2015, or 2016.

## ARRESTS AND REFERRALS (To the campus Conduct Office)

	ON CAMPUS						NON CAMPUS						PUBLIC PROPERTY						RESIDENCE HALL						UNFOUNDED		
	Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			2014	2015	2016
INCIDENT	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016			
Illegal Weapons ARRESTS *	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law ARRESTS *	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law ARRESTS *	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*Residence Hall figures are included in the On-Campus numbers.*

\* Includes citations issued for the listed crime.

## DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

	ON CAMPUS						NON-CAMPUS						PUBLIC PROPERTY						RESIDENCE HALL						UNFOUNDED		
	Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			2014	2015	2016
INCIDENT	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016			
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	0

## FIRE STATISTICS

Residential Facility		# of Fires	Date	Cause	Estimated Property Damage	Estimated Content Damage	# of Injuries	# of Deaths
2014	Worrell House	0						
2015	Worrell House	0						
2016	Worrell House	0						

Worrell House is located at 36 Steele's Road, London, England NW3 4RG

## FIRE SAFETY SYSTEMS

TYPE	SMOKE DETECTORS	HEAT DETECTORS	PULL STATIONS	EXTINGUISHERS	SIGNS
Local alarm	16	4	5	6	22

## FIRE SAFETY

Two fire drills were conducted during 2016.

### 1. Individual Student Responsibilities

- Wear shoes and something to protect you from the elements.
- Close all windows and doors and exit quietly and orderly.
- Leave through the pre-assigned exit or alternate and report to the determined evacuation area on the sidewalk outside the residence or where instructed by your Faculty Director.

### 2. Steps for reporting a fire

- Activate the fire alarm/pull station.
- Evacuate the building.
- Call the fire department at 999 and provide the following information
  - Your name
  - The location and nature of the fire.
- Inform officials of any students unable to evacuate.

- e. Go to your evacuation area so staff will know you evacuated.
- f. Wait for further instructions from emergency personnel.

### **3. Fire Extinguisher Use**

- a. At no time should you risk your own safety by attempting to extinguish a fire or to return to a burning building!
- b. Be familiar with the location and proper methods for using the extinguishers.
- c. Check all fire extinguishers periodically and report any problems promptly.

### **4. Fire Incident Report**

- a. All fires (active or extinguished) and false alarms must be reported to the Faculty Director and/or House Local Administrator.

## **APPLIANCE, SMOKING AND OPEN FLAME POLICY**

- 1. All small appliances brought to the House are to be carefully monitored.
- 2. No smoking in the House.
- 3. No open flames.

## **FIRE SAFETY EDUCATION AND TRAINING**

Each semester the House Local Administrator presents an introduction to Worrell House which includes fire precautions and evacuation.

## **FIRE EVACUATION**

In the event of a fire or fire drill residents should gather on the sidewalk away from the entrance to the residence. Fire drills may be conducted by the Faculty Director.

## **FIRE SAFETY IMPROVEMENTS**

There are no changes in fire safety systems planned.

## **EDUCATIONAL PROGRAMS**

See page 8 & 23

## **MONITORING CRIMES AT OFF-CAMPUS ORGANIZATIONS**

There are no off-campus organizations in England.

## **UNIVERSITY POLICE**

The Wake Forest University Police Department does not have jurisdiction on the campus at Worrell House. University Police does not have a working relationship with the London Police and does not have a Memorandum of Understanding with the London Police regarding the investigation of crimes that occur at this location. The University Police maintains contact with the U.S. State Department to obtain information on international travel advisories. Criminal acts should be reported to the London Police Department.

## **UNIVERSITY POLICY ON VIOLATION OF ALCOHOL AND DRUG ABUSE LAWS**

Intoxication on the Worrell House campus is prohibited. Violation of any English law regarding alcohol is prohibited. Use, possession, manufacture, sale, distribution, and transportation of illegal drugs and drug paraphernalia is prohibited. Students found to be involved in illegal drugs, either on or off campus, will be subject to disciplinary action, which may include dismissal from the University, and parents will be notified. Please refer to the "Substance

Abuse Policy and Program” of the Student Code of Conduct and Conduct Procedures for a complete description of policies at <http://static.wfu.edu/files/pdf/students/judicial-handbook.pdf>. Information on drug or alcohol-abuse programs required by section 120(a) through (d) of HEA can be found at: <http://hr.wfu.edu/faculty-staff/policies-and-procedures/>

## **ACCESSIBILITY TO UNIVERSITY PROPERTY**

Students are issued keys for entry to Worrell House. The building is locked 24 hours, 7 days a week. Students are not to loan or give their key to anyone. Lost keys must be reported to the House Local Administrator and the Faculty Director. There are no security officers working at Worrell House.

## **VICTIM COUNSELING**

The University Counseling Center offers short-term individual counseling to students, when the student is on the Winston-Salem campus, to help with victimization and a wide variety of other issues including adjustment to college life. Referrals are also available. All services are confidential and FREE to students. The Center is located in room 118-122 Reynolda Hall (336-758-5273) and is open from 8:30 a.m. to 5:00 p.m. weekdays. After-hour emergency counseling is available through Student Health Service at 336-758-5218.

## **SEXUAL ASSAULT**

See page 18

## **REGISTERED SEX OFFENDERS**

There is no sex offender registry available to the public in England.

## **TITLE IX COORDINATOR**

See page 20

## **CONFIDENTIALITY**

See page 41

## **CHANGE IN VICTIM’S ACADEMIC AND LIVING SITUATION**

The University will make every effort to make changes in a victim’s academic and living situation if requested and reasonably available. Requests for changes in an academic situation or housing should be made through the Faculty Director. Academic and housing changes may also be requested through the Title IX Coordinator.

## **CAMPUS DISCIPLINARY ACTIONS**

Although great responsibility rests on the student for his or her own conduct, the Board of Trustees has specifically charged the faculty and the administration with responsibility for prescribing requirements for the orderly behavior and government of undergraduate students. The faculty and administration, acting alone or in consultation with the Student Government, establish specific conduct regulations and provide for their enforcement. The University conduct system is jointly administered by the Office of the Dean of the College, the Office of the Dean of Students and the Judicial Council

A victim has the option of filing criminal charges with the police in London; refer the case to the campus Conduct System, or both. The Faculty Director will assist the victim with filing a report with the London Police, upon request. In the event a case is heard through the campus Conduct System, both the accused and complainant will be notified of the outcome of the proceedings. In addition, Wake Forest will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Wake Forest will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

**MISSING STUDENT PROCEDURE**

Students residing in on-campus housing on the Reynolda Campus may register a confidential contact in the Personal section of WIN. The registration is optional and the contact name will only be accessed and contacted if a student is officially determined to be missing for 24 hours. The confidential contact should be someone who will be likely to know your location and you wish contacted if you are missing. The confidential contact information will be accessible only to authorized campus officials and law enforcement personnel. Students overseas may change or create a confidential contact while they are overseas or retain the current contact information. When returning to the United States the student should change the confidential contact to someone who will know their location at the Winston-Salem campus. If anyone believes that a resident student is missing they should immediately contact the Faculty Director and/or House Local Administrator. The London Police will be notified by the Faculty Director or House Local Administrator and the reporting party is encouraged to notify them directly. If the London Police determine that the student is missing for 24 hours or there is an emergency, the Faculty Director will contact the WFU Police who will contact the student's registered confidential contact within 24 hours. If the student is under 18 years of age and is not emancipated, WFU will also notify the student's parents or legal guardian within 24 hours.

**EMERGENCY NOTIFICATION AND EVACUATION PROCEDURES**

The University maintains an Overseas Crisis Management Team which may be activated by senior University officials for response to emergencies at Flow House. The Team follows the guidelines of the University Crisis Plan. Team members have received U.S. Department of Homeland Security Incident Command training. The University publicly available web site WAKE READY <http://wakeready.wfu.edu/> has information on emergency situations, evacuation, safety tips, alert methods, shelter in place and frequently asked questions. The WAKE ALERT web site <http://wakealert.wfu.edu/> is used during emergencies to convey important information and the status of the emergency to the campus and off-campus community. The Office of Communications and External Relations in coordination with other University offices is responsible for the content on WAKE READY and WAKE ALERT.

Evacuation training is conducted at the beginning of each semester by the Faculty Director and/or House Local Administrator.

Overseas notification of an imminent threat or danger is provided by our risk management provider, red24. If a significant incident occurs, red24 will send students and staff email notification of the issue by an alert, followed by an SMS and email requesting you confirm your safety. If safety is not confirmed, a Crisis Support specialist from red24 will attempt to make contact. If contact cannot be made, this will be escalated to the WFU Security Managers.

**TIMELY WARNING**

In the event of an imminent threat or danger to student health or safety the Resident Faculty or House Local Administrator will personally notify the students living at Worrell House. They will not notify a particular segment of the community, if an emergency affects this location, all students will be notified. If follow-up information needs to be provided, the Faculty Director or House Local Administrator will make the notification. Since the Faculty Director resides in Worrell House with the students, they most likely will be the person making notification. The Faculty Director or House Local Administrator will confirm the emergency with local police, fire or medical authorities. This confirmation may take place after the notification so as to not delay the alert. In the event it is necessary to evacuate the house everyone will meet on the sidewalk in front of the residence.

The Faculty Director or House Local Administrator will, without delay, and taking into account the safety of the community, notify the community, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Wake Forest does not have procedures for notifying the larger community in London about emergencies at Worrell House.

**IMPORTANT PHONE NUMBERS**

POLICE EMERGENCY 999

U.S. EMBASSY: [44] (20) 7499-9000

# The 2016 Salamanca Annual Crime Report

**NOTE:** The following definitions apply to the charts below.

**On Campus** = Any building on campus.

**Public Property** = Any public property within the campus or immediately adjacent to and accessible from the campus.

**Residential Facilities** = Any university owned building on campus that serves as a residence for students. There are no facilities that meet this description in Salamanca.

**Other Campus Officials** = University Officials who has significant responsibility for student and campus activities. Crimes reported to these officials and referrals (Arrest and Referrals Chart) to Conduct Hearing are listed under this category. Clergy, physicians and counselors are exempt from this reporting requirement.

**Local Law Enforcement** = Police agencies having authority in the areas surrounding the campus or on campus.

**Arrests** = The physical arrest or issuing of a citation to a person accused of violating local law.

**Referred for Disciplinary Action** = The referral of a student who has violated local law to the Dean of Students for disciplinary action.

WFU Police requested crime statistics for The Salamanca Center from the Salamanca Police and the officials on site at The Salamanca Center

## CRIME STATISTICS There are no residence halls in Salamanca

	ON CAMPUS						NON CAMPUS						PUBLIC PROPERTY						UNFOUNDED		
	Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			2014	2015	2016
INCIDENT	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016			
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	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	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**Non-Campus Buildings** = Any off-campus property controlled by a student group or owned by the University. There are no properties in Salamanca that meet this definition.

**Unfounded** = A complaint that is determined through police investigation to be false or baseless. In other words, no crime occurred. Salamanca police did not respond to a request for crime statistics.

**HATE CRIMES** Hate crimes are those crimes that manifest evidence that the victim was intentionally selected because of the perpetrator's bias against race, gender, religion, sexual orientation, ethnicity, disability, national origin or gender identity. Hate crimes are reported for the following crimes: Murder, Non-negligent Manslaughter, Negligent Manslaughter, Forcible Sex Offenses, Non-Forcible Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, Destruction/damage/vandalism of property, and any other crime involving bodily injury.

No hate crimes were reported for 2014, 2015, or 2016.

## ARRESTS AND REFERRALS (To the campus Conduct Office)

INCIDENT	ON CAMPUS						NON CAMPUS						PUBLIC PROPERTY						UNFOUNDED		
	Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			2014	2015	2016
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016			
Illegal Weapons ARRESTS *	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law ARRESTS *	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law ARRESTS *	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

\* Includes citations issued for the listed crime.

## DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

	ON CAMPUS						NON-CAMPUS						PUBLIC PROPERTY						UNFOUNDED		
	Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			2014	2015	2016
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016			
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## EDUCATIONAL PROGRAMS

See page 8 & 23

## MONITORING CRIMES AT OFF-CAMPUS ORGANIZATIONS

There are no off-campus organizations in Spain.

## UNIVERSITY POLICE

The Wake Forest University Police Department does not have jurisdiction on the campus at The Salamanca Center. University Police does not have a working relationship with the Salamanca Police and does not have a Memorandum Of Understanding with the Salamanca Police regarding the investigation of crimes that occur at this location. The University Police maintains contact with the U.S. State Department to obtain information on international travel advisories. Criminal acts should be reported to the Salamanca Police Department.

## UNIVERSITY POLICY ON VIOLATION OF ALCOHOL AND DRUG ABUSE LAWS

Intoxication on the Salamanca Center campus is prohibited. Violation of any Spanish law regarding alcohol is prohibited. Use, possession, manufacture, sale, distribution, and transportation of illegal drugs and drug paraphernalia is prohibited. Students found to be involved in illegal drugs, either on or off campus, will be subject to disciplinary action, which may include dismissal from the University, and parents will be notified. Please refer to the "Substance Abuse Policy and Program" of the Student Code of Conduct and Conduct Procedures for a complete description of policies at <http://static.wfu.edu/files/pdf/students/judicial-handbook.pdf>. Information on drug or alcohol-abuse programs required by section 120(a) through (d) of HEA can be found at: <http://hr.wfu.edu/faculty-staff/policies-and-procedures/>

## **ACCESSIBILITY TO UNIVERSITY PROPERTY**

Students are issued keys cards for entry to The Salamanca Center. The building is locked after office hours. Students are not to loan or give their key to anyone. Lost keys must be reported to the Local Administrator and the Faculty Director. There are no security officers working at The Salamanca Center.

## **VICTIM COUNSELING**

The University Counseling Center offers short-term individual counseling to students, when the student is on the Winston-Salem campus, to help with victimization and a wide variety of other issues including adjustment to college life. Referrals are also available. All services are confidential and FREE to students. The Center is located in room 118-122 Reynolda Hall (336-758-5273) and is open from 8:30 a.m. to 5:00 p.m. weekdays. After-hour emergency counseling is available through Student Health Service at 336-758-5218.

## **SEXUAL ASSAULT**

See page 18

## **REGISTERED SEX OFFENDERS**

There is no sex offender registry available in Spain.

## **TITLE IX COORDINATOR**

See Page 20

## **CONFIDENTIALITY**

See Page 41

## **CHANGE IN VICTIM'S ACADEMIC AND LIVING SITUATION**

There is no housing on the Salamanca campus.

## **CAMPUS DISCIPLINARY ACTIONS**

Although great responsibility rests on the student for his or her own conduct, the Board of Trustees has specifically charged the faculty and the administration with responsibility for prescribing requirements for the orderly behavior and government of undergraduate students. The faculty and administration, acting alone or in consultation with the Student Government, establish specific conduct regulations and provide for their enforcement. The University conduct system is jointly administered by the Office of the Dean of the College, the Office of the Dean of Students and the Judicial Council

A victim has the option of filing criminal charges with the police in Salamanca; refer the case to the campus Conduct System, or both. The Faculty Director will assist the victim with filing a report with the Salamanca Police, upon request. In the event a case is heard through the campus Conduct System, both the accused and complainant will be notified of the outcome of the proceedings. In addition, Wake Forest will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Wake Forest will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## **MISSING STUDENT PROCEDURE**

There is no housing on the Salamanca campus. The missing student procedure does not apply.

## **EMERGENCY NOTIFICATION AND EVACUATION PROCEDURES**

The University maintains an Overseas Crisis Management Team which may be activated by senior University officials for response to emergencies at The Salamanca Center. The Team follows the guidelines of the University Crisis Plan. Team members have received U.S. Department of Homeland Security Incident Command training. The University publicly available web site WAKE READY <http://wakeready.wfu.edu/> has information on emergency situations, evacuation, safety tips, alert methods, shelter in place and frequently asked questions. The WAKE ALERT web site <http://wakealert.wfu.edu/> is used during emergencies to convey important information and the status of the emergency to the campus and off-campus community. The Office of Communications and External Relations in coordination with other University offices is responsible for the content on WAKE READY and WAKE ALERT. Evacuation training is conducted at the beginning of each semester by the Faculty Director and/or Local Administrator.

Overseas notification of an imminent threat or danger is provided by our risk management provider, red24. If a significant incident occurs, red24 will send students and staff email notification of the issue by an alert, followed by an SMS and email requesting you confirm your safety. If safety is not confirmed, a Crisis Support specialist from red24 will attempt to make contact. If contact cannot be made, this will be escalated to the WFU Security Managers.

## **TIMELY WARNING**

In the event of an imminent threat or danger to student health or safety the Resident Faculty or Local Administrator will personally notify the students at The Salamanca Center. They will not notify a particular segment of the community, if an emergency affects this location, all students will be notified. If follow-up information needs to be provided, the Faculty Director or Local Administrator will make the notification. The Faculty Director or Local Administrator will confirm the emergency with local police, fire or medical authorities. This confirmation may take place after the notification so as to not delay the alert. In the event it is necessary to evacuate the Center everyone will meet on the sidewalk in front of the Center.

The Faculty Director or Local Administrator will, without delay, and taking into account the safety of the community, notify the community, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Wake Forest does not have procedures for notifying the larger community in Salamanca about emergencies at The Salamanca Center.

## **IMPORTANT PHONE NUMBERS**

**POLICE EMERGENCY 112**

**U.S. EMBASSY in Madrid: 91 587 2240**

# The 2016 Barcelona Annual Crime and Fire Safety Report

**NOTE:** The following definitions apply to the charts below.

**On Campus** = Any building on campus. The Barcelona Center is located at Avinguda Diagonal, 345, 08028 Barcelona, Spain

**Public Property** = Any public property within the campus or immediately adjacent to and accessible from the campus.

**Residential Facilities** = Any university owned building on campus that serves as a residence for students.

**Other Campus Officials** = University Officials who has significant responsibility for student and campus activities. Crimes reported to these officials and referrals (Arrest and Referrals Chart) to Conduct Hearing are listed under this category. Clergy, physicians and counselors are exempt from this reporting requirement.

**Local Law Enforcement** = Police agencies having authority in the areas surrounding the campus or on campus.

**Arrests** = The physical arrest or issuing of a citation to a person accused of violating local law.

**Referred for Disciplinary Action** = The referral of a student who has violated local law to the Dean of Students for disciplinary action.

WFU Police requested crime statistics for The Barcelona Center from the Barcelona Police and the officials on site at The Barcelona Center

Barcelona was not operational in 2014, thus there are no crime statistics.

## CRIME STATISTICS

INCIDENT	ON CAMPUS						NON CAMPUS						PUBLIC PROPERTY						RESIDENCE HALL						UNFOUNDED		
	Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			2014	2015	2016
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder & Non-Negligent Manslaughter		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0
Manslaughter by Negligence		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0
Rape		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0
Fondling		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0
Incest		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0
Statutory Rape		0	0		0	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	0		0	0
Aggravated Assault		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0
Burglary		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0
Motor Vehicle Theft		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0
Arson		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0

**Non-Campus Buildings** = Any off-campus property controlled by a student group or owned by the University. There are no properties in Barcelona that meet this definition.

**Unfounded** = A complaint that is determined through police investigation to be false or baseless. In other words, no crime occurred. Barcelona police did not respond to a request for crime statistics.

**HATE CRIMES** Hate crimes are those crimes that manifest evidence that the victim was intentionally selected because of the perpetrator's bias against race, gender, religion, sexual orientation, ethnicity, disability, national origin or gender identity. Hate crimes are reported for the following crimes: Murder, Non-negligent Manslaughter, Negligent Manslaughter, Forcible Sex Offenses, Non-Forcible Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation,

# CRIME AND FIRE REPORT

Destruction/damage/vandalism of property, and any other crime involving bodily injury.

No hate crimes were reported for 2015 or 2016.

## ARRESTS AND REFERRALS (To the campus Conduct Office)

	ON CAMPUS						NON CAMPUS						PUBLIC PROPERTY						RESIDENCE HALL						UNFOUNDED		
	Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			2014	2015	2016
INCIDENT	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Illegal Weapons ARRESTS *	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law ARRESTS *	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law ARRESTS *	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

\* Includes citations issued for the listed crime.

## DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

	Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			Local Police			Other Campus Officials			2014	2015	2016
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
INCIDENT	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	0

Barcelona was not operational in 2014, thus there are no crime or fire statistics. Police did not provided statistics.

## FIRE STATISTICS

Residential Facility	# of Fires	Date	Cause	Estimated Property Damage	Estimated Content Damage	# of Injuries	# of Deaths
2015 Erasmus	0						
2015 San Marius	0						
2015 Valencia 317	0						
2015 Plaza Tetuan 10	0						
2015 Marina 331	0						
2015 Sant Antoni Maria Claret 3	0						
2015 Lepanto 325	0						
2016 Erasmus	0						
2016 San Marius	0						
2016 Valencia 317	0						
2016 Plaza Tetuan 10	0						
2016 Marina 331	0						
2016 Sant Antoni Maria Claret 3	0						
2016 Lepanto 325	0						

Erasmus is located at Torrent de L'Olla 212, Barcelona, Spain and San Marius is located at Gran de Gracia 117, Barcelona, Spain. Other locations do not have names just addresses.

## FIRE SAFETY SYSTEMS

LOCATION	TYPE	SMOKE DETECTORS	FIRE HOSE	EXTINGUISHERS	CENTRAL MONITORING
Erasmus	Local alarm	Y	Y	Y	Y
San Marius	Local alarm	Y	Y	Y	Y
Valencia 317	Local alarm	Y	N	Y	N

Plaza Tetuan 10	Local alarm	Y	N	Y	N
Marina 331	Local alarm	Y	N	Y	N
Sant Antoni Maria Claret 3	Local alarm	Y	N	Y	N
Lepanto 325	Local alarm	Y	N	Y	N

## **FIRE SAFETY**

### **1. Individual Student Responsibilities**

- Wear shoes and something to protect you from the elements.
- Close all windows and doors and exit quietly and orderly.
- Leave through the pre-assigned exit or alternate and report to the determined evacuation area on the sidewalk outside the residence or where instructed by your Faculty Director.

### **2. Steps for reporting a fire**

- Activate the fire alarm/pull station.
- Evacuate the building.
- Call the fire department at 080 and provide the following information
  - Your name
  - The location and nature of the fire.
- Inform officials of any students unable to evacuate.
- Go to your evacuation area so staff will know you evacuated.
- Wait for further instructions from emergency personnel.

### **3. Fire Extinguisher Use**

- At no time should you risk your own safety by attempting to extinguish a fire or to return to a burning building!
- Be familiar with the location and proper methods for using the extinguishers.
- Check all fire extinguishers periodically and report any problems promptly.

### **4. Fire Incident Report**

- All fires (active or extinguished) and false alarms must be reported to the Faculty Director and/or Building Administrator.

## **APPLIANCE, SMOKING AND OPEN FLAME POLICY**

- No small appliances in the building
- No smoking in the building.
- No open flames.

## **FIRE SAFETY EDUCATION AND TRAINING**

Staff receive training by the Safety Committee

## **FIRE EVACUATION**

In the event of a fire or fire drill residents should gather on the street away from the entrance to the residence.

## **FIRE SAFETY IMPROVEMENTS**

There are no changes in fire safety systems planned.

## **EDUCATIONAL PROGRAMS**

See page 8 & 23

**MONITORING CRIMES AT OFF-CAMPUS ORGANIZATIONS**

There are no off-campus organizations in Spain.

**UNIVERSITY POLICE**

The Wake Forest University Police Department does not have jurisdiction on the campus at The Barcelona Center. University Police does not have a working relationship with the Barcelona Police and does not have a Memorandum Of Understanding with the Barcelona Police regarding the investigation of crimes that occur at this location. The University Police maintains contact with the U.S. State Department to obtain information on international travel advisories. Criminal acts should be reported to the Barcelona Police Department.

**UNIVERSITY POLICY ON VIOLATION OF ALCOHOL AND DRUG ABUSE LAWS**

Intoxication on the Barcelona Center campus is prohibited. Violation of any Spanish law regarding alcohol is prohibited. Use, possession, manufacture, sale, distribution, and transportation of illegal drugs and drug paraphernalia is prohibited. Students found to be involved in illegal drugs, either on or off campus, will be subject to disciplinary action, which may include dismissal from the University, and parents will be notified. Please refer to the "Substance Abuse Policy and Program" of the Student Code of Conduct and Conduct Procedures for a complete description of policies at <http://static.wfu.edu/files/pdf/students/judicial-handbook.pdf>. Information on drug or alcohol-abuse programs required by section 120(a) through (d) of HEA can be found at: <http://hr.wfu.edu/faculty-staff/policies-and-procedures/>

**ACCESSIBILITY TO UNIVERSITY PROPERTY**

Students are issued keys cards for entry to The Barcelona Center. The building is locked after office hours. Students are not to loan or give their key to anyone. Lost keys must be reported to the Local Administrator and the Faculty Director. There are no security officers working at The Barcelona Center.

**VICTIM COUNSELING**

The University Counseling Center offers short-term individual counseling to students, when the student is on the Winston-Salem campus, to help with victimization and a wide variety of other issues including adjustment to college life. Referrals are also available. All services are confidential and FREE to students. The Center is located in room 118-122 Reynolda Hall (336-758-5273) and is open from 8:30 a.m. to 5:00 p.m. weekdays. After-hour emergency counseling is available through Student Health Service at 336-758-5218.

**SEXUAL ASSAULT**

See page 18

**REGISTERED SEX OFFENDERS**

There is no sex offender registry available in Spain.

**TITLE IX COORDINATOR**

See Page 20

**CONFIDENTIALITY**

See Page 41

## CHANGE IN VICTIM'S ACADEMIC AND LIVING SITUATION

The University will make every effort to make changes in a victim's academic and living situation if requested and reasonably available. Requests for changes in an academic situation or local private housing should be made through the Faculty Director.

## CAMPUS DISCIPLINARY ACTIONS

Although great responsibility rests on the student for his or her own conduct, the Board of Trustees has specifically charged the faculty and the administration with responsibility for prescribing requirements for the orderly behavior and government of undergraduate students. The faculty and administration, acting alone or in consultation with the Student Government, establish specific conduct regulations and provide for their enforcement. The University conduct system is jointly administered by the Office of the Dean of the College, the Office of the Dean of Students and the Judicial Council

A victim has the option of filing criminal charges with the police in Barcelona; refer the case to the campus Conduct System, or both. The Faculty Director will assist the victim with filing a report with the Barcelona Police, upon request. In the event a case is heard through the campus Conduct System, both the accused and complainant will be notified of the outcome of the proceedings. In addition, Wake Forest will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Wake Forest will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## MISSING STUDENT PROCEDURE

Students residing in on-campus housing on the Reynolda Campus may register a confidential contact in the Personal section of WIN (enrollment is always open). The registration is optional and the contact name will only be accessed and contacted if a student is officially determined to be missing for 24 hours. The confidential contact should be someone who will be likely to know your location and you wish contacted if you are missing. The confidential contact information will be accessible only to authorized campus officials and law enforcement personnel. Students overseas may change or create a confidential contact while they are overseas or retain the current contact information. When returning to the United States the student should change the confidential contact to someone who will know their location at the Winston-Salem campus. If anyone believes that a resident student is missing they should immediately contact the Faculty Director and/or Local Administrator. The Barcelona Police will be notified by the Faculty Director or Local Administrator and the reporting party is encouraged to notify them directly. If the Barcelona Police determine that the student is missing for 24 hours or there is an emergency, the Faculty Director will contact the WFU Police who will contact the student's registered confidential contact within 24 hours. If the student is under 18 years of age and is not emancipated, WFU will also notify the student's parents or legal guardian within 24 hours.

## EMERGENCY NOTIFICATION AND EVACUATION PROCEDURES

The University maintains an Overseas Crisis Management Team which may be activated by senior University officials for response to emergencies at The Barcelona Center. The Team follows the guidelines of the University Crisis Plan. Team members have received U.S. Department of Homeland Security Incident Command training. The University publicly available web site WAKE READY <http://wakeready.wfu.edu/> has information on emergency situations, evacuation, safety tips, alert methods, shelter in place and frequently asked questions. The WAKE ALERT web site <http://wakealert.wfu.edu/> is used during emergencies to convey important information and the status of the emergency to the campus and off-campus community. The Office of Communications and External Relations in coordination with other University offices is responsible for the content on WAKE READY and WAKE ALERT.

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The Faculty Director or Local Administrator will, without delay, and taking into account the safety of the community, notify the community, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Wake Forest does not have procedures for notifying the larger community in Barcelona about emergencies at The Barcelona Center.

**IMPORTANT PHONE NUMBERS**

**POLICE EMERGENCY 112**

**FIRE EMERGENCY 080**

**U.S. EMBASSY in Madrid: 91 587 2240**

## IMPORTANT PHONE NUMBERS

### UNIVERSITY POLICE

#### Emergency Calls Only:

from campus extensions.....911

from off-campus or cell phones .....336-758-5911

Non-Emergency from campus phone.....311

Information ..... 336-758-5592

Crime Stoppers ..... 336-758-4477

#### **Administrative Services** 8 a.m. - 5 p.m. – Monday - Friday:

Chief ..... 336-758- 3348/5056

Major..... 336-758- 3348/5057

Operations Manager ..... 336-758-3348

#### **Criminal Investigations**

Detectives ..... 336-758-5590

#### **Support Services**

Prevention & Education ..... 336-758-3080

Records ..... 336-758-4566

### OFF-CAMPUS RESOURCES

Rape Response, W-S, NC ..... 336-722-4457

Crisis Control, W-S, NC..... 336-724-7453

North Carolina Center for Laws

Affecting Women, W-S, NC .....336-722-0098

North Carolina Sex Offender and Public Protection Registry

(Look up by name or location) ..... <http://sexoffender.ncsbi.gov/>



WAKE FOREST  
UNIVERSITY

Wake Forest University Police  
P.O. Box 7686  
Winston-Salem, NC 27109