

# Campus Safety Policies



Western International University™

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## Section I: Western International University Security

The following information has been prepared to increase the Western International University community's awareness of current programs that exist to protect its members' safety and well being. The information is intended to provide a general description of Western International University campus safety policies; it is not, however, intended to serve as a contractual agreement between the University and the recipient. Additionally, the University will disseminate and publicize for each of its campus locations, crime statistics from the most recent calendar year and the two preceding calendar years. You can obtain a copy of this report by contacting your local Campus Security Authority or by accessing the following web site: <http://www.west.edu/SafetyInfo/WIU-Crime-Statistics.asp>

### 1.1 Western International University Safety Declaration

The Western International University is strongly committed to crime prevention. The University considers the personal physical safety of students, faculty and staff necessary for a successful learning environment. University campuses, like all other communities, are not immune to crime. Similarly, students, faculty and staff are members of the Western International University community and citizens of the state in which they reside. Therefore, they are expected to obey not only the laws of their state but also the rules and regulations of the University. Members of the Western International University community are encouraged to take personal responsibility for their conduct and safety. Adopting a posture of individual responsibility enhances the quality of life for all on campus. The cooperation and involvement of students, faculty and staff in campus safety is essential to minimize criminal activity. The Western International University affirms the notion that a well-informed university community helps create a safety conscious public. Pursuant to federal law, the University annually publishes and distributes the crime statistics for the most current academic year and the two preceding academic years.

## Section II: Reporting and Disclosure of Campus Safety Policies and Annual Crime Statistics

### 2.1 Notice of Reporting and Disclosure of Campus Safety Policies and Annual Crime Statistics

#### 2.1.1 Notice of Reporting and Disclosure of Annual Campus Safety Policies and Annual Crime Statistics to Current Students, Faculty and Staff

All current students, faculty and staff will be provided through printed or electronic publications, a notice that contains a brief description of the University's Campus Safety Policies and Annual Crime Statistics.

- The notice will disclose that the University's annual crime statistics are available on a Web site as part of the Western International University Annual Safety Report
- The notice will contain the exact electronic Web site address
- The notice will state that anyone is entitled to a paper copy of the information upon request

### **2.1.2 Notice of Reporting and Disclosure of Campus Safety Policies and Annual Crime Statistics to Prospective Students, Faculty and Staff**

The University or the local Campus Security Authority will provide a notice to prospective students, faculty and staff disclosing that the University's Campus Safety Policies and Annual Crime Statistics are available on a Web site as part of the Western International University Annual Safety Report.

- The notice will contain the exact electronic Web site address
- The notice will state that anyone is entitled to a paper copy of the information upon request

### **2.1.3 Published Notice of the Western International University's Campus Safety Policy and Annual Crime Statistics**

The Western International University Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the University, and on public property within, or immediately adjacent to and accessible from, the campus.

The report also includes institutional policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other related matters. You can obtain a copy of this report by contacting your local Campus Security Authority or by accessing the Web site at

<http://www.west.edu/WIU-Campus-Safety.htm>

## **2.2 Reporting and Disclosure of Annual Crime Statistics and Sex Offender Registry**

### **2.2.1 Western International University Distribution of Annual Crime Statistics**

In accordance with definitions used in the Uniform Crime Reporting System of the U.S. Department of Justice, FBI, as modified by the Hate Crimes Statistics Act, the Western International University will publish annual crime statistics. These statistics will be accessible electronically to all current students, faculty and staff. Upon request, prospective students, faculty and staff will be informed of the availability of the annual crime statistics and given an opportunity to request a copy of the report.

### **2.2.2 Statistics Concerning Liquor, Drug and Weapons Possession**

Statistics concerning liquor, drug and weapons violations are annually released to the University community. These statistics will also be reported in accordance with federal regulations and the FBI Uniform Crime Reporting program. This reporting includes violations reported to the local police that result in a criminal arrest only.

### **2.2.3 Procedure for Gathering and Disclosure of the University's Annual Crime Statistics**

The data for the annual crime statistics is monitored daily. Every Western International University campus has a designated Campus Security Authority. The Campus Security Authority, upon receiving notification of a crime incident on Western International University property, confirms the circumstances and enters the information into a permanent Web system database. These crime statistics are published as part of the Western International University Annual Security Report. Current data can also be disseminated upon request daily, monthly, or annually.

### 2.2.4 Sex Offender Registry

The University's Sex Offender Registry provides for the tracking of convicted sex offenders enrolled at or employed at the University as reported to this institution. See:

<http://www.west.edu/SafetyInfo/WIU-Sex-Offender-Registry.asp>

## Section III: Safety Awareness and Crime Prevention

### 3.1 Campus Security

- Allied Barton Security Services provides state licensed security personnel for all Western International University campuses effective 2009
- Allied Barton Security Services personnel are unarmed security personnel
- Allied Barton Security Services personnel and Western International University campus employees do not have the authority to arrest individuals. However, Western International University campuses advocate and support a close cooperative working relationship with federal, state and local law enforcement agencies.

One to two security personnel are assigned to each campus. For larger campuses, up to five security personnel may be assigned to that campus.

- Service provider shall comply with the training requirements mandated by each state in which uniformed security services are provided
  - This training should result in the issuance of a guard license; guard certificate; security officer registration; or guard card by the state of assignment, if applicable to that state.

Training covers the following areas:

1. Legal restrictions on arrest, search and seizure, and use of force.
2. Report writing basics.
3. Recognition, response to, and prevention of workplace violence.
4. Control, detection, and reporting of fires.
  - a. This shall include the use of portable fire fighting equipment and the control of fire-suppression sprinkler systems.
5. Personal appearance, attitude and conduct in accordance with the standards and practices generally acceptable in the security industry.

### 3.2 Crime Prevention Measures

Part of crime prevention is individual safety consciousness and awareness of personal environment. The University suggests the following crime prevention measures, which can contribute to the safety and security of the Western International University community.

- Lock your car
- Take and keep your car keys with you at all times
- At night, travel in well-lighted areas and in pairs if possible.
- Avoid short cuts and deserted areas

- Do not leave valuable items in your car, including personal items and school related materials such as textbooks
- Do not park in isolated areas
- Leave items of high monetary value at home
- Do not leave personal property unattended
- Do not carry more cash than necessary and certainly do not advertise what you have
- Keep your purse, backpack or briefcase close to your body
- Mark personal items brought on campus
  - This includes marking textbooks, laptops, and calculators with your name or some other traceable identification.
- Do not bring any kind of weapon onto University property
- The carrying of weapons on campus, at campus-sanctioned events or when meeting with campus personnel is prohibited and subject to disciplinary action.
  - This policy is not applicable to students who are law enforcement officers required by law to carry firearms 24 hours a day
- Dial 9-1-1 if anything makes you feel unsafe or threatened

### **3.3 Timely Warning Notifications to the Campus Community**

Campus Security Authorities are responsible for alerting the campus community of particular crimes or trend of crimes in order to help safeguard the individuals within these areas and/or their property from further harm or damage. A listing of Campus Security Authorities is located at

<http://www.west.edu/WIU-Campus-Safety.htm>

- The Campus Security Authority releases timely warning notifications as necessary, to warn the campus of crimes or events considered to be a potential threat to students, faculty and staff.
- Posting timely warning notifications is necessary if there has been a serious crime or systematic pattern of crimes and/or series of threats that can put any member of the campus community at risk
  - This decision should be made after consultation with the Western International University Campus Safety Team and local law enforcement
- Campuses are encouraged to report any trend of crimes to local law enforcement agencies, as appropriate.
- The Campus Security Authority must post timely warning notifications in visible, accessible areas at Western International University locations where the serious crime or systematic pattern of crimes and/or series of threats have occurred.
  - The Campus Safety Authority may post notifications on doors, in hallways, classrooms, or common areas located on the campus.
- Western International University campuses can use one or all of the following forms of communication media to inform their campus community about security matters if available to them: email and on site monitors
- All information related to security matters is distributed through these forms of communication media in a timely manner
- These forms of media communication are utilized any time a situation warrants its use

### **3.4 Safety and Access to Western International University Facilities**

The University's goal is to provide a campus environment that is as safe and secure as possible. Western International University allows public access to institutional facilities including classrooms, common areas,

and student resource centers during normal business hours. However, classrooms and office buildings not in use will generally remain locked. Only employees and faculty members have access to secured administrative areas.

### **3.5 Maintenance on Western International University Campuses**

The [Campus Security Authority](#) must resolve any campus maintenance issues that could give rise to potentially unsafe situations, or conditions that have the potential to enhance criminal activity. The Campus Security Authority notifies the appropriate individual or company responsible for facilities management at the site.

The University facilities management personnel are responsible for repairing campus facilities. This includes defective doors and locking mechanisms. In addition, exterior lighting is an important part of the University's commitment to campus safety.

All members of the campus community are encouraged to report any known problems or hazards to the Campus Security Authority. Prompt reporting enhances campus safety for all concerned.

### **3.6 Safety Programs**

The University will have an annual safety program encouraging the campus community to lookout for themselves and one another. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. When time is of the essence, information is released to the university community through security alerts posted prominently throughout campuses.

Western International University encourages all individuals to report criminal activities to local law enforcement authorities. However, it is the discretion of the individual to contact local law enforcement authorities if the individual is a victim of criminal activity. It is Western International University's practice to file incident and crime reports for all criminal incidents and to contact local and state police when situations warrant the campus to do so.

Western International University does not have a campus police authority. Individuals are encouraged to report all incidents and criminal activity to the [Campus Security Authority](#). The Campus Security Authority is an individual who has been specified on every Western International University campus as an individual to which students, faculty and staff should report criminal offenses.

## **Section IV: Reporting Criminal Activities**

### **4.1 Reporting Emergency Criminal Activities**

In emergency situations, **dial 9-1-1**. All 9-1-1 calls are answered **24 hours a day, 7 days a week, 365 days every year**. The local police, fire or medical departments will respond immediately. Thereafter, report the criminal offense to the [Campus Security Authority](#).

### **4.2 Reporting Non-Emergency Criminal Activities**

In non-emergency situations, promptly report criminal offenses to the [Campus Security Authority](#).

### **4.3 Reporting Criminal Activity to the Campus Security Authority**

A Campus Security Authority is available for all Western International University campuses for students, faculty and staff. The Campus Security Authority has the official capacity to receive all reports relating to

crime. The name and contact number of each [Campus Security Authority](#) for Western International University is listed on the Emergency 911 poster in every classroom and common room area on the campus or at <http://www.west.edu/WIU-Campus-Safety.htm>

## Section V: Reportable Offenses

All crimes reported to the Campus Security Authority and fall within FBI crime definitions will be included in the Western International University Annual Security Report. Reportable crimes are not limited to FBI-defined offenses.

### 5.1 List of FBI-defined Reportable Offenses

The following list of crimes is compiled in accordance with definitions used in the Uniform Crime Reporting System of the U.S. Department of Justice and FBI, as modified by the Hate Crime Statistics Act.

- Aggravated Assault
- Arson
- Burglary
- Destruction, damage or vandalism of property.
- Drug Abuse Violations
- Hate Crimes
- Intimidation
- Larceny
- Liquor Law Violations
- Motor Vehicle Theft
- Murder and Manslaughter
- Rape, Forcible and Non-Forcible Sexual Offenses
- Robbery
- Simple Assault
- Weapons Possessions

### 5.2 Additional Offenses Reported Internally

- Bomb Threats
- Vandalism
- Theft

In addition to other crimes involving bodily injury reported to local police or campus-security authority, evidence of prejudice based on the criteria outlined below shall also be reported:

- Race
- Gender
- Religion
- Sexual Orientation
- Ethnicity
- Disability

## Section VI: University Cooperation with Law Enforcement Agencies

Western International University campuses advocate and support a close cooperative working relationship with federal, state and local law enforcement agencies. This cooperation includes reinforcing all levels of law enforcement agencies, as circumstances warrant. The University does not require contracts for local agencies; however, campuses are required to contact the appropriate authorities annually for crime reporting purposes as well as in the event of an emergency on campus that requires their involvement. The Campus Security Authority augments this relationship by facilitating crime reporting by members of the campus community to all law enforcement agencies.

## Section VII: Policies and Programs Concerning Alcohol and Drugs

The University has adopted a zero-tolerance policy regarding the unlawful use, sale, possession and/or distribution of alcohol and illegal drugs. The materials that follow are intended to help inform the University community of the standards of conduct required with regard to alcohol and illicit drugs and the possible consequences of inappropriate behavior. For additional details concerning alcohol and drug policies, visit: <http://www.west.edu/pdfs/WIU-Drug-and-Alcohol-Prevention.pdf>

### 7.1 Alcohol and Drug Prevention and Counseling Services

In order to assist any student who may have a drug or alcohol problem, the resources below have been provided to reference counseling treatment and/or rehabilitation programs available locally and nationally:

Counseling, Treatment, and Rehabilitation Resources		
<b>Maverick House</b>	623-931-5810	Glendale AZ
<b>Women in New Recovery</b>	480-464-5764	Mesa AZ
<b>Alcoholics Anonymous</b>	480-834-9033	Mesa AZ
	602-264-1341	Phoenix AZ
<b>Michael G Tafoya, PC</b>	602-604-9000	Phoenix AZ
<b>The Wheel Council</b>	602-453-4570	Phoenix AZ
<b>Addictions Counseling Treatment</b>	480-951-0668	Scottsdale AZ
<b>Hacienda Rehabilitation and Care Center</b>	520-459-4900	Sierra Vista AZ
<b>Al-Anon</b>	1-800-356-9996	National
<b>National Drug &amp; Treatment Referral</b>	1-800-662-HELP (4357)	
<b>National Council on Alcoholism and Drug Dependence</b>	1-800-NCA-CALL (1-800-622-2255)	National
<b>Helpline</b>	1-800-843-4971	National

### 7.2 Health Risks of Alcohol and Other Drugs

- Health risks of using alcohol or other drugs include both physical and psychological effects
- The health consequences of drugs depend on the frequency, duration, and the intensity of use.
- For all drugs, there is a risk of overdose. Overdose can result in coma, convulsions, psychosis, or death.
- Combinations of certain drugs, such as alcohol and barbiturates, can be lethal.
- The purity and strength of doses of illegal drugs are uncertain
- Continued use of substances can lead to
  - tolerance (requiring more of a drug to get the same effect)
  - dependence (physical or psychological need)

- withdrawal (a painful, difficult, and dangerous symptom when stopping the use of drugs)
- Long-term chronic use of drugs can lead to
  - Malnutrition
  - organic damage to the body
  - psychological problems
- The risk of AIDS and other diseases increases if drugs are injected
- The consumption of alcohol or drugs by a pregnant woman may cause abnormalities such as Fetal Alcohol Syndrome, the third leading cause of birth defects in babies.

### 7.3 Physical and Psychological Dependence and Effects of Specific Drugs

Drugs	Physical Dependence	Psychological Dependence	Possible Effects
Opium, Morphine, Heroin, Hydromorphone	High	High	Euphoria, drowsiness, depression, constricted pupils, nausea
Merperdine/Pethidine Codeine	Moderate	Moderate	
Codeine	High	High-Low	
Methadone Other Narcotics	High-Low	High-Low	
Chloral Hydrate/Other	Moderate	High	Slurred speech, disorientation, drunken behavior without odor of alcohol
Depressants Barbiturates	Moderate	Low	
Benzodiazepines Methaqualone, Glutethimide			
Cocaine/Crack, Amphetamines, Phenmetrazine, Methylphenidate, Other Stimulants	Possible	High	Increased alertness, excitation, increased pulse rate and blood pressure, insomnia, loss of appetite
LSD, Mescaline, Peyote, Other Hallucinogens	None	Unknown	Illusions and hallucinations, poor perception of time and distance
Phencyclidine	Unknown	High	
Phencyclidine Analogues	Unknown	Unknown	
Marijuana, Hashish, Hashish Oil, Tetrahydrocannabinol	Unknown	Moderate	Euphoria, relaxed inhibitions, increased appetite, disoriented behaviors
Anabolic Steroids	Unknown	Unknown	Kidney and liver damage, heart failure
Alcohol	Moderate	High	Reduced coordination and alertness; large doses can cause unconsciousness, hypothermia, respiratory arrest, death
Inhalants	Unknown	High	Nausea, damage to organs
Nicotine	High	High	Cancer
Caffeine	Unknown	High	Nausea, diarrhea, trembling

## 7.4 Standards of Conduct

The University community must adhere to a code of conduct that recognizes the unlawful manufacture, sale, delivery, unauthorized possession, or use of any illicit drug is prohibited on property owned or otherwise controlled by Western International University. If an individual associated with the University is apprehended for violating any drug or alcohol related law when on University property, or participating in a University activity, the University will fully support and cooperate with federal and state law enforcement agencies.

## 7.5 Sanctions the University Will Impose for Alcohol or Drug Violations

Any member of the University community found consuming or selling alcohol or drugs on University property shall be subject to discipline on a case-by-case basis.

- Discipline will be based on the seriousness of the situation
- A case may result in dismissal from the University
- In all cases, the University will abide by local, state and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol
- The University has adopted a zero-tolerance policy regarding underage drinking

## 7.6 Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance

Federal penalties and sanctions can be found on the U.S. Drug Enforcement Administration Web site at <http://www.usdoj.gov/dea/agency/penalties.htm>

Additional state penalties and sanctions can also apply.

## Section VIII: Sexual Assault Policy and Prevention

Western International University is committed to creating and maintaining an educational environment where respect for the individual and human dignity is of paramount importance. The University does not tolerate sexual assault in any form.

### 8.1 Definition of Sexual Assault

The definition of sexual assault includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

### 8.2 Facts about Sexual Assault

Sexual assault can happen anywhere. According to the U.S. Department of Justice

- A rape occurs every 2 minutes in America
- One in four rapes takes place in a public area or parking garage
- 68% of rapes occur between the hours of 6 p.m. and 6 a.m.
- the victim sustained injuries other than rape injuries in 47% of rapes
- 75% of female rape victims require medical care after the attack

### 8.3 Reporting A Sexual Assault

- In the event of a sexual assault, dial 9-1-1
- Request medical treatment while reporting the sexual assault to your local police

- If the incident occurred at a Western International University location, the victim is also encouraged to report the assault to the Campus Security Authority.

#### **8.4 Preservation of Evidence of a Sexual Assault**

After a sexual assault, it is very important the victim receive a medical examination. Trained medical personnel will conduct a physical exam of the victim, but only if the victim gives permission. Keep in mind that although sexual assault is a criminal offense, police do not collect evidence of a personal nature from the victim's body. Preserving the evidence from the assault is important. Even if the victim does not wish to file a prompt police report or is certain he or she will not prosecute, evidence should be preserved so the victim has the opportunity to change his or her mind.

The following list of instructions is offered regarding the preservation of evidence:

- Do not change clothes until you have received medical attention
  - If clothes are changed, those worn during the assault should be placed in a paper bag and taken to the examination.
- Do not touch anything the suspect may have touched
- Do not bathe (or shower) until you have received medical attention
- While waiting for medical and law enforcement assistance, try to make mental notes of the incident.

#### **8.5 Surviving Sexual Assault**

The survivor of a sexual assault is urged to seek counseling shortly after the sexual assault has occurred.

- Victims of sexual assault may receive FREE CONFIDENTIAL 24 HOUR counseling by calling  
RAINN (Rape Abuse Incest National Network)  
HOTLINE NUMBER 1-800-656-HOPE (4673), extension 1
- Trained counselors are available at the aforementioned numbers 24 hours a day, 7 days a week.
- RAINN can also be reached through email at [RAINNmail@aol.com](mailto:RAINNmail@aol.com)
  - Crisis counseling is not available through email. The email address is intended solely for questions or comments.
- You can also visit the RAINN Web site at <http://www.rainn.org/>
- The University Campus Security Authority will provide additional referral resources within the local area of a Western International University campus

#### **8.6 Sanctions the University May Impose Following a Final Institutional Disciplinary Determination of Rape, Acquaintance Rape, or Other Sex Offense**

Sexual assault violates the standards of conduct expected of every member in the University community. Sexual assault is a criminal act which subjects the perpetrator to criminal and civil penalties under state and federal law. In all cases, the University abides by and cooperates with local, state, and federal sanctions. University disciplinary action may include suspension or expulsion depending on the seriousness of the situation.

#### **8.7 Change Academic Situation**

The University will change a victim's academic situation after a sex offense or alleged sex offense, if those changes are requested by the victim and are reasonably available.

## **8.8 Procedures for Campus Disciplinary Action in Cases of Alleged Sex Offense**

The accuser and the accused are entitled to the same opportunities

- a. to have others present during a disciplinary proceeding; and
- b. both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.

## **Section IX: Sex Offender Registry**

### **9.1 Sex Offender Registry**

The Western International University Sex Offender Registry provides for the tracking of convicted sex offenders enrolled or employed at the University as reported to the University.

### **9.2 Reporting convicted Sex Offenders**

The Campus Sex Crimes Prevention Act (CSCPA), section 1601 of the Victims of Trafficking and Violence Protection Act (VTVPA) of 2000, Pub. L. 106-386, provides minimum national standards for state sex offender registration and community notification programs. This act requires states to obtain information concerning registered sex offenders' enrollment or employment at institutions of higher education and to make this information available promptly to a campus police department or other appropriate law enforcement agency having jurisdiction where the institution is located.

## **Section X: University Enrollment and Employment**

### **10.1 Enrollment**

Western International University has an open enrollment policy and does not discriminate based on a potential student's criminal conviction(s). Students, by law, have to disclose their criminal conviction(s) when submitting for Title IV Federal Financial Assistance. Total enrollment for all Western International University campuses, including online, can be found at <http://nces.ed.gov/collegenavigator/>

### **10.2 Student Housing**

Western International University does not provide student housing on any of its campuses or locations.

### **10.3 Employment**

All employees and faculty members must pass a background investigation before receiving employment with Western International University.

## Section XI: Emergency Mass Notification

### 1.0 Overview

Apollo Group, (Apollo), has established an emergency mass notification process that includes emergency escalation processes, mass notifications, and supporting systems. These processes enable Apollo, and its subsidiary educational institutions to contact or send notices, alerts or warnings “without delay” to employees (for Apollo, Apollo’s U.S. based subsidiaries, and Meritus), faculty, and students<sup>1</sup> in the event of an emergency, dangerous or otherwise high-risk situation at an Apollo site.

Apollo maintains emergency management policies, procedures and systems to protect lives and property, and to continue necessary critical functions and essential services.

An emergency is defined as a situation that poses an immediate threat to the health or safety of someone in the Apollo community at an Apollo site or that significantly disrupts Apollo programs and activities.

### 2.0 Scope

This policy applies to all officers and employees (for Apollo, Apollo’s U.S. based subsidiaries, and Meritus), faculty, and students<sup>2</sup> in the event of an emergency, dangerous or otherwise high-risk situation at an Apollo site.

### 3.0 Policy

#### General Policy

Apollo has assigned the responsibility of managing the EMN policy and procedures to the Apollo Ethics and Compliance Management Department (AEC). The review of emergency events and the related issuance of emergency mass notifications is the responsibility of the Apollo Core Crisis Management Team (ACCMT).

These notices and warnings will be issued when the ACCMT confirms that there is a significant emergency or a dangerous situation involving an immediate threat to the health or safety of members of the Apollo community related to a company site.

This ACCMT may consist of members from various Apollo and campus entities as defined in the Apollo Crisis Management policy to include the Apollo Legal, Business Continuity and Crisis Management, Public Relations, Campus Management and Student Services Departments. The ACCMT will work closely with Apollo Corporate Security and the Security Operation Center (SOC) before making final decisions regarding notices and warnings.

The ACCMT will have back-up individuals assigned if needed and when appropriate. If an ACCMT meeting is called to review a significant emergency or dangerous situation, the meeting will typically convene by teleconference using a line made available by the SOC.

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<sup>1</sup> Students and faculty who are enrolled at Apollo institutions that receive Title IV funds are included in this process.

<sup>2</sup> Students and faculty who are enrolled at Apollo institutions that receive Title IV funds are included in this process.

## Reporting Issues to the ACCMT

Individuals should immediately call emergency 9-1-1 for police assistance if they believe the situation warrants it. In addition to any 9-1-1 reports made, individuals should report all potential health and safety emergencies that pose an immediate threat to the Apollo community as follows:

- University of Phoenix and WIU students should contact their local Campus Security Authority (CSA). Each Apollo and University site has posters that identify the contact information for the local CSA. In addition, enclosed are additional references related to whom to contact to report an issue:
  - A University of Phoenix CSA listing is available at:  
[http://www.phoenix.edu/about\\_us/campus\\_safety/campus\\_safety\\_contact\\_list.html](http://www.phoenix.edu/about_us/campus_safety/campus_safety_contact_list.html).
  - A Western International CSA listing is available at:  
<http://www.west.edu/WIU-Campus-Safety.htm>.
  - All other Apollo subsidiaries may contact the SOC directly at 1-866-992-3301.
- Employees and faculty should contact the SOC directly at 1-866-992-3301.

CSAs must immediately report any issues they receive to the SOC. The SOC will report all issues received to the ACCMT for its review.

Incidents that may warrant a report to the CSA or SOC are those that pose a serious or continuous health or safety threat to the Apollo or University community such as dangerous or otherwise high-risk situations at an Apollo site.

### Notifications and Warnings

Once the SOC has received notice of a significant emergency or dangerous situation involving an immediate threat to the health or safety of employees, students or faculty, the SOC will immediately perform the following functions:

- notify the ACCMT of the reported issue,
- confirm that there is a significant emergency or dangerous situation with a secondary source,
- advise the ACCMT on the appropriate segment or segments of Apollo or campus community to receive notifications, and
- initiate the notification system based on the direction from ACCMT.

The ACCMT is responsible for reviewing identified issues on a case by case basis, and considering factors including the following:

- the nature of the situation,
- the continuing danger to the Apollo community,
- determining the content of the emergency notification,
- the possible risk of compromising law enforcement efforts related to the issue,
- those incidents that, in the judgment of the ACCMT, warrant an alert message.

Notices that are sent as part of the EMN policy and procedures may include the following information:

- date and time of the notification and incident,
- the reason for the notification,
- the risk, threat, or emergency facing the Apollo community,
- the locations that may be affected (which could include targets),
- appropriate procedures the Apollo community should follow which may include:
  - evacuation procedures,
  - lockdown or shelter in place procedures,
  - safety suggestions,
  - location closing information,
  - procedures to help to contain or protect against the problem
- whom to contact for questions or issues related to the notification, alert or warning notification will be provided,
- additional details necessary to preserve safety and security,
- additional resources to include possible telephone numbers, web site and/or other sources for information regarding the incident,
- any necessary attachments (e.g. maps)
- computer prompted questions may be presented.

The ACCMT will use their discretion to determine whether the above information should be disclosed, or whether the notice should be delayed or limited to certain segments of the Apollo community. The ACCMT will make these determinations based on the nature of the issue, instructions from public safety officials, and after considering whether the release of the information could compromise the safety of the community further or impede or compromise efforts to contain the emergency.

The ACCMT with assistance from the local Illinois CSA will be responsible for communicating to the Illinois Emergency Management Agency (IEMA) with detailed contact information in the situation where an emergency occurs in the state of Illinois. The IEMA can be reached at (217) 782-2700 or <http://www.state.il.us/iema>.

All warnings, notifications and related communications must be approved by the ACCMT. Follow-up information will be provided periodically or as warranted for the duration of the emergency by the appropriate individuals to the Apollo community as needed. Additionally, the Apollo Public Relation's department may also disseminate further status and update information to the Apollo and/or larger community if appropriate.

At the conclusion of an incident, and when authorized by the ACCMT, an "all clear" message will be sent to all recipients of the previous alert message(s).

Executive management, ACCMT members and the SOC will receive copies of all notifications and alerts. Those sent to executive management will be labeled as "informational only" unless the executive team is being asked to act or make decisions. The SOC will be responsible for maintaining copies and tracking all emergency notifications.

### **Notification Methods**

The ACCMT may activate all or individual elements of the EMN system. Depending on the nature of the incident, EMNs may be distributed by any one or more of the following means by individuals authorized by the ACCMT:

- **Technology alerts**
  - Text messaging
  - Recorded messages to phones or other similar devices
  - E-mail notifications
  - Pagers
  - Fax
  
- **Visual alerts**
  - News releases
  - Posting an alert on organizational home pages, message boards, web sites and/or other sites where information will be likely to reach the Apollo community.
  - Posting on the front doors, bulletin boards, or other accessible areas of Apollo sites affected by the situation.
  
- **Person to person directives**
  - Door to door notifications
  - Direct phone calls
  - Phone trees
  - Other media releases

### **Maintenance of Emergency Contact Information**

Employees, faculty, and students are responsible for having current and accurate information on file with Apollo and/or its relevant subsidiaries to ensure they will receive notifications from the emergency mass notification system. Note: Apollo does not assume any responsibility for incorrect or inaccurate contact information on file which may cause a notification not to be sent, technical malfunctions, human or technical error, lost, delayed or garbled data or transmissions, omission, interruption, deletion, defect or failures of any telephone or computer line or network, costs, computer equipment, software or any combination thereof which may cause a lost notification.

Persons with disabilities and their managers or faculty are responsible for working together to ensure that a person in the same or adjacent area is assigned to provide assistance.

The IT Director, Software Support, is responsible for updating the EMN system from the relevant data sources on a regular basis.

### **Responsibility for EMN Administration**

The Apollo Ethics & Compliance Department is responsible for maintaining policies and procedures related to the Emergency Mass Notification processes. The Emergency Mass Notification processes, policies and procedures include the following elements:

- Establishing and communicating processes to report potential issues to the ACCMT for its review and consideration,
- Creating and implementing Apollo community training regarding the EMN process including the following:
  - how potential issues should be reported,
  - maintenance of emergency contact information
  - appropriate response procedures when the EMN system is used,

- Overlapping and redundant backup systems to support EMNs if the primary EMN system is not functional,
- Written procedures used by the ACCMT to administer the EMN processes,
- Tracking and retention of any EMNs that are sent,
- Appropriate staff coverage and call trees to activate the EMNs,
- Periodic testing, at least annually, of the EMN systems and processes will be performed announced or unannounced and documented to include the following:
  - Fire alarm tests,
  - Evacuation and EMN systems,
  - Scheduled exercises with employees, students, and faculty to ensure awareness of the EMN process
  - Description of the exercise, date, and time
  - Documentation of whether it was announced or unannounced

**RELATED LINKS:**

U.S. Department of Homeland Security (<http://www.dhs.gov>)  
 National Weather Service (<http://www.nws.noaa.gov>)  
 American Red Cross (<http://www.redcross.org>)  
 Federal Emergency Management Agency (<http://www.fema.gov>)  
 Illinois Emergency Management Agency (<http://www.state.il.us/iema>)

**Policy Exceptions**

None

**4.0 Monitoring and Enforcement**

If any individual does not comply with this policy or if Apollo determines that any actions were inappropriate or inconsistent with this policy, the law, or any other Apollo policy, standard, or guideline, Apollo may take action against an employee up to and including termination and appropriate actions against students and faculty as described in the student and faculty handbooks or similar governing guides.

If Apollo determines individuals are or have been engaged in criminal activity, Apollo may refer this matter to law enforcement and provide any related documentation to assist in prosecution.

**5.0 Citations**

Higher Education and Opportunity Act of 2008-Public Law 110-315  
 Right to Know and Campus Security Act-20 U.S.C. § 1092(f) *et seq*  
 34 C.F.R. §668.46

**6.0 Related Policies**

University of Phoenix (UOPX) campus safety policies,  
[http://www.phoenix.edu/about\\_us/campus\\_safety.html](http://www.phoenix.edu/about_us/campus_safety.html)

Western International University (WIU) campus safety policies,  
<http://www.west.edu/WIU-Campus-Safety.htm>

Apollo Employee Handbook, [https://myhr.apollogrp.edu/staff/emp\\_per\\_manual.pdf](https://myhr.apollogrp.edu/staff/emp_per_manual.pdf)

## 7.0 Definitions

**Apollo**—Apollo Group Inc. and all of its US based subsidiaries.

**Apollo site**—

- Any building, property, or portion thereof, owned or controlled by Apollo, and
- Any building or property that is within or reasonably contiguous to the area identified above that is owned by Apollo but controlled by another person, is frequently used by the Apollo community, and supports Apollo business (such as a food or other retail vendor).
- Apollo communities may include off-site locations under the control of Apollo and its subsidiaries.

**Apollo and Campus Community** – Apollo employees, faculty, and students. Apollo communities may include off-site locations under the control of Apollo and its subsidiaries.

**Alert** – A signal or messaging technique used to warn of danger or attack. A condition or period of heightened watchfulness or preparation for action.

**Campus** - is defined in 34 C.F.R. §668.46 as:

- Any building or property owned or controlled by an institution within the same reasonably contiguous area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls if applicable; and
- Any building or property that is within or reasonably contiguous to the area identified above that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

**Emergency** – an event, expected or unexpected, that threatens lives, safety, property, or the environment and requires immediate (mandatory) action.

**Dangerous Situation** – a situation, being managed by a public safety entity, which has the capability to escalate into a condition that may threaten lives, safety, property, or the environment and may require immediate (mandatory) action (e.g. barricaded suspect(s) in a contained police perimeter, a localized hazardous materials release that may require a building evacuation, structure fire requiring evacuation, suspicious devices that require a bomb squad response, etc.)

**Notice or Warning** – a notice or warning is issued when a condition or situation is "imminent" or confirmed "already occurring" (e.g., tornado warning, flash flood warning, severe storm warning). Action in response is discretionary.

**State of Emergency** - A state of emergency is a declaration that may suspend certain normal functions of the organization. Also, a state of emergency would alert staff and students to alter their normal behaviors and to safeguard themselves accordingly.

**Evacuate** - to leave a room/building/campus in a timely and orderly manner.

**Lockdown** - to secure an area by locking doors, windows, and barricading oneself to block entry to a room/building/campus. If a Lockdown is ordered, all persons should locate a safe room, assist others

in moving to a safe room, lock door, close windows and shades, turn off lights, move away from door and windows, and remain quiet in a safe location until further instruction.

**Shelter-in-place** - to secure an area by locking doors, windows, and barricading oneself to block entry to a room/building/campus. If a Lockdown is ordered, all persons should locate a safe room, assist others in moving to a safe room, lock door, close windows and shades, turn off lights, move away from door and windows, and remain quiet in a safe location until further instruction.

**Test** - Regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans, and capabilities. Tests may be announced or unannounced. The emergency response and evacuation procedures should be publicized and each test should be documented with a description of the exercise, the date, time, and whether it was announced or unannounced. The system should be exercised or used in conjunction with scheduled exercises to maintain awareness of the system by students, faculty, and employees.

## **8.0 Revision History**

None