



**Arkansas State University-Newport**  
**Jeanne Clery**  
**Disclosure of Campus Security Policy**  
**Campus Crime Statistics Report**  
**2014**

## **Clery Act Annual Security Report of 2014**

The Arkansas State University-Newport Annual Security Report of 2014 is provided to both current and prospective students and employees as part of the College's commitment to the safety and well-being of the ASUN community.

### **Development, Disclosure and Implementation of Security Policies**

The Campus Police is the office designated to ensure that ASUN's security policies are actively implemented as prescribed. Campus Police prepares this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Vice Chancellor for Strategic Initiatives and Vice Chancellor for Student Affairs works in conjunction with the Campus Police in an on-going basis to make certain that administration, faculty, staff, and students are aware of ASUN's security policies.

### **Campus Security Authorities**

Campus Security Authorities (CSA's), as defined by the Clery Act, have an obligation to report allegations of Clery Act-defined crimes that they conclude are made in good faith. These crime allegations should be reported to the Campus Police or to the local police. The Clery Act definition of a campus security authority includes ASUN's personnel in addition to campus police officers. Any official of ASUN who has significant responsibility for student and campus activities, including but not limited to, student discipline, student activities, and campus judicial proceedings, and understands the functions and responsibilities of a CSA's is a campus security authority. ASUN's CSAs include the Dean of Students, Vice Chancellor of the Marked Tree Campus, and the Vice Chancellor for the Jonesboro Campus, advisors to student organizations and intramurals, event security, and those who monitor access to an ASUN facility. The Vice Chancellor for Student Affairs is responsible for overseeing CSA's on each campus. The Vice Chancellor for Strategic Initiatives is responsible for ensuring the collection of their crime reports from Campus Police and forwarding them to the Vice Chancellor for Student Affairs. Campus Police are responsible for compiling crime reports for inclusion in the Annual Security Report. The intent of including non-law enforcement personnel as campus security authorities is to acknowledge that many individuals may be hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals. Crimes may be reported confidentially to CSA's for inclusion in the Annual Security Report.

### **Emergency Response Notification**

The procedure regarding emergency response notification at Arkansas State University-Newport is designed to get relevant information to ASUN students, employees and visitors at any affected ASUN location as soon as possible after an emergency incident occurs that involves a threat to health and safety. Emergency response notifications are instituted when any occurrences that would pose a threat to the college community take place. Campus Police or Vice Chancellor for Strategic Initiatives; or designee will confirm if there is a significant emergency or dangerous situation and determine necessary notifications. Campus authorities will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the SchoolReach notification system. Notifications will provide information on the nature of the emergency and the appropriate action one should take. Notifications are distributed in various ways depending on the nature of the situation and the information to be disclosed. ASUN may also utilize emails; text messaging; voice messages; bullhorn; certain faculty and staff offices; or other means of verbal contact by public safety and/or other personnel available to

alert members of the ASUN community. Anyone with information warranting an immediate notification should report the circumstances to the Campus Police at 870-512-7866.

When appropriate, emergency information will be disseminated to the larger community through local and state media sources including newspaper, radio, and television, as well as through ASUN's website ([www.asun.edu](http://www.asun.edu)). The ASUN Director of Communications and Public Relations is responsible for the coordination of such efforts and may be contacted at 870-512-7898.

## **Evacuation Procedure**

In the event of a required evacuation of an entire ASUN campus or portions thereof, Campus Police and members of the Physical Plant staff will be positioned in key locations on each campus to facilitate the safest and most expedient exit from campus. Depending on the location of the emergency, parking lots not affected will be evacuated as safely as possible. Parking lots affected by the incident will remain in place until they can be evacuated safely. A full evacuation of an ASUN campus would be initiated only in a rare and extreme situation due to the problems inherent with evacuating 200-300 vehicles. Notification to evacuate will be initiated through activation of ASUN's SchoolReach notification system and other means as necessary.

ASUN does provide a map of each campus so that students and community members can determine the layout of the campus as well as locate parking areas on each of the ASUN campuses. Maps of each ASUN campus are located at the following link [www.asun.edu/maps/](http://www.asun.edu/maps/). Jonesboro and Marked Tree maps can be located by selecting the links in the upper right of the screen.

## **The Daily Crime Log**

ASUN Campus Police maintains a daily crime log that is available to the public. The daily crime log discloses all alleged criminal incidents, including non-Clery Act crimes, reported to the University Police. The Clery Act requires that the daily crime log include specific categories of information which include; 1) the nature of the crime; 2) the date and time the crime occurred; 3) the general location of the crime; and 4) the disposition of the complaint, if known.

An institution may temporarily withhold information from the daily crime log in some cases. There must be clear and convincing evidence that the release of information may: 1) jeopardize an ongoing investigation; 2) jeopardize the safety of an individual; 3) cause a suspect to flee or evade detection; or 4) result in the destruction of evidence.

## **Statistics from Local Police**

Campus Police submits an annual request to the local law enforcement agencies requesting specified crime statistics reported to local police agencies that occurred on or near campuses and on College controlled or affiliated property to be reported for inclusion in the annual crime report. Documentation of the request is maintained by Campus Police regarding the College's efforts to obtain the statistics and documentation of any noncompliance on behalf of the police as well as the statistics from all the appropriate police agencies with jurisdiction for ASUN.

## **Report to ED via the Web-based Data Collection**

Per request by annual letter, the United States Education Department (ED) sends a request to Campus Police to submit the crime statistics portion of the Annual Security Report via the Campus Safety and Security Survey web-based system. The Supervisor of the University Police is the Campus Safety Survey Administrator (CSSA). The CSSA or his designee enters and submits the College's crime statistics through this survey. ASUN's Campus Police statistics are available to the general public: <http://ope.ed.gov/security> or the Campus Police's website: [http://www.asun.edu/wp-content/themes/ASUN6/\\_/resources/documents/CrimeStatistics.pdf](http://www.asun.edu/wp-content/themes/ASUN6/_/resources/documents/CrimeStatistics.pdf)

## **Annual Security Report**

The Annual Security Report of 2014 includes statistics for the previous three years (2011, 2012, and 2013) concerning reported crimes that occurred on-campus; in off-campus buildings or property owned or controlled by the College; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies addressing sexual assault, and other matters. The Annual Security Report is published and distributed annually by October 1 to all enrolled students and all employees. In addition, a notice is provided, as appropriate, to all prospective students and employees. A copy of this report may be obtained by contacting Campus Police at 870-512-7866, or by accessing the Campus Police website: [http://www.asun.edu/wp-content/themes/ASUN6/\\_/resources/documents/CrimeStatistics.pdf](http://www.asun.edu/wp-content/themes/ASUN6/_/resources/documents/CrimeStatistics.pdf)

## **Preparing the annual disclosure of crime statistics**

The Clery Report is compiled by the ASUN Campus Police. Crime and arrest statistics for the report are compiled from police reports from the files of ASUN's Campus Police, Newport Police Department, Jonesboro Police Department, and Marked Tree Police Department. Judicial referral statistics are provided by ASUN's Office of Student Affairs. Inquiries are made to ASUN's administrators, directors and department heads requesting information if a crime was reported to anyone in their area and not reported to the police. Every attempt is made to ensure that the information provided is accurate.

## **Disclosure of Crime Statistics**

- 1) Campus Police is responsible for collecting all crime reports from campus security authorities and local law enforcement for inclusion in the annual security report.
- 2) Crime statistics for the three most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property surrounding ASUN that are reported to Campus Police, local law enforcement agencies, or to a campus security authority are as follows:

## **Titles of persons or organizations to which crimes should be reported**

ASUN's Campus Police  
Vice Chancellor for Strategic Initiatives  
Vice Chancellor for Student Affairs  
Dean of Students  
Director of Human Resources  
Advisors to Student Organizations and Intramurals

**ANNUAL CRIME REPORT**  
**Newport Campus, 7648 Victory Blvd, Newport, AR 72112**

<b>2014 Campus Security Act Report – Arkansas State University-Newport</b>									
<b>Reported Offenses Of</b>	<b>2011</b>			<b>2012</b>			<b>2013</b>		
	<b>On Campus</b>	<b>Non-Campus</b>	<b>Public Property</b>	<b>On Campus</b>	<b>Non-Campus</b>	<b>Public Property</b>	<b>On Campus</b>	<b>Non-Campus</b>	<b>Public Property</b>
<b>Criminal Homicide</b>									
• Murder (includes non-negligent manslaughter)	NA	NA	NA	NA	NA	NA	NA	NA	NA
• Negligent manslaughter	NA	NA	NA	NA	NA	NA	NA	NA	NA
<b>Sex Offenses</b>									
• Sex Offenses-Forcible	NA	NA	NA	NA	NA	NA	NA	NA	NA
• Sex Offenses-Non Forcible	NA	NA	NA	NA	NA	NA	NA	NA	NA
Robbery	NA	NA	NA	NA	NA	NA	NA	NA	NA
Aggravated Assault	NA	NA	NA	NA	NA	NA	NA	NA	NA
Burglary	01	NA	NA	NA	NA	NA	NA	NA	NA
Motor Vehicle Theft	NA	NA	NA	NA	NA	NA	NA	NA	NA
Arson	NA	NA	NA	NA	NA	NA	NA	NA	NA
Larceny – Theft	NA	NA	NA	NA	NA	NA	NA	NA	NA
Simple Assault	NA	NA	NA	NA	NA	NA	NA	NA	NA
Intimidation	NA	NA	NA	NA	NA	NA	NA	NA	NA
Destruction/Damage/Vandalism of property	NA	NA	NA	NA	NA	NA	NA	NA	NA
Any other Crime involving bodily injury	NA	NA	NA	NA	NA	NA	NA	NA	NA
<b>Number of arrest made for the following crimes</b>									
Note: this information also includes those individuals that were referred for campus disciplinary action for liquor law violations, drug law violations and illegal weapons possession.									
Liquor Laws	NA	NA	NA	NA	NA	NA	NA	NA	NA
Drug Laws	NA	NA	NA	NA	NA	NA	NA	NA	NA
Illegal Weapons Possession	NA	NA	NA	NA	NA	NA	NA	NA	NA
<b>Hate Crimes Reporting</b>									
Larceny-theft	NA	NA	NA	NA	NA	NA	NA	NA	NA
Simple Assault	NA	NA	NA	NA	NA	NA	NA	NA	NA
Intimidation	NA	NA	NA	NA	NA	NA	NA	NA	NA
Destruction, Damage or Vandalism of Property	NA	NA	NA	NA	NA	NA	NA	NA	NA
<b>Crimes Against Women</b>									
Domestic Violence	NA	NA	NA	NA	NA	NA	NA	NA	NA
Dating Violence	NA	NA	NA	NA	NA	NA	NA	NA	NA
Stalking	NA	NA	NA	NA	NA	NA	NA	NA	NA

**ASUN Marked Tree Campus, P.O. Box 280, Marked Tree, AR 72365**

<b>2014 Campus Security Act Report – ASU-Newport Marked Tree Campus</b>									
<b>Reported Offenses Of</b>	<b>2011</b>			<b>2012</b>			<b>2013</b>		
	<b>On Campus</b>	<b>Non-Campus</b>	<b>Public Property</b>	<b>On Campus</b>	<b>Non-Campus</b>	<b>Public Property</b>	<b>On Campus</b>	<b>Non-Campus</b>	<b>Public Property</b>
<b>Criminal Homicide</b>									
• Murder (includes non-negligent manslaughter)	NA	NA	NA	NA	NA	NA	NA	NA	NA
• Negligent manslaughter	NA	NA	NA	NA	NA	NA	NA	NA	NA
<b>Sex Offenses</b>									
• Sex Offenses-Forcible	NA	NA	NA	NA	NA	NA	NA	NA	NA
• Sex Offenses-Non Forcible	NA	NA	NA	NA	NA	NA	NA	NA	NA
Robbery	NA	NA	NA	NA	NA	NA	NA	NA	NA
Aggravated Assault	NA	NA	NA	NA	NA	NA	NA	NA	NA
Burglary	NA	NA	NA	NA	NA	NA	NA	NA	NA
Motor Vehicle Theft	NA	NA	NA	NA	NA	NA	NA	NA	NA
Arson	NA	NA	NA	NA	NA	NA	NA	NA	NA
Larceny – Theft	NA	NA	NA	NA	NA	NA	NA	NA	NA
Simple Assault	NA	NA	NA	NA	NA	NA	NA	NA	NA
Intimidation	NA	NA	NA	NA	NA	NA	NA	NA	NA
Destruction/Damage/Vandalism of property	NA	NA	NA	NA	NA	NA	NA	NA	NA
Any other Crime involving bodily injury	NA	NA	NA	NA	NA	NA	NA	NA	NA
<b>Number of arrest made for the following crimes</b>									
Note: this information also includes those individuals that were referred for campus disciplinary action for liquor law violations, drug law violations and illegal weapons possession.									
Liquor Laws	NA	NA	NA	NA	NA	NA	NA	NA	NA
Drug Laws	NA	NA	NA	NA	NA	NA	NA	NA	NA
Illegal Weapons Possession	NA	NA	NA	NA	NA	NA	NA	NA	NA
<b>Hate Crimes Reporting</b>									
Larceny-theft	NA	NA	NA	NA	NA	NA	NA	NA	NA
Simple Assault	NA	NA	NA	NA	NA	NA	NA	NA	NA
Intimidation	NA	NA	NA	NA	NA	NA	NA	NA	NA
Destruction, Damage or Vandalism of Property	NA	NA	NA	NA	NA	NA	NA	NA	NA
<b>Crimes Against Women</b>									
Domestic Violence	NA	NA	NA	NA	NA	NA	NA	NA	NA
Dating Violence	NA	NA	NA	NA	NA	NA	NA	NA	NA
Stalking	NA	NA	NA	NA	NA	NA	NA	NA	NA

**ASUN Jonesboro Campus, 5504 Krueger Dr., Jonesboro, AR 72401**

<b>2014 Campus Security Act Report – ASU-Newport Jonesboro Campus</b>									
<b>Reported Offenses Of</b>	<b>2011</b>			<b>2012</b>			<b>2013</b>		
	<b>On Campus</b>	<b>Non-Campus</b>	<b>Public Property</b>	<b>On Campus</b>	<b>Non-Campus</b>	<b>Public Property</b>	<b>On Campus</b>	<b>Non-Campus</b>	<b>Public Property</b>
<b>Criminal Homicide</b>									
• Murder (includes non-negligent manslaughter)	NA	NA	NA	NA	NA	NA	NA	NA	NA
• Negligent manslaughter	NA	NA	NA	NA	NA	NA	NA	NA	NA
<b>Sex Offenses</b>									
• Sex Offenses-Forcible	NA	NA	NA	NA	NA	NA	NA	NA	NA
• Sex Offenses-Non Forcible	NA	NA	NA	NA	NA	NA	NA	NA	NA
Robbery	NA	NA	NA	NA	NA	NA	NA	NA	NA
Aggravated Assault	NA	NA	NA	NA	NA	NA	NA	NA	NA
Burglary	NA	NA	NA	NA	NA	NA	NA	NA	NA
Motor Vehicle Theft	NA	NA	NA	NA	NA	NA	NA	NA	NA
Arson	NA	NA	NA	NA	NA	NA	NA	NA	NA
Larceny – Theft	NA	NA	NA	NA	NA	NA	NA	NA	NA
Simple Assault	NA	NA	NA	NA	NA	NA	NA	NA	NA
Intimidation	NA	NA	NA	NA	NA	NA	NA	NA	NA
Destruction/Damage/Vandalism of property	NA	NA	NA	NA	NA	NA	NA	NA	NA
Any other Crime involving bodily injury	NA	NA	NA	NA	NA	NA	NA	NA	NA
<b>Number of arrest made for the following crimes</b>									
Note: this information also includes those individuals that were referred for campus disciplinary action for liquor law violations, drug law violations and illegal weapons possession.									
Liquor Laws	NA	NA	NA	NA	NA	NA	NA	NA	NA
Drug Laws	NA	NA	NA	NA	NA	NA	NA	NA	NA
Illegal Weapons Possession	NA	NA	NA	NA	NA	NA	NA	NA	NA
<b>Hate Crimes Reporting</b>									
Larceny-theft	NA	NA	NA	NA	NA	NA	NA	NA	NA
Simple Assault	NA	NA	NA	NA	NA	NA	NA	NA	NA
Intimidation	NA	NA	NA	NA	NA	NA	NA	NA	NA
Destruction, Damage or Vandalism of Property	NA	NA	NA	NA	NA	NA	NA	NA	NA
<b>Crimes Against Women</b>									
Domestic Violence	NA	NA	NA	NA	NA	NA	NA	NA	NA
Dating Violence	NA	NA	NA	NA	NA	NA	NA	NA	NA
Stalking	NA	NA	NA	NA	NA	NA	NA	NA	NA

## **Geographic locations are defined as follows:**

**Campus** = any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes; and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by student, and supports institutional purposes (includes parking lots, sidewalks, common areas, and all academic and administrative buildings on the main campus).

**Non-campus** = any building or property owned or controlled by a student organization recognized by the institution; and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution (includes religious student centers, farm and all buildings not on the main campus).

**Public Property** = all public property that is within the same reasonably contiguous geographic area of the institution, such as sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes (includes streets running through or next to campus).

**Hate Offenses** = The school must report by category of prejudice the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability, as prescribed by the Hate Crime Statistics Act (28 U.S.C. 534) occurred.

## **Clery Act Definitions of Reportable Crimes**

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding).

**Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Manslaughter by Negligence:** The killing of another person through gross negligence.

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

**Larceny:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Vandalism:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

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

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, benzedrine).

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

**Sex Offenses—Non-Forcible:** Unlawful, non-forcible sexual intercourse that includes incest and statutory rape.

**Incest**-Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape**-Non-forcible sexual intercourse with a person who is under the statutory age of consent.

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

- **Forcible Rape**-Carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

- **Forcible Sodomy**-Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

- **Sexual Assault with an Object**-The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

- **Forcible Fondling**-The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Hate Offenses:** Criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias (a preformed negative opinion or attitude) against a race, gender, religion, disability, sexual orientation, or ethnicity/national origin.

- **Race**-A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- **Gender**-A preformed negative opinion or attitude toward a group of persons because those persons are male or female. Gender bias is also a Clery Act-specific term, not found in the FBI's Hate Crime Data Collection Guidelines.
- **Religion**-A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
- **Sexual orientation**-A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).
- **Ethnicity/national origin**-A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).

**Crimes Against Women—Definitions of:** On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4). The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

- **“Domestic violence”**- means a “felony or misdemeanor crime of violence committed by-
  - A current or former spouse or intimate partner of the victim,
  - A person with whom the victim shares a child in common,
  - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
  - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under the VAWA],
  - Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.”
- **“Dating Violence”**- means “violence committed by a person-
  - Who is or has been in a social relationship of romantic or intimate nature with the victim; and
  - Where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - The length of the relationship;
    - The type of the relationship; and
    - The frequency of interactions between the person involved in the relationship.”
- **“Stalking”**- means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
  - Fear for his or her safety or the safety of others; or
  - Suffer substantial emotional distress.”

**If you believe you are a victim of any of these situations you can and should seek out help and assistance from the following agencies:**

<b>Who to contact to report an incident at ASU-Newport:</b>	<b>ASUN Campus Police:</b> (870) 512-7866 <b>Student Affairs:</b> (870) 512-7835 <b>Marked Tree Campus</b> (870) 358-8614 <b>Jonesboro Campus</b> (870) 680-8717
<b>Local Law enforcement agencies:</b>	<b>Newport Police</b> (870) 523-2721 <b>Jonesboro Police</b> (870) 923-2176 <b>Marked Tree Police</b> (870) 358-2024
<b>Agencies and contacts in the ASUN area that can provide assistance:</b>	<b>Harris Hospital, Inc.</b> 1205 McLain Newport, AR 72112 (870) 523-8911  <b>St. Bernard's Regional Medical Center</b> 224 East Matthews Jonesboro, AR. 72401 (870) 972-4288  <b>Medical Center of NEA</b> 3024 Stadium Blvd Jonesboro, AR 72401 479-273-9088

## Procedures for reporting crimes and other emergencies

Students, faculty or staff of all campuses encountering emergencies or violations of University regulations or local, State or federal law should report these incidents to one of the following:

ASUN University Police	(870) 512-7866
Newport Police	(870) 523-2721
Jonesboro Police	(870) 923-2176
Marked Tree Police	(870) 358-2024

Community members, students, faculty, staff and guests should report all crimes and public safety related incidents to ASUN's Police and/or local police departments in a timely manner. Crimes should be reported to the Campus Police for purposes in making timely warning notices to the community and inclusion in the annual security report. It is the responsibility of Campus Police to investigate and follow up on all reports of criminal activity on campus. In some cases Campus Police officers are assisted in their investigations by other area law enforcement agencies. If assistance is required from other police agencies or fire departments, Campus Police will contact the appropriate unit.

Responses to these reports will vary according to the situations. Emergencies will receive immediate action to resolve the situation. Reported violations of local, state or federal law will be investigated by the Campus Police. Information acquired in this investigation will be used in selecting an appropriate course of action. Options for action include: 1) pursuing the alleged violation through the criminal justice system,

2) pursuing the alleged violation through the University Judicial System, 3) pursuing the alleged violation through both the criminal justice system and the University Judicial System, or 4) taking no action. Reported violations of University regulations will be investigated and, where appropriate, adjudicated by the appropriate student conduct judicial process.

Campus Police incident reports involving students are forwarded to the Division of Student Affairs for review and potential action. Incident reports are available in the Campus Police office. Campus Police Officers will investigate a report when it is deemed appropriate and additional information obtained via the investigation will also be forwarded to the Division of Student Affairs.

## **Making timely warnings**

In the event that a situation arises, either on or near campus, that in the judgment of the Campus Police, in consultation with other administrative offices as appropriate, constitutes an ongoing or continuing threat to members of the ASUN community, the department will issue a "timely warning" notice, commonly referred to as a "Campus Safety Alert." Members of the community who witness or learn of a crime or other serious incident on or near campus should file a report as soon as possible with the Campus Police so the department can coordinate to issue a Campus Safety Alert, if warranted.

If community members report crimes or serious incidents to other ASUN administrators, those administrators should notify the Campus Police. The department will collaborate with these administrators to issue a Campus Safety Alert, if warranted.

The Campus Police receives information from various offices/departments on campus. If the department confirms there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the ASUN community, Campus Police will determine the content of the message and will use some or all of the systems described below to communicate the threat to the campus community, or to the appropriate segment of the community if the threat is limited to a particular building or segment of the population. The Campus Police will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the alert system. An alert will be issued unless issuing a notification will, in the judgment of the Campus Police compromise the efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency.

Once ASUN initiates any response to a campus emergency, information will need to be provided to the students, faculty and staff. In some cases, such as active violence on campus, timely internal warning to persons on campus may be critical to life safety. ASUN will use a combination of methods to warn the students, including activating the SchoolReach system to call phones and cell phones of all registered students, faculty, and staff with clear information as to actions they need to take. Example messages would include: the campus is closed due to an emergency; all should remain sheltered until further notice; or evacuate the premises. Emergency warning may also be made via faculty and law enforcement officials physically alerting students. ASUN would also post warning messages on their web page. Most medium level or high level emergencies would be of interest to the general public as well, and the media could support warning student's via media (radio, internet and television) alerts. ASUN has opted to utilize a voice-message warning system called SchoolReach. SchoolReach can be used to send both cell phone and standard land-line telephone notifications to emergency staff, and to warn students and staff of pending or actual emergencies. The SchoolReach system allows ASUN managers to send pre-scripted messages available for rapid dissemination of warnings; there is the capacity to script and send detailed specific messages. This is an especially effective way to call a large percentage of students and faculty rapidly during very time-critical situations, such as threat of or actual violence on campus.

All students are automatically enrolled to receive messages from ASUN. Faculty and staff must request through ASUN Human Resources to be added to the messaging contact list. ASUN also will post updates during a critical incident on the ASUN web page.

If it is determined that notice also should be issued to the larger community, the Public Relations Officer will develop the appropriate external message to notify the media (local and if appropriate – regional) through telephone and electronic communication. Each media outlet has its own procedures for accepting and dissemination of information.

ASUN community members are encouraged to notify Campus Police of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. The Campus Police has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, Campus Police has a responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the community. If so, federal law requires that the institution notify the campus community or the appropriate segments of the community that may be affected by the situation.

ASUN conducts emergency response and evacuation procedures at least once per calendar year. The Vice Chancellor for Strategic Initiatives will publicize these activities in conjunction with this test and document the date and time of the event, as well as provide a description of the exercise and state whether it was announced or unannounced. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

### **Reporting crimes on a voluntary, confidential basis**

Confidential reporting is available to witnesses or victims of a crime who do not want to pursue action within the ASUN system or the criminal justice system. With the witness's or victim's permission, the Campus Police Officer can file a report on the details of the incident without revealing their identity. The purpose of a confidential report is to comply with the witness's or victim's wish to keep the matter confidential, while taking steps to ensure their or other's future safety. With such information, the University can keep an accurate record of the number of incidents involving students, employees and visitors; determine whether there is a pattern of crime with regard to a particular location, method, or assailant; and when necessary, alert the campus community to potential danger. Confidential reports made to the Campus Police or CSA's are counted and disclosed in the annual crime statistic survey for the institution. It is the policy of ASUN to encourage the reporting of crimes even if the victim does not wish to file a complaint. If a crime is reported to the CSA and the victim chooses not to report it to the police, then the employee, student or visitor is required to complete a *Crime Incident Report Form* and exclude the victim's name. This form is available at the Campus Police's Office or on the Campus Police website [www.asun.edu/wp-content/themes/ASUN6/\\_resources/documents/IncidentReport.pdf](http://www.asun.edu/wp-content/themes/ASUN6/_resources/documents/IncidentReport.pdf). Any information received will be reported to Campus Police for crime reporting notifications, campus crime statistics reporting, and campus education programs.

### **Policies and procedures encouraging accurate and prompt reporting of all crimes to campus police and local police**

ASUN is committed to providing a safe and secure environment for our students, faculty, staff, and guests. With the support of all members of our campus community, there is a continuing effort to keep the campus safe and secure. Because a truly safe campus can only be achieved through the cooperation of all students, faculty and staff, they are all encouraged to accurately and promptly report all crimes to

the campus police and the appropriate police agencies as soon as they have knowledge of such an event.

### **Policy encouraging pastoral and professional counselors, if allowed by institution, to inform clients of voluntary, confidential crime reporting procedures**

There are no provisions made for pastoral counselors or professional counselors to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

### **Policies concerning security of and access to, campus facilities, and security considerations used in the maintenance of campus facilities**

ASUN is an open campus and maintains on-campus security. Facilities are open to members of the ASUN community and visitors. Tours may be scheduled through the Office of Admissions. Visitor parking is allowed in any on campus parking lot. The Administrative building is open from 8:00 a.m. to 4:30 p.m. Monday through Friday. Academic facilities close and are locked after the last class scheduled in the facility. Service buildings (i.e., library, student center) are open during posted hours. ASUN does not have on-campus or off-campus residence halls.

Some facilities have varied hours at different times of the year. In these cases, the facilities will be secured according to schedules. Emergencies may necessitate changes or alterations to any posted schedules. Campus Police conducts daily security checks to verify that all facilities on campus are secured. Campus Police also monitors on campus security cameras and conducts routine patrols of all campuses which are staffed by Campus Police Officers.

ASUN is committed to campus safety and security. Exterior lighting and landscape control is a critical part of the commitment. The Physical Plant Department maintains the University buildings and grounds, including lighting, walks, roadways, and landscaping, and conducts routine checks of lighting on campus. Campus Police officers regularly patrol the campuses and report any deficient lighting (such as dim, obstructed, or non-operational) or other unsafe facility conditions to the Physical Plant Department.

### **Authority of Campus Police and working relationship with State and Local Police agencies**

ASUN's Police Department has primary responsibility for maintaining a reasonably safe campus. Specifically, Campus Police is responsible for crime prevention, law enforcement, parking control, emergency response, policing of special events, and various other community services on campus. Campus Police provides a full range of campus services. Some of these services include investigating reports of crimes, conducting follow-ups as necessary, and filing criminal charges or referring the matter (as appropriate) to another department. Campus Police Officers have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus pursuant to A.C.A. 25-17-305. If minor offenses involving college rules and regulations are committed by a student, the Campus Police may also refer the individual to the Office of Student Affairs. All police officers of ASUN's Campus Police meet state mandated training requirements (ACT 452 of 1975 of the state of Arkansas as a certified law enforcement officer) and are certified by the Arkansas Commission on Law Enforcement Standards.

Major offenses such as rape, murder, aggravated assault, robbery, and auto theft are reported to the local law enforcement. Joint efforts are coordinated with these local agencies and the Arkansas State Police to

investigate these crimes. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted in the appropriate local, state, or federal court.

### **Description of the programs designed to inform students and employees about the prevention of crimes**

ASUN's Campus Police crime prevention program is based upon the dual concepts of eliminating or minimizing criminal opportunities whenever possible and encouraging students and employees to be responsible for their own security and the security of others. Educational programs regarding campus crime and emergency procedures are conducted as requested. These programs may include Public Safety Officers or other guest speakers. Through programs such as these, students and employees are reminded to follow such preventative procedures as:

1. Reporting all crimes and/or suspicious activities to the Campus Police.
2. Protecting personal property such as computers, cell phones, iPods, calculators, etc. by marking them with an identification number.
3. Lock offices and car doors.
4. Walk in well-lighted areas at night.
5. Do not walk alone at night.
6. Do not leave books, jewelry, purses, wallets, backpacks or other valuables unattended for any length of time.

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. Campus Police compiles and makes available campus crime statistics annually to all students and staff. When time is of the essence, information about potentially dangerous situations will be released to the ASUN community through security alerts posted throughout campus, through computer memos sent over the ASUN's electronic mail system and *SchoolReach* messaging system. Information regarding ASUN's safety and security programs and procedures is included in each new student orientation program and new employees are given this information during their orientation. The same information is made available upon request to all prospective students and job applicants.

### **Policy concerning the monitoring and recording of student off-campus criminal activity through local police, including student organizations**

When an ASUN student is involved in an off-campus offense, Campus Police officers may assist with the investigation in cooperation with local, state, or federal law enforcement. Local law enforcement agencies routinely work and communicate with Campus Police officers on any serious incidents occurring on-campus or in the immediate neighborhood and business areas surrounding all of ASUN's campuses. ASUN operates no on-campus or off-campus housing, or off-campus student organization facilities. However, many students live in the neighborhoods in the surrounding area. Local law enforcement agencies have primary jurisdiction in all areas off-campus. Although ASUN does not have a written memorandum of understanding with any local law enforcements regarding any of its campuses for the purpose of investigation of alleged criminal offenses, Campus Police officers have direct radio communications with the local law enforcement agencies to facilitate rapid response in any emergency situation.

### **Drug-Free Workplace Act Requirements**

Employees working for the university under the provisions of a federal grant are required to agree to abide by this policy and to notify the Chancellor's Office within five (5) days of any criminal drug statute conviction for a violation occurring in connection with their employment.

The provisions of this policy are designed to comply with rules published by the federal office of Management and Budget on January 13, 1989, implementing the Drug-Free Workplace Act of 1988, and rules published by the federal Department of Education on August 16, 1990, implementing the Drug-Free Schools and Communities Act Amendments of 1989.

## **Alcohol Policy**

ASUN seeks to maintain an educational and working environment free from the influence of alcohol. The unlawful manufacture, distribution, dispensing, possession or use of alcoholic beverages on any property owned or maintained by Arkansas State University-Newport or as a part of university activity is strictly prohibited. Possession of any alcoholic beverages in residence halls, educational facilities is prohibited unless specifically authorized by the chancellor for special events only and confirmed by written agreement setting out the terms controlling the use of university property for the special event. Under no circumstance shall any student or student group be authorized to possess alcoholic beverages in any residence hall, educational facility, or recreational facility. The sole exception to student possession of alcohol as set out above shall be for students of lawful age who attend a special event a special event authorized by the chancellor. This policy is adopted to comply with all current laws and regulations relating to the Federal Drug-Free Schools and communities Act and the Drug-Free Workplace Act. Employees and students are encouraged to attend events which occur on campuses periodically designed to make the campus community aware of the dangers of alcohol abuse. Employees who believe that they need alcohol counseling or rehabilitation are urged to contact an Employee Assistance Program or other medical facilities offering appropriate services. In order to determine whether services of this type are covered by university insurance, contact the Human Resources Department. Employees working for the institution under the provisions of a federal grant are required to abide by this policy. Employees and students who violate this policy are subject to appropriate disciplinary action, up to and including termination. The university may refer violations to the appropriate state and federal authorities for criminal prosecution. Each campus shall biennially review their alcohol abuse prevention program to determine its effectiveness and implement needed changes. Each campus shall biennially review their disciplinary sanctions to ensure they are consistently enforced. (Adopted by the Arkansas State University Board of Trustees on December 11, 2009, Resolution 09-92, supersedes Drug-Free Workplace Police of April 27, 1989, and the Unlawful Use of Drugs and Alcohol on Campus Policy of October 11, 1990.)

## **Drug Policy**

ASUN seeks to maintain an educational and working environment free from the influence of unlawful drugs. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on any property owned or maintained by Arkansas State University-Newport or as a part of university activity is strictly prohibited. This policy is adopted to comply with all current laws and regulations relating to the Federal Drug-Free Schools and communities Act and the Drug-Free Workplace Act. Employees and students are encouraged to attend events which occur on campuses periodically designed to make the campus community aware of the dangers of drug abuse. Employees who believe that they need drug counseling or rehabilitation are urged to contact an Employee Assistance Program or other medical facilities offering appropriate services. In order to determine whether services of this type are covered by university insurance, contact the Human Resources Department. Employees working for the institution under the provisions of a federal grant are required to abide by this policy and to notify the Chancellor's Office within five (5) days of any criminal drug statute conviction for a violation occurring in connection

with their employment. Employees and students who violate this policy are subject to appropriate disciplinary action, up to and including termination. The university may refer violations to the appropriate state and federal authorities for criminal prosecution. Each campus shall biennially review their drug abuse prevention program to determine its effectiveness and implement needed changes. Each campus shall biennially review their disciplinary sanctions to ensure they are consistently enforced. (Adopted by the Arkansas State University Board of Trustees on December 11, 2009, Resolution 09-92, supersedes Drug-Free Workplace Policy of April 27, 1989, and the Unlawful Use of Drugs and Alcohol on Campus Policy of October 11, 1990.)

## **Progressive Discipline Policy for Employees**

Arkansas State University-Newport utilizes a progressive discipline policy. It is the goal of the University to use progressive steps in employee disciplinary matters except when immediate termination is warranted. The existence and use of a progressive discipline policy does not in any way alter the at-will status of employees. The employee's supervisor will administer any appropriate corrective or disciplinary action. Appropriate action will be determined based on factors such as severity, frequency, and degree of deviation from expectations and length of time involved. Because of the great variety of situations that may arise, the University may need to make decisions related to employment in a manner other than as provided in this section. Disciplinary actions may take place in several forms. The forms of disciplinary actions are Verbal Counseling, Written Counseling, Final Counseling, and Dismissal. Your Human Resources Department should be consulted when disciplinary action with an employee is necessary. The following outlines the four forms of disciplinary action.

### **Verbal Counseling**

Verbal counseling sessions may take place between employees and supervisors in situations that are deemed less serious in nature. Every effort to determine and resolve the cause of the problem should be made. At the same time, however, it should be specifically stated that the employee is receiving a formal warning. Documentation of the verbal counseling should occur utilizing the Employee Counseling Form (available from the forms section of the Human Resources website). Copies of all documentation of verbal counseling should be distributed as follows: one copy to the employee, one copy to the department file, and one copy to your Human Resources Department for inclusion in the employee's personnel file.

### **Written Counseling**

Written counseling sessions take place between a supervisor and an employee when the behavior of the employee is a repeated violation and verbal counseling has been administered, when the behavior hinders the operations of the department in which the employee works, or when the behavior hampers the progress of the University. Written warnings should be documented on an Employee Counseling Form. Copies of all written warnings should be distributed as follows: one copy to the employee, one copy to the department file, and one copy to your Human Resources Department for inclusion in the employee's personnel file.

### **Final Counseling**

Final counseling is utilized when previous counseling has failed to produce the proper results. Final Counseling may also be utilized to address an initial incident or an incident that is too severe for a verbal or written warning yet not sufficiently severe for dismissal. Copies of all Final Counseling Forms should be distributed as follows: one copy to the employee, one copy to the department file, and one copy to your Human Resources Department for inclusion in the employee's personnel file.

## Dismissals

Employment may be terminated after other disciplinary measures have failed or when a first time incident occurs that is extremely serious. An employee may be discharged at any time without regard to any progressive steps if he or she commits an offense for which immediate discharge is specified as a penalty or if, in the University's judgment, the employee's continued presence would be contrary to the well-being of the University or its employees. Your Human Resources Department should be consulted prior to the dismissal of an employee.

## Terminations/Resignations

The University strives to maintain good working conditions. Instances of personal or job dissatisfaction should be discussed with the supervisor and/or your Human Resources Department before the employee considers termination of employment. If an employee wishes to terminate employment with the University, two weeks' notice to the supervisor is requested, but not required. If an employee voluntarily terminates employment with proper notice and the employee's work record has been satisfactory, the employee may be considered for reemployment. Should it be necessary to eliminate a position because of a reduction in work force, reasonable efforts may be made to place the employee elsewhere in the University. Upon termination, resignation, retirement, death, or other action by which a person ceases to be an employee of the University, the amount due the employee or his/her estate from accrued annual leave shall be issued within 30 days of completing checkout process. This amount shall not exceed 240 hours or the balance in the employee's annual leave account, whichever is less. When an employee terminates and returns to the University within twenty (20) workdays, both sick and annual leave may be reinstated subject to the following:

1. An employee receiving lump sum payment for annual leave upon termination and who is subsequently rehired within twenty (20) workdays may "buy" back the annual leave by repaying the University for the number of days paid but not yet expired on or before the day of reemployment.
2. An employee who received a lump sum payment for annual leave and who elects not to "buy" back the annual leave may not be reemployed by the University until the number of workdays for which annual leave was paid has elapsed. If the period that the employee is out of state service exceeds the twenty (20) workdays limit, reemployment is to be treated as a rehire with subsequent loss of sick leave.
3. An employee rehired within six months after having been laid off due to budgetary reasons is entitled to restoration of accrued sick leave.

## Possible Drug and Alcohol Sanctions for Students

Sanctions for Non-Academic Misconduct will be imposed by the Vice Chancellor of Student Affairs or his/her designee. The following sanctions may be imposed for Non-Academic Misconduct:

- **Educational Task** - Completion of a task which educates the student about and allows the student to learn from the misconduct.
- **Written Warning** - Official record that a student has been warned about behavior.
- **Removal of Property** - Required removal of property.
- **Restitution** - Reimbursement by the student to cover the cost of repair or replacement of damaged or misappropriated property.

- **Restriction of Activities or Privileges** - Restriction of active status or participation in any and/or all organized university activities other than required academic endeavors for a designated period of time.
- **Fees** - Monetary requirements based on the resolution of a case.
- **Conduct Probation** - A period of self-reflection, during which a student is on official warning that subsequent violations of university rules, regulations or policies are likely to result in a more severe sanction including suspension or expulsion from the university.
- **Conduct Suspension** - Temporarily canceling a student's enrollment at Arkansas State University-Newport. A student cannot graduate while suspended. Once assigned this sanction, students are immediately removed from their classes and banned from university property. A student cannot enter university property during his/her term of suspension without prior permission from the Dean of Students or designee. Any classes taken at another institution during this period of suspension cannot be transferred to Arkansas State University-Newport.
- **Expulsion** - Permanently canceling a student's enrollment at Arkansas State University-Newport. A dismissed student cannot re-enroll or graduate. Once assigned this sanction, students are immediately removed from their classes and banned from university property. A student cannot enter University property once dismissed without prior permission from the Dean of Students or designee.
- **Revocation or Denial of Degree** - The University reserves the right to revoke or refuse to confer a degree on the basis of a violation of the Standards of Student Conduct that occurred while the student was enrolled, given that the violation(s) would have resulted in expulsion.

## **Tolerance of Alcohol or Drug Misuse**

Arkansas State University-Newport does not tolerate inappropriate use of alcohol or drugs. All alleged violations of any ASUN drug or alcohol policy will be investigated and properly addressed. All persons found responsible for being in violation of policy will be sanctioned appropriately through the appropriate means based on their status with the institution.

## **Sexual Harassment**

Arkansas State University is committed to creating and maintaining a university community that is free from all forms of sexual harassment. ASUN shall not tolerate harassment in relation to the evaluation of employee or student performance, nor shall the university tolerate such behavior on the context of collegial and/or co-worker interaction. Such conduct is an abuse of authority and position. ASUN maintains as its official policy that sexual harassment of either employees or students will not be tolerated. The university shall act promptly to investigate all allegations of sexual harassment and to effect appropriate remedy when an allegation is determined to be valid.

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to, or toleration of such conduct on or off campus is made a term or condition of instruction, employment or participation in other university active ties.
2. Submission to, or rejection of such conduct by an individual is used as a basis for evaluation in making employment or academic decisions affecting the individual; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or employment performance or creating an intimidating, hostile or offensive university environment.

Supervisors and faculty members must recognize that their positions necessarily embody unequal power relationships with their subordinates and students, respectively. Because of the inherent power difference in these relationships, the potential exists for the less powerful to perceive a coercive element in suggestions relative to activities outside those appropriate to the professional relationship. It is the responsibility of supervisors and faculty members to behave in such a manner that their words or actions cannot reasonably be perceived as coercive.

All members of the university community are urged to report incidents of sexual harassment to the Department of Human Resources.

Sanctions for violations against individuals who violate this policy will be subject to a number of sanctions both by the university and by the state criminal justice systems. ASUN reserve the right to discipline students and organizations for sexual harassment and assaults that occur on or off campus.

## **Sexual Assault Information**

Sexual assault, including rape, acquaintance rape, date rape or gang rape is specifically prohibited on the ASUN campus or in connection with any of the programs and activities it sponsors. Students committing sex offenses, whether on or off campus, are subject to University disciplinary action as well as criminal action. Sex offense awareness and prevention programs are presented when requested. Guest speakers may also be brought to the campus for presentations open to the entire campus community. Materials including pamphlets covering sex offense awareness and prevention and similar materials are also available in Student Affairs.

Through these efforts, students are informed of preventive actions which they can take such as the following:

### What women can do:

- Think ahead. Know your desires, limits and intentions ahead of time before you meet an acquaintance or go out on a date.
- Communicate your intentions clearly. Inform your date or acquaintance what your intentions and limits are. "No" means no, and "yes" means yes. Be clear, firm and specific. Polite approaches may be misunderstood or ignored.
- Be assertive. Men sometimes interpret passiveness as permission. Be direct and firm with someone who is sexually pressuring you.
- Avoid excessive use of alcohol. Alcohol interferes with judgment and communication. Most incidences of date rape involve the use of alcohol.
- Do not place yourself in vulnerable situations. Walk in well lighted areas and with friends. Keep your room door and windows locked. When dating a person for the first time, double date.
- Trust your intuition. If you sense you are in danger, leave the area or situations immediately

### What men can do:

- Respect the wishes of the person. If she says "no", she means no. Do not read other meanings into her answer. Even if she initially gives permission, but then changes her mind, respect her wishes.
- Do not assume previous sex gives permission for future sex. Again, listen to what the person has to say.
- Do not assume women enjoy force or pressure to have sex. Women wish to be treated with care and respect. Force sex is nothing more than a violent and criminal act.

- Do not assume a woman who dresses in revealing clothes and acts provocatively wants to have sex.
- Realize that alcohol and drugs are not an excuse to have sex. You do not have the right to take advantage of a person who is intoxicated or incapable of saying "no."

The Arkansas statute of rape is genderless, which means that both men and women can be rape victims and perpetrators. Sexual assault can occur whenever consent is not freely given by the victim; whenever the victim fears that he or she will be injured if he or she does not submit; whenever the victim is incapable of giving consent or resisting due to alcohol or drugs; and whenever the perpetrator uses physical force, threat, coercion, or intimidation to overpower the victim.

### **Procedures students should follow if sexually assaulted**

The Student Right to Know and Campus Security Act requires that students be provided information concerning campus sexual assault programs and the procedures which should be followed once an offense has occurred. Although it may be difficult, it is always best to report a sexual assault (rape, attempted rape, or acquaintance rape) to a University official or the local law enforcement as quickly as possible. Crimes that occur on-campus will be referred to the ASUN Campus Police for jurisdiction purposes.

<b>ASUN's Campus Police:</b>	<b>(870) 512-7866</b>
<b>Newport Police:</b>	<b>(870) 523-2721</b>
<b>Jonesboro Police:</b>	<b>(870) 923-2176</b>
<b>Marked Tree Police:</b>	<b>(870) 358-2024</b>

The complainant is encouraged to go to a hospital emergency room to receive appropriate medical care and/or evidence collection. These important steps should be taken after a sexual assault:

1. **Do not** shower, bathe, douche, smoke, change clothing, urinate (if possible), brush your teeth or rinse your mouth, change bedding, or disturb the area where the assault occurred (if the assault occurred in your place of residence). **Remember**, it is important to preserve the evidence.
2. **Tell someone.** Call a friend, counselor, or anyone who can provide you with emotional support.
3. **Seek medical attention.** Go to a doctor or hospital as quickly as possible for evidence to be gathered and to be checked for injury.
4. **Write down** detailed information about the assault – where, when, who, etc. If the assailant is a stranger, try to remember his or her height, hair color, scars, and clothing.

Any of the following campus departments may be contacted for information and assistance:

<b>Campus Police:</b>	<b>(870) 512-7866</b>
<b>Student Affairs:</b>	<b>(870) 512-7835</b>
<b>Marked Tree Campus</b>	<b>(870) 358-8636 or (870) 358-8614</b>
<b>Jonesboro Campus</b>	<b>(870) 680-8717</b>

Individuals may also report a sexual assault to any of the local hospitals or obtain assistance from the following community resources that include, but are not limited to:

**Harris Hospital, Inc.**  
 1205 McLain  
 Newport, AR 72112

(870) 523-8911

**St. Bernard's Regional Medical Center**

224 East Matthews  
Jonesboro, AR. 72401  
(870) 972-4288

**Medical Center of NEA**

3024 Stadium Blvd  
Jonesboro, AR 72401  
479-273-9088

## **University Procedures for Reporting Sexual Assault**

Victims of sexual assault are encouraged to report the incident to ASUN officials. ASUN officials are REQUIRED by university regulations to notify the Student Affairs Office of the report. The Student Affairs Office will call the Police. The victim is not required to cooperate nor to report. The police constitute makes decisions about filing charges against the assaulter.

### **OPTIONS:**

- Individuals filing grievances, under this policy, against a university employee should contact the Office of Human Resources. This grievance process is outlined in the Sexual Harassment policy of the ASU Student Handbook.
- Individuals filing complaints against another student should contact the Office of Student Conduct. This process is also outlined in the Student Handbook.
- Individuals requesting a change in their academic situation should contact the academic affairs office. The chief academic officer will accommodate reasonable changes in the alleged victim's academic situation.

## **Notification to students of on-and-off campus sex offender victim services**

Guidance and assistance for reporting the assault may be received from Campus Police or the Office of Student Affairs. If the assault is reported within 72 hours of its occurrence and you cooperate with the police in providing information and evidence, the State of Arkansas pays for the medical examination. Also, if the offense is reported to the police, Victims Compensation can pay for the treatment of other injuries that occurred during the rape. Under any circumstances medical evaluation is important because of the possibilities of Sexually Transmitted Diseases and pregnancy.

The ASUN Student Handbook includes available community resources. Off-campus counselors for mental health or victims of sex offenses can be found in the yellow pages of the telephone book under the heading "Counseling," "Counseling Centers," or "Counselors." The Vice Chancellor of Student Affairs will assist with that process.

## **Notification that the institution will assist victim with changes in academic and living arrangements if desired and if available**

If a student has been the victim of a sexual assault, ASUN will change the victim's academic schedule after the alleged sex offense if those changes are requested by the victim and they are reasonably

available. The Vice Chancellor of Student Affairs can provide information about this option and assist you with the process. ASUN does not provide on or off campus housing and does not assist with living arrangements.

### **Procedures for disciplinary action for alleged sex offenses**

The ASUN Student Code of Conduct, found in the Student Handbook contains the procedures for campus disciplinary action. The college will conduct an investigation when a complaint is received. The complainant and the respondent are entitled to the same opportunities to be heard. They may both have others present as representatives and witnesses if a formal hearing is held and both parties are informed of the outcome in accordance with federal laws. A complete explanation of the hearing and appeals process can be found on the college website: (<http://www.asun.edu/catalog14-15/#page241>) or in the Student Handbook, page 241, "Student Conduct Systems and Code of Conduct."

### **Sanctions that ASUN may impose following a final determination of a sex offense disciplinary proceeding**

Possible sanctions imposed for disciplinary purposes against the perpetrators of sexual assault in the event of a finding of 'in violation' include a warning, denial of privileges, restriction of activities, dismissal, expulsion, suspension, disciplinary probation, educational sanctions, and counseling. The perpetrator could also be subjected to criminal prosecution in the state courts. Retaliation against a complainant for reporting an offense is not permissible.

### **Advising campus community where law enforcement agency information provided by State concerning registered sex offenders may be obtained**

The federal Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The federal law requires institutions of higher education to issue a statement advising the campus community where information concerning registered sex offenders may be obtained.

Persons convicted of certain sex offenses are required by law to register with the State of Arkansas. Campus Police maintains a folder of all registered sexual offenders. To view this folder, visit the Campus Police office between the hours of 8:00AM and 4:30PM. In addition, a current listing of all registered sex offenders in Arkansas is available at: <http://www.acic.org/>. The web site can be searched by city, county, zip code, or name.