

# UNIVERSITY *of* NORTH ALABAMA CAMPUS SAFETY GUIDE

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*A reference guide to University Safety and Contact Information*



# UNIVERSITY *of* NORTH ALABAMA

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## *Police Department*

### *Mission Statement*

It is the Mission of the University of North Alabama Department of Police Department to maintain a safe and secure campus by providing quality public safety in partnership with the community.

### *Vision*

The vision of a safe and secure environment is shared with the University community, which includes students, faculty, staff and visitors.

- \* We must maintain a safe and secure environment, free from the distraction of criminal activity and disorder, for the pursuit of education and scholarship that brings people to the University of North Alabama.
- \* We firmly believe in a community-oriented problem-solving philosophy. The core components of the philosophy are prevention, partnerships, and problem solving.
- \* Our officers are committed to preventing crime and disorder and focus their efforts on eliminating the underlying causes of those problems.
- \* We will actively engage in partnerships with the community to address and solve problems.
- \* Partnerships are the foundation of effective problem solving, safety, security and crime prevention. Through these partnerships and collaborative problem solving, officers deal with problems, prevent crime, and help maintain a community free of disorder and safe from natural and man made disasters.



## EMERGENCY PREPAREDNESS AND RESPONSE

The University of North Alabama has a comprehensive emergency plan in place to deal with any crisis that may occur on campus. The University Police Department (UPD) is a fully accredited law enforcement agency with highly trained professional officers who are prepared to respond to emergencies of all types, including gunmen or shootings. All UPD officers have gone through specific training regarding emergency situations and regularly participate in training exercises. In addition, UPD has a mutual aid agreement with the Florence Police Department, the Florence Fire and Rescue, and the Lauderdale County Sheriff's Office and can draw upon their resources if needed.

In a crisis or emergency, the **primary focus** of UPD will be to locate and confront the threat immediately.

**Emergency notifications** - The University is fully prepared to notify students, faculty and staff of emergencies through a variety of methods:

- Phone
- Email
- Web sites
- Broadcast media (Lion Alert)

Community members should tune to local radio and television stations for additional information that would assist them.

### PERSONAL SAFETY IN CRITICAL SITUATIONS -

When there are incidents of violence in a school setting, initial reactions by those affected are critical. Any violent act is tense, uncertain, and rapidly evolving. Preparedness and response for unpredictable incidents may vary with each situation. Each individual must evaluate the specific situation and make the best decision(s) regarding their own safety. Immediate and accurate information from witnesses will be instrumental to the mitigation of the incident.

At the onset of a critical situation, the following steps should be followed:

- Seek a safe location.
- Immediately notify UPD at (256) 765-4357 (HELP) or dial 911.
- When you call UPD, remain calm and provide your present building location and specific room number.
- Provide a complete description of the suspect(s) including any observed weapons and suspect(s) last known location.
- Provide the location of any injured victims.
- Stay on the phone with the UPD communications operator until the operator advises that you are no longer needed.
- Once law enforcement officers are on the scene, they will move through the area/building to assist you.
- Follow all directions from law enforcement officers immediately.

If during a crisis, you have decided that your safest strategy is for you to stay in an office or classroom, it is suggested that you:

- Close and secure the door. If the door has a window, stay out of sight.
- Seek shelter under/behind heavy furniture that might hide your presence.
- Quietly call UPD and provide the same information listed above.

If during a crisis, you are on the perimeter of an incident, it is suggested that you:

- Stay out of the area in a safe location.
- Please do not add to the confusion by becoming a curious bystander.
- Follow any directives given by law enforcement officers.

**Summary** - The University of North Alabama is prepared to handle all aspects of emergency management: mitigation, preparedness, response, and recovery. You should give thought and consideration to what you would do in an emergency. Familiarizing yourself with the information in this guide will help you and others in a time of crisis.



**MEDICALEMERGENCIES**—If someone on campus needs emergency medical care, call 911. The call will reach the University Police or the Florence Police. Usually, a police officer will be the first emergency official to arrive. In addition to police, a local ambulance service and paramedics from the Florence Fire Department will respond. When you call 911, remember:

- The victim should not be moved, except to be removed from life-threatening conditions.
- Someone should stay with the victim until help arrives.
- Give complete directions to the victim's location.
- Accurately describe what happened.
- Stay on the line until the dispatcher tells you to hang up.
- Guide emergency officials to the victim.
- Stay out of the way, and keep others out of the way of emergency officials. Before you leave the scene, check with a police officer to see if further information is needed.

**FIRE EMERGENCIES:** In the event of a fire on or off campus, sound the nearest fire alarm in the building. Exit the building, then call 911. Tell the communications operator your name and address, and the location and extent of the fire. If you know of any people with disabilities in the building, tell the communications officer about them. Assign an escort to each person with a disability. If you think it's possible, confine the fire by closing nearby windows and doors, but never linger in a building in which smoke or fumes threaten to overcome you. Exit the building quickly and calmly. Do not use elevators, but follow the lighted exit signs to the closest fire exit. When possible, follow the posted evacuation route. Meet emergency officials outside the building and inform them of the location of the fire. Remain outside at a safe distance, and keep

others away from the building and from emergency vehicles. In all cases, follow the instructions of fire and police personnel on the scene. Common sense helps in preventing fires; never smoke in bed or leave burning candles unattended.

**HOMELAND SECURITY-** If you receive a threat, or know of a threat, that could affect the well-being or safety of the University community, contact University Police immediately at 911 or (256) 765-4357 (HELP). Provide as much information about the situation as possible. University Police will respond to, analyze, and evaluate the situation to determine the next course of action.

## PERSONAL SAFETY ON CAMPUS

### SECURITY AND ACCESS TO CAMPUS

**FACILITIES** - Academic and administrative facilities are locked after their business hours. Students and staff with access to buildings for after-hours work must lock doors behind them after they enter and are encouraged to follow all personal safety precautions.

If you are alone at night in a campus building, be sure a friend knows where you are and when you'll return home. (If you don't leave on schedule, remember to let your friend know.) Never prop open a secured door to a building or residence hall. If you see a propped door, close it. In the residence halls, don't permit anyone other than your guest to enter the lobby. If you see an unescorted male in a women's residence hall, tell the RA or notify University Police immediately.

**EMERGENCY PHONES:** Learn the locations of the bright blue emergency phones around campus. Each phone is clearly marked, and each is a





direct line to the University Police communications operator. No dialing is necessary. In an emergency, all you need to do is push the red button.

Most passenger elevators on campus have emergency lines that operate the same way as the emergency phones as do the phones in the parking garage. Push the red button marked "Emergency" a University Police communications operator will answer and/or a police officer will be immediately dispatched to your location.

**CELLULAR PHONE** - Enter the numbers of all local law enforcement agencies at the top of your cell phone directory. (For a listing, see this guide's back cover.) Place the University Police number, (256) 765-4357 (HELP), on your speed dial. Remember, dialing 911 from your cellular phone will connect you to the local 911 operator. The agency you contact depends on which cellular tower you connect with. If you need the assistance of UPD, the operator will transfer your call to UPD dispatch.

**LIGHTING** - The University works to ensure that indoor and outdoor lighting on campus contributes to safety. If you see an outdoor light that isn't working, call University Facilities at (256) 765-4274 and give the information to the work-order clerk or answering machine. The University Police Department monitors and reviews the current situation with the lights and ensures that equipment is adequate and maintained. Call University Police at (256) 765-4357 if you have noticed specific problem areas with lighting.



**ADVISORIES** - When we become aware of a situation that poses an imminent, ongoing threat to the campus community, UPD puts out information in the form of an advisory, also known as timely warnings. These advisories are posted on our web page at <http://www.una.edu/police/>, and will be broadcast through the Lion Alert system.

### UNA LION ALERT EMERGENCY NOTIFICATION SYSTEM

As part of UNA's ongoing effort to safeguard students, faculty and staff, the University has implemented a new emergency communications system. Known as **Lion Alert**, the system allows students, faculty and staff to receive time-sensitive emergency messages in the form of e-mail, voice and text messages.

Everyone who has a University of North Alabama e-mail address will receive emergency alerts to their campus e-mail address. In order to also receive text and voice message alerts, members of the campus community will be asked to provide phone contact information. While participation in the text and voice messaging notification is optional, **enrollment is strongly encouraged**. The information you supply is considered confidential and will not be shared or used for other purposes. **You will only be contacted through the system in the event of an emergency.**

Once you have signed up for **Lion Alert** you will be eligible for notifications after 24 hours.

**WEAPONS POLICY ON CAMPUS** - Illegal or unauthorized possession of firearms, ammunition, explosives, other weapons, or dangerous chemicals by students on University property is not allowed as indicated in the UNA Student Code of Conduct.

**STALKING** - The Alabama criminal code defines stalking as “a person who intentionally and repeatedly follows or harasses another person and who makes a credible threat, either expressed or implied, with the intent to place that person in reasonable fear of death or serious bodily harm.” If you believe you are a victim of stalking, contact University Police.

**DATING AND DOMESTIC VIOLENCE** - Domestic violence can exist in several forms: emotional, physical, and sexual. If you are involved in an abusive relationship, remember that no one deserves to be abused or threatened, and in time the violence may get worse. Sometimes the best way to help them is to have them arrested. After an arrest the judicial system can order the individual to seek help in dealing with their problem. If you are involved in a violent relationship, call University Police or one of the resources listed in this guide.

**ALCOHOL AND DRUGS** - It is illegal for any person under the age of 21 to consume or be in possession of any type of alcoholic beverage. Even if you're just holding the alcoholic drink for a friend and you're under 21 you may get a citation or be arrested. University Police maintain a strong enforcement position in the area of underage drinking. If you choose to drink alcohol, drink responsibly. Avoid consuming alcohol to the point where you are a danger to yourself or others and can't make good decisions about your safety. Increased alcohol consumption has been linked to sexually transmitted disease, unwanted pregnancy, and sexual assault.



Students are increasingly taking prescription stimulants to heighten concentration during study sessions. You risk serious, possibly long-term side effects if you do this. Possession of prescription medication, without a prescription, is a crime.

Combining drugs, including alcohol and prescription drugs, is often very dangerous. Breathing can stop, the heart can stop, and death can occur.



**DEPRESSION** - Stresses of classes, moving away from home, forming new relationships, and worrying about the future can lead you to feel like you just can't cope any longer. Sometimes, these feelings of being overwhelmed disappear after a few days. If they don't, it may be time to seek professional help. If you or someone you know is experiencing symptoms of depression, contact the UNA Counseling Center at (256)765-4328. You may also visit the UNA Counseling home page at <http://www.una.edu/counseling>.

**GAMBLING** - If you or someone you know has a gambling problem, the UNA Counseling Center provides a completely confidential process of assisting you. You can contact the UNA Counseling Center at (256) 765-4328. You may also visit the UNA Counseling home page at <http://www.una.edu/counseling>.

**CONFLICT RESOLUTION** - Many times police officers respond to conflicts between individuals or groups. When these situations result in physical injury to one or more parties, a close review of the situation has shown that the original disagreement, in most cases, could have been avoided if one or more of the parties had used better judgment along with suggested resolution techniques. By identifying the reason a person is upset, many times the situation can be resolved prior to it escalating to violence. Alcohol consumption has been shown to play a major role in the probability of any situation turning more adversarial. Remember these important tips:

- At the first opportunity, call University Police at (256) 765-4357 (HELP).
- Project calmness: move and speak slowly, quietly, and confidently.
- Be an empathetic listener: encourage the other party to tell you what they believe the problem is and listen patiently.
- If unreasonable behavior persists, calmly describe the consequences of violent behavior.
- At the first opportunity, disengage from the situation and wait for the police.

Once property is damaged or someone is hurt, it's too late to wish YOU had done the right thing. **THINK BEFORE YOU ACT!**

(Material sources for conflict resolution: *Verbal Judo* by George Thompson, Ph.D. and *How to Deal with Upset People* by Pennie Myers and Don Nance)

### SAFETY ON THE ROAD AND IN PUBLIC PLACES

- Upon parking your car, lock it with the windows up. At night, park as close as possible to lights and activity. When returning to your car, get a friend to go with you if possible. Always check the back seat (including the floor) before entering your vehicle.
- When driving, don't stop for hitchhikers Or broken-down vehicles. To help a stranded driver, use a phone and notify police. If you think you are being followed by a person in another vehicle, or being watched, drive to a well-lit, busy public place and call the police. When you arrive home, have your keys in hand as you leave the car.
- Make sure your car stays in good running condition, and you have enough gas. If you have car trouble, raise the hood or tie a handkerchief to the door handle to signal for help. Stay in the locked car, keeping the windows up. If someone stops to help, lower the window one inch and ask the person to call the police or an auto club.
- If your car has a vanity license plate, be sure it doesn't give a criminal useful information about you, such as your name or nickname.





## SAFETY AT HOME

Assaults can occur at your residence. Whether you live on campus or off, practice prevention.

- When you go in, close and lock the door immediately. Use dead bolts and keep windows locked when not in use.
- Be smart about keys. Don't leave them outside or in hiding places. Don't lend them to anyone. If you lose your keys, change your locks. Have locks changed before you move in to a new residence
- Get to know your neighbors and which ones you can trust in an emergency.
- Never open your door to strangers. Require proper identification from utility and repair people. If a stranger asks to use your phone, keep your door locked and offer to place the call yourself. If the situation seems suspicious, **CALL POLICE IMMEDIATELY**. Be able to describe the person when you report the incident to police.
- Women who live alone or with other women should use unlisted phone numbers and not list their addresses in the phone book. Don't reveal to a caller that you are alone, and don't give your phone number to a wrong-number caller. Don't leave your name on your answering machine message. Agree with your roommates that none of you will give the following information to an unknown caller:
  - Who is home
  - Who is out
  - When someone will return
- In residence halls, follow all security regulations and tell your RA about unauthorized or suspicious persons.
- Make sure all entrances are well lit.
- If you use a coin-operated laundry, beware of isolated conditions. Go with a friend.

- When walking, avoid alleys, vacant lots, and shortcuts. Listen for footsteps and voices. Notice cars that pass you more than once or pull up beside you. If someone follows you, go to a public building. If someone follows you on campus, use an emergency blue phone or call University Police, and describe the vehicle and person to the communications operator.

## PREVENTING ASSAULTS

### REDUCING YOUR RISK OF ACQUAINTANCE SEXUAL ASSAULTS -

Sexual assault is an act of violence. Many believe that sexual assault is a crime committed by strangers in dark alleys, but, most sexual assaults are committed by acquaintances or even dates. While it is never your fault if you are assaulted, there are some things you can do to decrease your chances of becoming a victim:

- Never accept a date from someone you don't know, especially one that would involve being alone with the person.
- Avoid going to unfamiliar surroundings with someone you don't know very well.

Never be overconfident when it comes to your safety. Taking away the opportunity for sexual assault is a big part of protecting yourself. Staying sober is one of your best defenses.

### WHEN ALCOHOL AND DRUGS ARE INVOLVED, YOUR CHANCES OF BEING SEXUALLY ASSAULTED GREATLY INCREASE!



Men should clarify sexual expectations ahead of time. Remember that you are responsible for your actions at all times and being intoxicated is not a legal defense for any sexual assault. Don't make assumptions when it comes to sexual contact. Communicate clearly and always get consent. A person has the right to say "no" at any point and to have that choice be respected.

**REDUCING YOUR RISK OF DRUG-INDUCED SEXUAL ASSAULTS** - Unfortunately, university students nationwide have become victims of drug-induced sexual assaults. A person who has been drugged with flunitrazepam (Rohypnol), gamma hydroxybutyrate (GHB), or scopolamine may experience drowsiness, dizziness, and disorientation. Speech and motor skills may also be affected, with the drugged individual being unable to remember periods of time as long as 10 hours. To protect yourself:

- Never leave your drink unattended.
- Only drink from cans/bottles you open.
- Only consume drinks you have prepared yourself.
- Avoid group drinks (e.g., punch).

If you think you may have been drugged and sexually assaulted, seek medical treatment as outlined in the following "Reporting Sexual Assaults" section.

**REPORTING SEXUAL ASSAULTS**—If you've been sexually assaulted on campus, report the crime to University Police officers. If the assault happened off campus, call the Florence Police Department. (University Police officers can assist you in notifying them.) Reporting doesn't mean you must take legal action, that's a choice you can make later. By reporting the crime, however, you may help to stop the perpetrator from committing more assaults.

If you are sexually assaulted, preserve physical evidence that could be useful in an investigation.

- **Do not** change clothes, bathe, douche, or use the toilet.
- **Do** seek medical care immediately, whether or not you report the crime. In addition to taking care of obvious injuries, you need medical care to protect you from sexually transmitted diseases.

A physician can also counsel you about the possibility of pregnancy. Safeplace, Inc. offers care and counseling to University students. The center may be contacted at (256) 767-6210 or through the University Police.

If you have been sexually assaulted and might consider taking legal action against the assailant, you need to receive medical care. Emergency-room doctors are the only area physicians who give medical exams in which evidence of rape can be obtained and preserved for legal action. Without this evidence, chances for successful prosecution are drastically reduced. The exam should occur as soon as possible after an assault. Bring a change of clothes with you as clothes worn during the assault will be secured as the evidence. If you've already changed clothes, bring along any articles that may have blood or semen on them.



Transportation: If you need transportation to the Student Health Center, or the Hospital, contact University Police at (256) 765-4357 (HELP), 24 hours a day.

**CONFIDENTIAL REPORTING** - Even if you are entirely certain you won't take legal action, we encourage you to contact the Student Health Center at (256) 765-4328 for medical care or for counseling. Local news media receive notice of assaults reported to the University Police so that others are alerted; however, names of victims are not released—their privacy is stringently protected at all times by the University. No one will pressure you to report the attack if you choose not to, and your parents will not be notified.

**FALL HOURS:** Monday - Wednesday and Friday 8:00a.m. - 4:30p.m. and Thursday 8:00a.m. - 2:00p.m.

**CONFIDENTIAL COUNSELING:** Student victims of sexual assault or relationship violence can seek confidential counseling services through Safeplace Inc, or the Counseling Center. Safeplace Inc, offers a Victim Advocacy Program for victims of dating/domestic violence or sexual assault. The program provides confidential counseling and advocacy for victims (including individual and group counseling), accompaniment to a hospital immediately after an assault, information and referral for campus or community resources, and assistance with making changes in the academic or living environment. Information and support are also available for family and friends of victims. Contact the Safeplace victim advocate by calling (256) 767-3076, or by calling University Police (256) 765-4357 (HELP), or the Crisis Line at (256) 767-6210 or toll free at 1-800-550-9215.

**Reporting an assault doesn't mean you must take legal action—but it may help stop the criminal.**

## ON-CAMPUS LIVING

**DRIVING ON CAMPUS** - The University Police Department and other local police agencies enforce all state laws governing the operation of vehicles, bicycles and pedestrians. Be sure to obey traffic regulations at all times, or you may be cited or jailed, depending on the severity of the traffic violation or condition of the driver.

**PARKING ON CAMPUS** - The Parking Services division of The University of North Alabama is responsible for all functions relating to the management, maintenance, and planning of campus parking lots and parking garages; the issuance of parking permits; the collection of enforcement charges for parking and traffic violations; the acceptance of appeals from such violations; parking information services; and the administration of athletic and special event parking. Parking Services is a division of Police Department and is located in the University of North Alabama Police Department, 706 Waterloo Road, near the Bennett Infirmary.

**BICYCLE/PEDESTRIAN SAFETY**—Bicycle-vehicle and bicycle-pedestrian accidents are becoming more common at UNA, often because the cyclist or pedestrian is not obeying these state laws:

- A bicycle is recognized as a vehicle by all 50 states and The University of North Alabama. Bicycles have the same rights and duties as motor vehicles—all signs, lights, and signals apply equally to cars and bikes.
- Ride on the right side of the road, as far right as you safely can and in the same direction as the traffic around you.
- When riding at night, make sure your bicycle is equipped with a white headlight attached to the front, and a clearly visible red reflector at the rear.

Other important guidelines for cyclists to follow for the prevention of accidents and injuries:

- *Wear a helmet.* It might prevent a serious head injury in the event of a fall or collision.
- *Keep off the sidewalk.* Sidewalks are for pedestrians, so avoid riding your bike anywhere but on the road. Occasionally, you may see University Police officers riding on the sidewalk responding to an emergency or checking buildings
- *Beware of parked cars.* A door might open suddenly, or a car might pull out into traffic right in front of you. Be prepared at all times to stop or move without swerving into traffic.
- *Be aware.* When entering traffic or pulling out of driveways or alleys, watch for cars and pedestrians.
- *Think ahead.* Anticipate others' mistakes and leave room and time for defensive action. For example, cars or trucks making right turns might not see you, so leave room to react safely.
- *Yield to cars.* Even if you think you have the right of way, remember that a car is much bigger, faster, heavier, and harder to maneuver than a bike.
- *Check the weather.* Rain, fog, and snow make cycling especially dangerous, so it's best not to bicycle in bad weather. Similarly, try to avoid riding at night—it's harder for motorists to see you, and harder for you to see potential hazards. If you must ride at night, use the required lighting and reflective equipment and wear reflective and/or light-colored clothing.



While UNA has made progress in providing adequate parking, many UNA faculty, staff, and students choose to park their cars at one location and walk across campus for the remainder of the day. Walking can help reduce traffic congestion. When walking or driving, remember:

- Pedestrians must obey all traffic signs, signals, lights, and regulations.
- Pedestrians do have the right of way in crosswalks, but not when crossing the street at other points. When crossing at a point not in a marked crosswalk, pedestrians must yield to car and bike traffic.
- Pedestrians must not cross a roadway between intersections at which traffic lights are used, except at crosswalks.

**ABANDONED BICYCLES** - Each spring after commencement and at the request of Housing and Residential Communities, University Police officers will remove any abandoned bicycles left on the dormitory bike racks. This process allows for bike racks to be available for students the following school year and for the servicing of the bike racks. If you have any questions regarding your bicycle while it is on campus, please contact a University Police Officer. If you discover your bike missing from a bike rack, contact UPD to determine if it has been impounded or stolen.

**MOPEDS** - A moped (motorized pedicycle) is a two-wheeled cycle with functioning pedals and a 55-cc or smaller engine. Mopeds, like bicycles, are considered vehicles. All traffic laws and guidelines apply to mopeds. Mopeds that are parked in bicycle racks must be walked from the roadway to the rack.

**SKATING** - In-line skating and skateboarding can be fun, but rules apply here, too. We discourage skating on steps because of the enormous potential for injuring yourself. Other skating activities carry additional risks: waxing steps for skating and moving bike racks increase the potential for injury to other people, and are punishable as defacement of University property.

**WITNESSING A CRIME** - If you witness a crime or are the victim of a crime on campus, obtain descriptions, and call University Police at (256) 765-4357 (HELP).

Call 911 in an emergency; 911 calls made from campus phones go directly to University Police. Call (256) 765-4357 (HELP) in other cases. Try to obtain a description of the offender, including clothing. If a vehicle is involved, get a description and the license plate number if possible. Remember which direction the vehicle went.

Report all this information to the police communications operator; stay on the line in case there are questions. We encourage you to report crime, suspicious activity or safety concerns you may have to the University Police. You can report crimes anonymously on the UPD website by clicking on the Crime Watch/Silent Witness link.

## OFF-CAMPUS LIVING

If you decide to live off campus, you need to be even more aware of your surroundings in order to stay safe and within the law. Some activities you may have considered personal preferences, such as how loud you play your music and how long you leave your garbage cart by the curb, are matters about which there are laws that you must obey or risk paying a fine. Living off campus often bring about other questions on what to look for to add to your safety and security. We have put together some criteria to look at when shopping for off campus housing.

### Exterior doors

- Is the door metal or solid core construction?
- Door has 180-degree or wide-angle peephole at appropriate height.
- No glass panels in door unless double pane glass.
- Door appears to have a securely installed, key-operated dead bolt.
- Hinge pins are non-removable or are located inside the residence.
- Doorjamb/doorframes appear securely fastened.
- Strike plates appear secured into the doorjamb.
- Locks appear in good working order and complex states that it will re-key at resident's request. (Resident may incur expense.)
- Is the door entrance sufficiently lit?
- Is there good visibility with little shrubbery to allow concealment?
- Sliding glass doors appear to have strong working locks.

### Windows

- Double hung windows appear securely pinned or appear to have working locks.
- Window locks cannot be readily unlocked from the exterior.
- Interior -Smoke detectors near bedrooms and kitchen.
- Handrails appear sturdy and secure.
- Bathtubs and showers have safety strips or non-slip surface.
- Electrical system appears in working order, checked several plugs.
- Emergency exit reasonably available from each bedroom.
- Passage locks appear to work on bedroom doors.



**Overall Appearance**

- Roof appears in good condition, no visible leaks detected.
- Foundation appears in good condition with no visible large gaps or cracks.
- Exterior wall treatment (bricks, siding) appear in good condition with no visible missing pieces, no loose siding
- Drainage appears well maintained and no standing water present.
- Sidewalk appears level and in good condition
- Parking area appears in good repair.
- Facility appears neat and in order.



**UNA POLICE DEPARTMENT OFF-CAMPUS**

**PATROL** - The University of North Alabama Police Department works closely with members of the Florence Police Department to provide additional law enforcement presence in the business and residential areas surrounding the University.

UPD assigns police officers to work in the area surrounding neighborhoods of the UNA campus. The number of officers scheduled for these areas is increased on Thursday, Friday, and Saturday evenings/nights. These officers may perform their law enforcement tasks in marked patrol units, unmarked vehicles, police bicycles, foot patrol, or a combination of all of these methods. The officers may be in police patrol uniform or in plain clothes depending on the mission of the assignment and the needs of the community. The highest priorities of these officers are to assist UNA students in becoming familiar with crime prevention measures that reduce their chance of becoming a victim and to deter street crime.



**SIGN UP FOR LION ALERT**

**Remember** In order to receive text and voice message alerts, members of the campus community will be asked to provide phone contact information.

You may do so by logging into Lion Alert and completing the necessary Information.

While participation in the text and voice messaging notification is optional, **enrollment is strongly encouraged**. The information you supply is considered confidential and will not be shared or used for other purposes. **You will only be contacted through the system in the event of an emergency.**





## LIVING OFF CAMPUS

**There's a lot to be said for living in peace and harmony with your surroundings. Your behavior says a lot about you and the University—so let it say good things. You and your neighbors will be happier if you follow these simple guidelines:**

- Get to know your neighbors. If you know each other, you're likely to be more considerate of each other's privacy, property, and peace
- Make an effort to find out how things are done in your neighborhood or apartment complex. Some questions to ask your real estate agent, landlord, or neighbors: Where is it okay to place my garbage? Where can I dispose of large items? Where can I safely and legally park my car? What are the traffic laws on my street? Whose responsibility is the yard?
- Obey the traffic laws in your neighborhood. There are other people's children and pets to think of, not to mention your driving record.
  - Park only where it is legal, safe, and considerate—don't park on your own or anyone else's lawn or block anyone's driveway.
- Be aware that not all of your neighbors are students. Their attitudes toward their property, their privacy, and neighborhood peace and quiet may differ from yours.
- Keep up appearances. Don't move furniture to your yard or front porch, and don't leave your garbage cans or carts at the curb all year—move them to your driveway or close to the house between pickup days.
- Remember that although your schedule may permit week-night parties, your neighbors may have any number of reasons—jobs, children, illness—for needing a good night's sleep.
  - Be responsible. If you have a party, don't let it get so large that you can't keep an eye on your guests. Be sure you know all your guests, and ask them in advance to respect your neighbors' property. Keep the noise down and ask your guests to cooperate. As always, remember applicable alcohol laws and the consequences of breaking them.

If you are the victim of a crime off campus and need police services, contact the agency that has jurisdiction: the Florence Police Department at (205) 349-2121, the Lauderdale County Sheriff's Department at (256) 760-5757, or the Alabama State Troopers at (256) 383-0877. University Police and other local police agencies exchange information regularly and work together during sporting and other special events. University Police officers participate in the North Alabama Narcotics Task Force, which enforces all narcotics violations in Lauderdale County. These types of cooperative efforts enable the University Police to work with and for UNA students and employees in situations that occur off campus.

Living off campus doesn't mean freedom from rules. With a little effort, you can stay out of trouble and make your off-campus experience a positive one.

Following is a list of 13 offenses for which UNA students are most frequently cited or arrested, along with the typical fine or sentence for a first offense. Subsequent offenses, can cost much more, including jail time or probation.

For most of these offenses, you may not be arrested—although the officer may always choose to arrest uncooperative or disorderly people—but a citation will be issued. A citation works like a traffic ticket: there's a fine to pay, and a court appearance may be required. The first seven of these offenses involve alcohol—seven very good reasons to keep a clear head.



**1. DUI.** The cost of a single DUI offense can run between \$600–\$2,100, just if you get pulled over. If there's an accident, it can be much worse. DUI facts you should know:

- You don't have to be driving to be convicted of DUI—being in physical control of the vehicle (sitting in the driver's seat with the keys in the ignition) is enough.
- Even on a first DUI offense, jail time may be given, especially when there's an accident or a high blood-alcohol level.

**2. PUBLIC INTOXICATION.** Arrest is automatic for this offense, which covers any behavior in a public place that indicates intoxication, either alcohol- or drug-induced. The cost of a public-intoxication arrest is \$336. Offenders must also attend a drug- or alcohol-abuse program and pay the program cost.

**3. OPEN BEVERAGE CONTAINERS.** It is illegal in Florence to carry an open alcoholic beverage in public, or to drive a car in which there is an open alcoholic beverage. This ordinance includes cups, bottles, and cans, and applies equally to party goers and patrons of bars. A violation could cost \$236.

**4. IMPROPER IDENTIFICATION BY A MINOR** (Fake Id's). Improperly identifying yourself can cost you \$336 and possible suspension of your license for 90 days.

**5. MINOR IN POSSESSION OF ALCOHOL.** If you're under 21 and you've got alcohol, it could cost you at least \$336. If you're over 21, read items 6 and 7 below.

**6. SALE OF ALCOHOL TO MINORS.** A first offense can cost \$686; a second offense could include jail time plus a fine.

**7. ADULT ALLOWING MINORS TO CONSUME OR POSSESS ALCOHOL AT AN OPEN HOUSE PARTY.** If cited for this offense, you must appear in court and can be fined up to \$661.

**8. LITTERING.** "Litter" in this case includes cigarettes, cups, beer cans and bottles, as well as anything else you might toss aside. If you are caught littering, you could pay up to \$286 plus a fine set by the judge. You can be fined \$400 for littering from a car.

**9. NOISE ORDINANCE VIOLATION.** If your neighbors can hear your TV, music, or voice, they can call the police. A citation could cost you a minimum of \$286.

**10. PARKING.** You can't just park anywhere—especially on your own or anyone else's lawn, in front of a neighbor's driveway, too far away from the curb, or in a no-parking zone. Obtain any permits you need, both on and off campus, as early as possible.

**11. FALSE OR NUISANCE FIRE ALARMS.** False reports can result in community service hours and/or fines up to \$500 plus restitution.

**12. DOMESTIC VIOLENCE III.** Including members of the same household or a dating relationship, this offense typically results in the arrest of one or both of the parties involved and requires a mandatory court appearance.

**13. TRESPASSING.** Some parks have specific opening and closing hours, and time spent in the park outside those hours is trespassing. Pay attention to warning signs at spillways and dams, too. Any trespassing offense could cost \$286 or more.

***AND AFTER ALL THAT YOU MAY BE  
ISSUED A STUDENT NON-ACADEMIC  
MISCONDUCT VIOLATION FOR  
VIOLATING THE UNA STUDENT CODE OF  
CONDUCT***

You may be asked to appear before UNA Judicial Affairs to explain your misconduct, even though it did not occur on campus. Possible sanctions include: a warning, probation, loss of privileges, fines, discretionary sanctions, residential housing suspension or expulsion, or University suspension.

## PREVENTING THEFT

You probably have some notion of how a typical thief looks and acts. Abandon that notion immediately. At best, most of the people in your building will be your acquaintances. Until you know each other well enough to be friends, don't take chances.

**RULE #1—Always lock up** - A majority of the crime on campus is theft of unattended property, so lock your dorm or apartment door, even when you're home. Lock your car. Lock your bike. Use a locker and lock at the Rec Center. If you work in a University office, lock your purse and other valuables in a cabinet or drawer. It takes practically no time to lock up, even if you're just leaving for a moment.

University Police recommend that you not bring fine jewelry, heirlooms, or expensive clothing to school. During school breaks take computers, stereos, and other valuables home with you.

**BOOKBAG AND TEXTBOOK THEFT** - Theft of backpacks and textbooks is surprisingly common, due to books' resale value. Never leave your property unattended in a library, dining hall, classroom, recreation facility, or rest room. Take your things with you or have a friend watch them. Make sure that you have clearly marked your book bag so that you can identify it as being yours. Try not to purchase a book bag that looks just like everyone else's.



**MANE CARD** - Mane Card thefts are becoming more prevalent. Protect your Card like you would protect one of your credit cards. Don't carry a lot of credit cards in your wallet or purse. Carry just one or two and leave the others in a secure place at home. If your credit cards are stolen, know what cards you had, and the phone numbers to call to immediately cancel the cards and report them as stolen. Usually a thief will use your stolen credit cards in less than an hour. Don't forget to check your statement every month to make sure there have not been any unauthorized charges.

**OPERATION ID** - Marking valuables brings the best chance for recovering them, and it's a proven way to discourage theft in the first place. **Operation ID** makes it easy. Through this University Police project, easy-to-use engravers are loaned to students. Engrave your name on all items that might interest a thief: stereo, bike, computer, iPod, PDA, telephone, refrigerator, etc.

Engravers may be checked out from the Police Department between 9:00 a.m. and 3:00 p.m. The loan period is 24 hours. You will need your Mane Card. For more information, call (256) 765-4357 (HELP).

With a permanent marker, put your name and address on the inside cover of your textbooks, and put your initials (or other marks you'd recognize) on one or more of the pages. University Police provide a property registration sheet for you to record the manufacturer, model number, and serial number of each item. Keep this form in a safe place away from your valuables.

**BICYCLE THEFT** - Many bicycles are stolen each year in Florence and around the UNA campus, and most are never recovered.

To protect your bicycle:

- Secure your bike properly. Thieves don't merely steal whole bikes, often, they'll take a front tire from one bike and the rest from another.



To secure as many parts as possible:

- Place your front tire over the top rail of the rack, letting the body of the bicycle rest on top.
- Secure your front tire and frame to the rack.
- Lock your rear tire to the bike frame with another locking device.
- If it's easily removable, take your seat with you
- Engrave all parts of your bike—handlebars, seat, both wheels, frame—with identifying letters/numbers. (See "Operation I.D.")

**IDENTITY THEFT** - Thefts of documents can be the first step in an identity theft crime. Keep documents with personal information secured at all times. Don't carry your Social Security card in your wallet; keep it in a safe place. When discarding unwanted mail, shred sensitive or personal information with a shredder or by hand. Adopt a "need to know" attitude about personal data. Your credit card company may need to know your mother's maiden name, so

that it can verify your identity when you call to inquire about your account. A person who calls you and says he's from your bank or credit card company, doesn't need to know that information if it's already on file with your bank. Make callers give you what information THEY have on file. If you still don't feel comfortable, get the caller's name and return the call to a phone number you know is associated with the valid company. The more information printed on your personal bank checks, such as your Social Security number or driver's license number, the more personal data you are routinely handing out. Check your monthly financial statements carefully to find out if someone has made unauthorized debits or charges against your accounts. Periodically ask for a copy of your credit report. Make sure all active accounts were actually opened by you.

E-mail schemes, called "phishing," attempt to trick you into disclosing sensitive information. The e-mail appears to come from companies with whom you may regularly do business (e.g., AOL, Paypal, eBay, financial institution, or a credit card company). Many of these e-mail schemes contain links to look-a-like websites loaded with actual trademarked images. The sender asks you to confirm your personal information for some made-up reason: your account is about to be closed, or your information has been lost because of a computer problem. The sender instructs you to "re-enter" credit card numbers, Social Security numbers, bank PINs, or other personal information. If you actually provide the information requested, the data goes to scammers. This data is often used to order goods or services or to obtain a credit card in your name.

#### **ONLINE COMMUNITIES/SOCIAL NETWORKS**

Online communities can be great tools to express yourself and learn about others around you, but keep in mind both the benefits and the risks. Bad things that happen in actual relationships, such as harassment and stalking, also occur online. It is not a good idea to put your date of birth or your Social Security number on these sites for everyone to see. Never disclose when you will be away from your residence. Be careful and use good judgment.

**VEHICLE CRIMES** - (Unlawful breaking and entering of a vehicle) Each year thieves break into vehicles and steal purses, sports equipment, clothing, CDs, stereo equipment, etc.

#### **To Reduce the risk of Theft from you vehicle**

- Keep valuable items out of sight.
- Engrave your name on all items that might interest a thief.
- Check the area for any suspicious activity (e.g., someone loitering nearby), and report any such activity to the police.
- If you have an item with a serial number, record and keep the number in a safe place.
- Remove your stereo faceplate if it is made to do so.
- Lock your doors and roll up your windows.

*Although these suggestions do not guarantee safety, they do help increase its possibility*



### REMOVE VALUABLES FROM SIGHT

#### WHAT IF SOMETHING HAPPENS TO ME OR MY THINGS?

Despite everyone's best efforts, some people will still be victimized. If that happens to you, the University Police will provide you with as much help and information as possible.

When you call University Police to report an incident or offense, a police report may be filed. The patrol officer will respond to where you are and take the report after gathering all available facts. The completed report is then forwarded to an investigator, who may contact the victim for an interview or to gather additional information. If a suspect is developed in the case, the victim will have a few choices to make:

prosecute through the Florence criminal court system (have the subject arrested), issue a student non-academic misconduct citation (University judicial system), or do nothing to the suspect (no prosecution). After this decision, the next step will vary depending on court appearances and testifying. The University Police investigation division is here to help every victim; if criminal prosecution is chosen, the investigator will more than likely be in court with you to testify on the investigation findings.

If within 60 days you are not notified of an arrest in your case, you may call the telephone number of the law enforcement agency to check the case status. You can contact UNA police investigators at (256) 765-4357 (HELP). Be prepared to give your name, the date of the crime or a case number to the investigator who answers your call.

**LOST AND FOUND** - The main desk of the University Police, can assist you with property that is lost or found on campus. Items turned in are held for approximately six months. If the rightful owner does not claim an item in that period, the item can be turned over to the finder.





**UNA SEVERE WEATHER GUIDELINES** - The guiding principle at The University of North Alabama is to promote the personal safety of our students, faculty and staff during severe weather events. It is impossible to develop policies which anticipate every weather-related emergency. These guidelines are intended to provide additional assistance for responding to severe weather on campus.

UNA is a residential campus with many students living on or near campus. In general, classes will remain in session until the National Weather Service issues safety warnings for the city of Florence. Some students and faculty commute from adjacent counties. These counties may experience weather related problems not encountered in Florence. Individuals should follow the advice of the National Weather Service for that area taking the necessary precautions to ensure personal safety. Whenever the National Weather Service and the Emergency Management Agency issue a warning, people in the path of the storm (tornado or severe thunderstorm) should take immediate life saving actions.

When northwest Alabama is under a severe weather advisory, conditions can change rapidly. It is imperative to get to where you can receive information from the National Weather Service and to follow the instructions provided. Personal safety should dictate the actions that faculty, staff, and students take.

In the case of a tornado warning (tornado has been sighted or detected by radar; sirens activated), all university activities are automatically suspended, including all classes and laboratories. If you are in a building, please move immediately to the lowest level and toward the center of the building away from windows (interior classrooms, offices, or corridors) and remain there until the tornado warning has expired. Classes in session when the tornado warning is issued can resume immediately after the warning has expired at the discretion of the instructor. Classes that have not yet begun will resume 30 minutes after the tornado warning has expired provided at least half of the class period remains. For more information on weather related emergencies...

**CAMPUS SECURITY REPORT** - Each year, The University of North Alabama publishes the UNA Annual Campus Security Report. It contains crime statistics for the three most recent calendar years. It also details UNA security policies and procedures. The report is provided in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and can be found online at the UNA Police Department website. The Alabama Department of Public Safety, a state agency, also provides an online listing of sex offenders currently registered with the state. This listing is available on the Alabama Department of Public Safety website at [www.dps.state.al.us](http://www.dps.state.al.us) (click on the "Sex Offenders" link). For information regarding the enrollment or employment of registered sex offenders at The University of North Alabama. For more information on any safety topic, or to schedule a safety program, contact Community Services at The University of North Alabama Police Department, (256) 765-4357 (HELP).

### **STUDENT NIGHTTIME AUXILIARY PATROL (SNAP)**

SNAP provides nightly escorts anywhere on campus to persons on request. The service is staffed by students equipped and supervised by the university police department.

Escorts are routed on foot or in a University Police Golf Cart. A person requesting an escort may contact SNAP via telephone at 765-4357 (HELP). The requester provides their first name, location of pick-up and destination to the dispatcher who determines the best method of meeting the requester's need. An escort is dispatched, to their location.

#### *Purpose*

The Student Nighttime Auxiliary Patrol (SNAP) was implemented to provide safe, nighttime transportation on the University of North Alabama campus. The "buddy system" has long been recognized as a means of enhancing personal safety and security. SNAP provides an on-call "buddy" ready to escort university students, staff, faculty and visitors.

*How to Use SNAP*

An escort may be requested by calling 765-4357 (HELP) . Your call will be received by a police dispatcher who will ask for your first name, location and destination. The dispatcher will route the nearest escort to you.

Hours of Operation:  
8:30 PM to 2:00 AM



**IF YOU SEE SOMETHING, SAY SOMETHING**

New York City's Metropolitan Transit Authority designed the "If You See Something, Say Something" campaign in 2002 to assist in securing the transit system in the New York City area. The campaign encouraged riders to contact public safety officials if they witnessed suspicious activity or came across an unattended package. The UPD is adopting a similar campaign to address one of the biggest crime problems on campus: thefts. Over the last five years we have recorded approximately 100 thefts annually. Almost all of the thefts involved the taking of unattended property from public spaces or from unsecured offices and residences. Thefts from offices and residences usually were perpetrated by individuals with no connection to the University who entered locked buildings illegally by piggybacking or entered unlocked buildings.

In order for the UPD to maintain a safe and secure environment for the students, faculty, and staff of the University, it needs the help of the community. The UPD can not do it alone! As noted, take precautions to protect your property by never leaving it unattended in public and by locking your room or office when you leave it even for a moment, and maintain your safety while traveling throughout campus by walking with others on well-lit streets and by using the shuttle bus, or taking advantage of the Student Nighttime Auxiliary Patrol (SNAP) escort program.

In addition, we need you to serve as our eyes and ears. You are in a better position to identify behavior and activities that are out of the ordinary in your residence or workplace. When you do identify suspicious behavior we need you to call the UPD. You should trust your instincts. If something doesn't seem right, it probably isn't. Don't ignore it or keep it to yourself. Call us – even if you are unsure about what is occurring. We are not encouraging community members to intervene or take actions on their own. We just need you to take a moment to call us to alert us to the situation. We will then dispatch officers immediately to investigate the situation and take appropriate actions.





# UNIVERSITY *of* NORTH ALABAMA

P O L I C E

(256) 765-4357 (HELP)  
<http://www.una.edu/police/>

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Protecting a community with such a unique set of demographics requires a specially trained and equipped police force.

## **Training for new University of North Alabama Police Officers includes:**

- \*240 hours of orientation training
- \*480 hours of training at the Alabama Peace Officers Standards and Training Academy
- \*420 hours of field training and evaluation
- \*1,040-hour probationary period

Afterwards, an officer attends approximately 60 hours of training every year.

UPD maintains 16 authorized sworn positions with arrest powers.

UPD patrol officers and dispatchers are on duty 24 hours a day, seven days a week.

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UNIVERSITY of NORTH ALABAMA  
POLICE DEPARTMENT  
706 Waterloo Road  
Florence, Alabama 35630

## IMPORTANT PHONE NUMBERS

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UNIVERSITY POLICE  
(256) 765-4357

Student Health Center  
(256) 765-4328

EMERGENCY  
911

Safeplace Inc.  
(256) 767-6210 Crisis Line  
(256) 767-3067

Florence Police Department  
(256) 760-6300

Eliza Coffee Memorial  
Hospital

Muscle Shoals Police Department  
(256) 383-6746

(256) 768-9191

Sheffield Police Department  
(256) 383-1771

Lauderdale County  
Emergency Management  
(256) 760-6363

Tuscumbia Police Department  
(256) 383-3121

UNA Student Counseling  
Center  
(256) 765-4328

Lauderdale County Sheriff  
(256) 760-5757

UNA Judicial Affairs  
(256) 765-5012

Alabama State Troopers  
(256) 383-9212

<http://www.una.edu/police/>

## SAFETY AND SECURITY TO-DO-LIST

# UNIVERSITY *of* NORTH ALABAMA

## *Police Department*



In order for the University of North Alabama Police Department to maintain a safe and secure campus it needs the help of the community. If you follow the advice below you will be doing your part to ensure your safety as well as the safety of the entire University of North Alabama community.



- Read the Campus Security Guide
- Know the University of North Alabama Police Department emergency number (256) 765-4357 (HELP), and store it in your cell phone speed dial.
- Actively participating in maintaining a safe and secure campus by adopting a “If You See Something, Say Something” philosophy
- Call the UPD immediately if you observe suspicious activity or if you are victimized.
- Familiarize yourself with designated pathways throughout the campus, make use of the escorts provided by the SNAP program, and know the locations of the blue light phones.
- Read and adhere to the crime prevention tips and take part in Operations Identification.
- Store your “In Case of Emergency” contacts in your cell phone.
- Attend or contact the UPD to organize a safety talk with a UPD officer.
- Sign up for Lion Alert

*Working Together for a Safer Community*