

# UNIVERSITY of NORTH ALABAMA

## CAMPUS SAFETY GUIDE

*A reference guide to University Safety and Contact Information*



UNA

### 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

*Our vision is a safe university campus where the community and members of the police department unite to enhance the quality of life. 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 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 manmade 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 sworn 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 undergo specific training regarding emergency situations and regularly participate in training exercises. In addition, UPD has a mutual aid agreement with the Florence Police Department, 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
- Web sites
- Email
- Broadcast media (Lion Alert)

Community members should tune into 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 dial 911, or notify UPD at (256) 765-4357 (HELP).
- 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 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 911, or 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.

***MEDICAL EMERGENCIES*** - 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, address, and the location and extent of the fire. If you know of any person 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.



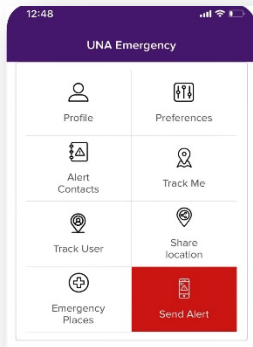
## PERSONAL SAFETY ON CAMPUS

***SECURITY AND ACCESS TO CAMPUS FACILITIES*** - Academic and administrative facilities are locked after 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 the following 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.

**EMERGENCY PHONES** - Learn the locations of the bright blue emergency phones around campus. Each phone is clearly marked and is a direct line to the dispatch 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” and a dispatch communications operator will answer and/or a police officer will be immediately dispatched to your location.



**BLUELIGHT APP** - University of North Alabama BlueLight app is a free app to quickly access safety information by the tap of an icon. The University of North Alabama developed this app to provide information for emergencies and links to safety resources. The app is easy to download and free.

Some of the provided services are:

- Easily contact the University Police Department in the event of an emergency.
- Mobile blue light sends your location and calls UPD simultaneously
- Allows you setup emergency contacts (other than UPD) that you can alert in an emergency and share your location with.



**POM- PEACE OF MIND IN THE PALM OF YOUR HAND** - BlueTooth-enabled device paired with smartphone app:



- 3 essential functions of emergency call: 911 phone call, geolocation tracking and personal profile information
- Activated with 3 clicks of fob button: no need to carry phone in hand, remove gloves or unlock phone.
- Speaker and microphone in rechargeable fob allows user to speak directly to dispatcher.
- Exact geolocation transmitted to dispatcher via Internet (mobile data or WiFi) and is constantly updated
- Personal profile information, including medical info, transmitted to dispatcher via Internet (mobile data or WiFi)
- Walking escort sends alert if user doesn't reach intended destination in user-defined time frame
- Secondary alert allows pre-defined text or e-mail to be sent to a friend by holding button for 5 seconds
- Emergency calls made outside campus boundaries go to local 911 dispatcher, anywhere in the United States



- For more information on how the POM can increase your security, and on how to get your own POM device, visit: [getthepom.com/una](http://getthepom.com/una)

# POM

## Peace of Mind

**TIMELY WARNINGS** - 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 timely warnings 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 an 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 email 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.



## 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.

**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 lighting and ensures that equipment is adequate and maintained. Call University Police at (256) 765-4357 if you have noticed specific problem areas with lighting.



## SAFETY AT HOME

- When you enter your residence, 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 into 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.
- Don't leave your name on your voice mail message. Create an agreement 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 to walk in well-lit areas.
- 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 UPD, and describe the vehicle and person to the police communications operator.
- Avoid placing visible banners or signs on the exterior of your apartment or dwelling because this sends a signal of college-aged occupants who may be away for weekends, breaks, and holidays when burglars are looking for an easy opportunity to break in.



## PREVENTING SEXUAL 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:

- 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.

## SEXUAL MISCONDUCT

The University is committed to providing an environment free from sexual misconduct as identified in UNA's Sexual Misconduct Policy, which includes gender-based assault, harassment, exploitation, dating and domestic violence, and stalking, as well as discrimination based on sex, sexual orientation, gender identity and gender expression, and related retaliation. The University expects individuals who live, work, teach, and study within, or visit this community to contribute positively to the environment and refrain from behaviors that threaten the freedom or respect that every member of our community deserves.

The University encourages individuals to immediately report any acts or threats of sexual misconduct referenced above to UPD or local police authorities. All law enforcement agencies can be contacted by calling Emergency 911. UPD may be contacted at 256-765-4357.

In addition to UPD, individuals can report sexual misconduct to the University's Title IX Office. The Office of Title IX may be contacted by calling 256-765-4223 or by emailing [titleix@una.edu](mailto:titleix@una.edu).

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, seek medical care to protect you from sexually transmitted diseases.

A physician can also counsel you about the possibility of pregnancy.

If you have been sexually assaulted and might consider taking legal action against the assailant, you need to receive medical care. An exam should occur as soon as possible after an assault. Bring a change of clothes with you as the 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.

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

***CONFIDENTIAL REPORTING*** - If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

- |   |  |
|---|--|
| • Student Counseling Services               | 256-765-5215                           |
| • University Health Services                | 256-765-4328                           |
| • Center for Women's Studies                | 256-765-4380 or 256-765-6198           |
| • Mitchell-West Center for Social Inclusion | 256-765-5185                           |
| • University Case Manager                   | 256-765-4531                           |
| • North Alabama Crisis Center               | 256-716-1000 (hotline)                 |
| • One Place of the Shoals                   | 256-284-7600 or 256-767-1100 (hotline) |
| • Safe Place (domestic violence)            | 256-767-6210 or 1-800-550-9215         |
| • THRIVE Alabama                            | 256-764-0492                           |

One Place of the Shoals is a centralized, collaborative, community effort that provides victims of domestic violence, rape and sexual assault, child physical and sexual abuse, and elder abuse with necessary services under one roof. One Place of the Shoals provides legal assistance, medical exams, and counseling services. One Place of the Shoals is a confidential resource for individuals who may wish to seek legal action.

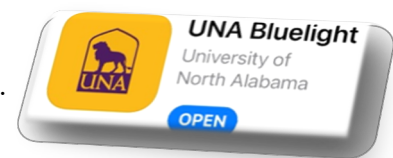


## SEXUAL RISK REDUCTION AND PREVENTION

Anyone can be impacted by sexual misconduct. Risk reduction strategies are steps that an individual can take to lessen the likelihood that they and others will be impacted by sexual misconduct. Some safe and positive options for bystander intervention include:



- Making up an excuse to get the individual out of a potentially dangerous situation;
- Letting a friend or co-worker know that an individual's actions may lead to serious consequences;
- Never leaving an intoxicated individual's side, despite the efforts of someone to get that individual alone or away from you;
- Using a group of friends to remind someone behaving inappropriately that their behavior should be respectful;
- Taking steps to curb someone's use of alcohol before problems occur;
- Calling the authorities when the situation warrants; and,
- Understanding how to safely implement the choice. Safety is paramount in active bystander intervention. Usually, intervening in a group is safer than intervening individually.
- Common sense, situational awareness, and trusting one's instincts will reduce the risk of sexual misconduct. The tips below are provided to help students decrease the potential chance of sexual misconduct:
  - If you consume alcohol, do so in moderation.
  - Do not leave your beverage unattended or accept a drink from an open container.
  - When you are with someone, communicate clearly to ensure they know your limits and/or expectations from the beginning. Both verbal and nonverbal (body language) communication can be used to ensure the message is understood.
  - If you go on a date with someone you do not know very well, tell a close friend what your plans are.
  - You have the right to say "No" even if you first say "Yes," and then change your mind; have had sex with this partner before; have been kissing or "making out"; or are wearing what is perceived to be "provocative" clothing.
  - Always have extra money to get home. Have a plan for someone you can call if you need help.
  - If you feel uncomfortable, scared, or pressured, say "Stop it" or leave and call for help.
  - When you go to a party, go with a group of friends. Arrive together, watch out for each other, and leave together.
  - Be aware of your surroundings at all times.
  - If possible, avoid being isolated with a person you do not know or trust.
  - Travel with a friend or in a group.
  - Walk only in lighted areas after dark.
  - Avoid walking alone after dark or during late hours.
  - Keep the doors to homes, apartments and cars locked.
  - Know where phones are located.
  - Download and use the UNA BlueLight App.







## 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 Transportation Services division of The University of North Alabama is responsible for all functions relating to the management, security, and enforcement 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. Transportation Services is a division of the Police Department and is located in the Guillot University Center, (GUC) lower level. Hours of operation are Monday-Friday, 8:00am-4:30pm.

### PARKING GUIDELINES ARE IN EFFECT 24 HOURS A DAY

7a.m. – 4p.m. All vehicles must park in their assigned color or designated areas.

4p.m.—7a.m. Mon – Fri. Red, White, and Green Lines are open to all registered vehicles.

4p.m. – 7a.m. Fri – Mon. Red, White, and Green Lines are open to all registered vehicles.

**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:

- 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.



## 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 consider personal preferences, such as how loud you play your music and how long you leave your garbage cart by the curb, are matters regulated by laws that you must obey or risk paying a fine. Living off campus often brings about other questions on what to look for to increase your safety and security. We have put together some criteria to look at when shopping for off campus housing.

### ***Exterior doors***

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

## *Windows*

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

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. The following is a list of 13 offenses for which UNA students are most frequently cited or arrested for, 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*** - A single DUI offense can result in a cost that may exceed \$2,100. If there's an accident, it can be much worse. There is a required sobriety hold with this arrest. 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 content.
  - For ages 18-20, the legal blood-alcohol content is .02 percent.
  - For ages 21+ the legal blood alcohol content is .08 percent.
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 may exceed \$475. Offenders must also attend a drug or alcohol abuse program and pay the program cost. There is a required sobriety hold with this arrest.
3. ***OPEN BEVERAGE CONTAINERS*** - It is illegal in the city of 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 bar patrons. A violation may cost over \$300 if issued a citation and in excess of \$400 if arrested.
4. ***IMPROPER IDENTIFICATION BY A MINOR*** - (Fake ID's). Improperly identifying yourself can cost you over \$300 and possible suspension of your license for 90 days.
5. ***MINOR IN POSSESSION OF ALCOHOL*** - (MIP). If you are under 21 and you possess alcohol, it could cost you at least \$400 if issued a citation and in excess of \$475 if arrested.
6. ***SALE/DISTRIBUTION OF ALCOHOL TO MINORS*** – If you are over the age of 21 and are caught distributing/selling alcohol to minor(s), your first offense can cost over \$750 if issued a citation and over \$825 if arrested. A second offense could include jail time plus a fine.

7. **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 \$300 plus a fine set by the judge. You can be fined over \$400 for littering from a car.
8. **NOISE ORDINANCE VIOLATION** - If your neighbors can hear your TV, music, or voice, they can call the police. A citation could cost you over \$200.
9. **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.
10. **FALSE OR NUISANCE FIRE ALARMS** - False reports can result in community service hours and/or fines up to \$500 plus restitution.
11. **DOMESTIC VIOLENCE** - Encompassing household members that are related, married, or in a dating relationship, these offenses typically result in the arrest of one of the involved parties, requires a mandatory court appearance and a 24-hour jail hold.
12. **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 as well. Any trespassing offense could cost over \$200.

Along with fines and incarceration, you may be issued a Student Non-Academic Misconduct violation of the UNA Student Code of Conduct. You may be asked to address your misconduct with the Office of Student Conduct, 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 student status suspension or expulsion.



## 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 at 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 restroom. 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.

**VEHICLE CRIMES** - Each year thieves break into vehicles and steal purses, sports equipment, clothing, smartphones, laptops, stereo equipment, etc. To reduce risk of theft from your 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 possible.
- Lock your doors and roll up your windows.
- Never leave your vehicle unattended while running.

**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.

**SMARTPHONES AND LAPTOPS** - Never leave your smartphone (iPhone, Android, etc.) or laptop unattended. It is also wise to require a password or encryption process to protect the data on your smartphone or laptop.

**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 that 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 may appear to come from companies with whom you may regularly do business (e.g., Amazon, facebook, 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 “reenter” credit card numbers, Social Security numbers, bank PINs, or other personal information. If you 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.



## 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 criminal court system (have the suspect arrested), issue a student nonacademic misconduct citation (University Office of Student Conduct 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 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. The following 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 lifesaving 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.

***CAMPUS SECURITY REPORT*** - Each year, the University of North Alabama publishes the UNA Annual Campus Security Report. This report 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 <https://www.alea.gov/node/270> (click on the “Sex Offenders” link).



## STUDENT NIGHTTIME AUXILIARY PATROL (SNAP)



**SNAP** provides nightly escorts anywhere on campus to anyone by 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 motorized cart.

**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 256-765-4357 (EXT. 5). Your call will be received by a dispatcher who will ask for your first name, location, and destination. The dispatcher will route the nearest escort to your location.

**Hours of Operation: 8:30 PM to 1:30 AM** (when school is in session during Spring and Fall semesters).



## 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 are 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 cannot do it alone! As noted, take precautions to protect your property by never leaving it unattended in public. Lock your room or office when you leave, if 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, call the UPD. You should trust your instincts. If something doesn't seem right, it probably is not. Do not 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 only 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 to take appropriate actions.



---

# UNIVERSITY of NORTH ALABAMA

## POLICE

Call: (256) 765-4357 (HELP)

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

Email: [police@una.edu](mailto:police@una.edu)

---

**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.

