

CRIME AND EMERGENCY REPORTING POLICY

I. POLICY STATEMENT

Auburn University is committed to providing a safe and secure environment for its students, faculty, staff and visitors. To help promote a safe and secure environment, as well as enable prompt response, resolution and timely notification to the campus community, all crimes and emergencies should be properly reported.

II. POLICY PRINCIPLES

1. Auburn University encourages accurate and prompt reporting by victims and witnesses of all crimes to law enforcement.
2. Numerous federal and state laws prescribe crime-reporting requirements to institutions of higher education, including Auburn University.
3. Auburn University employees may have multiple crime reporting obligations under federal and state law.
4. The Department of Campus Safety & Security has been designated by Auburn University to collect crime report information for the purposes of Clery Act compliance, to include timely notification to the campus community where appropriate and annual statistical disclosure.
5. Crimes, emergencies, or suspicious activity that require police, fire, or emergency medical services response personnel should be immediately reported to local first responders by dialing the appropriate number based on the reporting party's location.
6. The Title IX Coordinator has been designated by Auburn University to receive formal reports of violations of the university's Title IX Sexual Harassment Policy.
7. Auburn University will provide timely information about certain reported crimes and emergencies to the campus community through Timely Warning, Emergency Notification, the daily crime log and the daily fire log, in accordance with requirements of the Clery Act and as outlined in the Clery Act Compliance Policy.

III. EFFECTIVE DATE

September 27, 2019

IV. APPLICABILITY

This policy applies to all Auburn University employees.

V. POLICY MANAGEMENT

Responsible Office: Department of Campus Safety & Security

Responsible Executive: Executive Vice President

Responsible Officer: Executive Director, Campus Safety & Security

VI. DEFINITIONS

Campus Security Authority (CSA)-City of Auburn Police Division officers assigned to or responding to university Clery Geography; Auburn University Campus Safety & Security personnel; other individuals who have responsibility for campus security but who do not work for the Department of Campus Safety & Security (including contracted security providers); or officials who have significant responsibility for student and campus activities outside of the classroom. A listing of personnel identified as CSAs is maintained by the Department of Campus Safety & Security.

Clery Geography-Auburn University's campuses; off-campus buildings and properties owned or controlled by the university or a registered student organization and used by students; and public property within or immediately adjacent to and accessible from each campus. A listing of properties included in the university's Clery Geography is maintained by the Department of Campus Safety & Security.

Emergency Notification -Notification to the campus community about confirmed, significant emergencies or dangerous situations occurring on campus that involve an immediate threat to the health or safety of students or employees.

Mandatory Reporter -As defined in the Title IX Sexual Harassment Policy, are those required to immediately report to the University's Title IX Coordinator all relevant details (obtained directly or indirectly) about an incident of Sexual Harassment that involves a University Student or Employee as a Complainant or Respondent, or that occurred on property owned or controlled by the University, including at events hosted by University groups or University-recognized organizations.

Timely Warning-Notification to the campus community about certain crimes reported to the Department of Campus Safety & Security that are considered by the institution to represent a serious or continuing threat to students and employees.

VII. POLICY PROCEDURES

1. Crime and Emergency Reporting

a. Within the City of Auburn

Members of the Auburn University community (students, faculty, staff, contractors, and visitors) are encouraged to immediately DIAL 911, whether on or off campus in the City of Auburn, in order to promptly and accurately report all crimes and public safety-related incidents to the City of Auburn Public Safety Department, which provides police and fire response services and dispatches emergency medical response for all Clery Geography within the City of Auburn.

To maximize safety on campus, when the victim elects to make such a report or is unable to make a report on their own, the university strongly encourages anyone with knowledge about any crime to make an immediate report to the City of Auburn Police Division in person or by telephone. When the victim of the crime is able, it is important to allow them to make the decision whether to report the incident to police or through other official reporting channels.

To make a report in person, go to the Auburn Police Division's University Precinct located at 543 West Magnolia Avenue, Auburn, AL 36849, or Auburn Police Division's Headquarters located at 141 North Ross Street, which are both open 24 hours a day.

To make a report by telephone, dial 911 for emergencies or crimes in progress, or dial 334-501-3100, option 1, for non-emergency situations. When filing a report be prepared with as much information as possible, for example:

- Name
- Exact location of the incident
- Description of the scene
- Description of any suspects
- Description and license plate numbers of any involved vehicles

In addition to crimes, all suspicious activity should be reported to the police. For emergencies, dial 911. For non-emergencies, dial 334-501-3100, option 1, or call or text the Auburn Police Division tip line at 334-246-1391. Examples of suspicious activity include a person engaging in any of the following activities: possessing a weapon; making dangerous actions or comments; acting unusual, out of place, or loitering; or accessing unauthorized areas.

Individuals identified as Mandatory Reporter as defined in the *Title IX Sexual Harassment Policy* have additional reporting obligations as outlined in that policy.

All employees have reporting obligations for child abuse, as outlined in the *Reporting of Child Abuse and Neglect Policy*.

Campus Security Authorities have additional crime reporting obligations as outlined below.

b. Outside the City of Auburn

Members of the Auburn University community (students, faculty, staff, contractors, and visitors) at locations outside of the City of Auburn are encouraged to immediately contact local first responders in order to promptly and accurately report all crimes and public safety-related incidents. They may do so by dialing the appropriate number based on the reporting party's location (generally, 911 within the United States). Appendix C includes reporting numbers (emergency and non-emergency) for all Auburn University campuses.

To maximize safety on campus, when the victim elects to make such a report or is unable to make a report on their own, the university strongly encourages anyone with knowledge about any crime to make an immediate report to local law enforcement in person or by telephone. When the victim of the crime is able, it is important to allow them to make the decision whether to report the incident to police or through other official reporting channels.

When filing a report be prepared with as much information as possible, for example:

- Name
- Exact location of the incident
- Description of the scene
- Description of any suspects
- Description and license plate numbers of any involved vehicles

In addition to crimes, all suspicious activity should be reported to the police. Examples of suspicious activity include a person engaging in any of the following activities: possessing a weapon; making dangerous actions or comments; acting unusual, out of place, or loitering; or accessing unauthorized areas.

Individuals identified as Mandatory Reporters as defined in the *Title IX Sexual Harassment Policy* have additional reporting obligations as outlined in that policy.

All employees have reporting obligations for child abuse, as outlined in the *Reporting of Child Abuse and Neglect Policy*.

Campus Security Authorities have additional crime reporting obligations as outlined below.

2. Campus Security Authorities (CSAs)

The Auburn University Department of Campus Safety & Security collects crime reports from CSAs, which typically include (but are not limited to) advisors to student organizations and certain staff from the following units: Auburn University Campus Safety & Security (all staff), Auburn Police Division (officers assigned to or responding to university Clery Geography), Parking Services, Athletics (directors/coaches/assistant coaches), Student Affairs (University Housing, Health Promotion and Wellness Services, Student Conduct, Greek Life, Student Involvement, Student Center, ROTC, First Year Experience, Campus Recreation), Title IX (coordinators and investigators), Diversity & Inclusion, International Programs (including Auburn Abroad), Auburn Youth Programs (and similar programs), and separate campus administrators.

After following crime and emergency reporting requirements outlined above, CSAs are required to promptly notify the Department of Campus Safety & Security of all crimes reported to them to have occurred on Clery Geography by calling the department's On-Call Supervisor at 334-750-9795. The Campus Security Representative will gather information to conduct an immediate Timely Warning assessment and will direct the CSA on how to complete and submit the crime reporting form available at www.auburn.edu/safety. This notification process may also be used by

others who are not designated as CSAs.

All CSA reports are reviewed by Department of Campus Safety & Security personnel to assess whether they meet reporting requirements under the Clery Act (including Timely Warning notification and annual statistical disclosure) and to avoid duplicate reporting where possible.

3. Response to Reports

a. Within the City of Auburn

The City of Auburn Public Safety Department provides emergency police and fire services to university Clery Geography within the City of Auburn, and dispatches emergency medical services for incidents occurring on same, pursuant to a written contract between the parties.

The City of Auburn Public Safety Department is available 24 hours a day to answer calls for emergency police, fire, or medical assistance. In response to a call, action will be taken by dispatching appropriate emergency services. Depending on the nature and urgency of the incident, the caller may be directed to go to one of the City of Auburn Police Division's facilities to file a report.

Typically, when a crime is reported to the Auburn Police Division, an Alabama Uniform Incident/Offense Report and/or Alabama Uniform Arrest Report will be created, as appropriate depending on the circumstances. For incidents occurring on Auburn University's Clery Geography, Auburn Police Division will share these reports with the Department of Campus Safety & Security each business day for Clery Act and Title IX compliance and safety operational purposes.

Criminal investigations, as appropriate, will be conducted by the Auburn Police Division. In the event of certain types of incidents as specified in Appendix B, the City of Auburn Public Safety Department (Police or Fire Division) will immediately notify the Department of Campus Safety & Security, which will promptly assess whether a Timely Warning or Emergency Notification is required or whether any additional immediate action is necessary on the part of the university.

In the event of a report of sexual assault, domestic or dating violence, or stalking, the survivor of the incident (if affiliated with Auburn University) will be provided by Auburn Police Division a resource booklet outlining reporting options and resources available both on- and off-campus. Interim measures may be taken to promote the safety of the survivor.

b. Outside the City of Auburn

When emergency services are summoned by dialing the number for police, fire, or emergency medical services (using the numbers provided in Appendix C), the appropriate emergency service personnel will be dispatched to assist as appropriate. Auburn University does not have written agreements in place with local law enforcement outside

the City of Auburn, but strives to maintain a strong working relationship with those agencies.

The decision to investigate reported crimes will be made by the local law enforcement responding to the report. All reported crimes may become a matter of public record. The Auburn University Department of Campus Safety & Security requests information about crimes occurring on its Clery Geography from local law enforcement agencies having jurisdiction over each location.

In the event of a report of sexual assault, domestic or dating violence, or stalking, the survivor of the incident (if affiliated with Auburn University) will be provided by university personnel a resource booklet outlining reporting options and resources available both on and off-campus. Accommodations and protective measures may be taken.

4. Confidentiality and Privacy

a. General

In accordance with the *Clery Act Compliance Policy*, the university strives to provide students, faculty, and staff with a reporting process for victims and witnesses that maintains privacy and confidentiality to the extent that university policy and federal, state, or local regulatory requirements allow.

Information about reports of crime is shared on a need-to-know basis between departments, where necessary, to provide accommodations and protective measures to survivors and to investigate allegations of university policy violations.

b. Voluntary Confidential Reporting and Anonymous Reporting

a. Within the City of Auburn

Anyone who witnesses, or has been a victim of, a crime is encouraged to immediately report the incident to the City of Auburn Police Division by dialing 911, or 334-501-3100 (for non-emergency situations or delayed reports). The first page of an Alabama Uniform Incident/Offense Report (police report) is a public record in the state of Alabama and contains basic details about the incident reported (such as type of incident, general location, and date/time of occurrence). While this page does not contain personally identifying information (PII), police cannot hold reports of crime in strict confidence and thus do not allow voluntary confidential or anonymous formal reporting. The City of Auburn Police Division maintains a Crime Stoppers tip line that can be used for reporting security and safety-related concerns, or to provide tips about criminal incidents or behavior on campus or within the City of Auburn. Call or text Crime Stoppers at 334-246-1391. Tips can also be shared with the Department of Campus Safety & Security through the "Submit a Tip" feature in the Auburn Safety mobile app, free for download on Apple and Android devices. Tips submitted through the app are not anonymous but privacy will be maintained to the extent possible.

b. Outside the City of Auburn

Tips can be shared with the Department of Campus Safety & Security through the "Submit a Tip" feature in the Auburn Safety mobile app, free for download on Apple and Android devices. Tips submitted through the app are not anonymous but privacy will be maintained to the extent possible.

c. All Locations

Auburn University is required to include in our annual crime statistics disclosure all reported crimes that fall into one of the Clery crime categories and occur on our Clery Geography, as defined by the Clery Act. Confidential reports for inclusion in the annual disclosure of crime statistics, and for assessment for a Timely Warning notice, generally can be made to those Campus Security Authorities who are not members of local law enforcement; however, if a violation of the *Title IX Sexual Harassment Policy* is reported, or if there is a potential for a serious or ongoing threat to the campus community, some information may be required to be shared with certain campus administrators. In all cases, every effort will be made to maintain the confidentiality of crime victims to the extent possible. Individuals are always encouraged to report incidents to the police so that they can be properly investigated.

c. Campus Counselors and Confidential Reporting

Campus pastoral counselors and professional counselors, as defined by the Clery Act and when acting as such, are not considered to be Campus Security Authorities and are not required to report crimes for inclusion in the annual disclosure of crime statistics.

Auburn University does not have pastoral counselors. Auburn University encourages professional counselors to inform the persons they are counseling of the importance of collecting data on crime and that the incident they are discussing can be reported on a voluntary, confidential basis for statistical purposes by the counselor through the counselor's director or another CSA. This is accomplished through periodic meetings with counselors to inform them of this reporting option.

5. Training

Mandatory annual training on this policy will be provided to all university employees through the Department of Campus Safety & Security.

VIII. SANCTIONS

Auburn University employees are subject to disciplinary action for violations of this policy in accordance with university policy.

IX. EXCLUSIONS

Not applicable.

X. INTERPRETATION

Executive Director, Campus Safety & Security

APPENDIX A

RELATED POLICIES

[*Reporting of Child Abuse and Neglect Policy*](#)

[*Clery Act Compliance Policy*](#)

[*Title IX Sexual Harassment Policy*](#)

[*Policy Against Discrimination and Harassment*](#)

[*Policy on Sexual and Gender-Based Misconduct*](#)

APPENDIX B

IMMEDIATE NOTIFICATION OF INCIDENTS

As stated in Exhibit B of the Amended and Restated Auburn University/City of Auburn Public Safety Agreement, in order to facilitate the University compliance with its Timely Warning and Emergency Notification obligations, the City of Auburn Public Safety Department Incident Commander, on-duty supervisor, or other administrator shall immediately notify the Auburn University Department of Campus Safety & Security via the on-call phone number provided of any of the following:

- a. Significant emergency or dangerous situation involving an immediate threat to the health or safety of the Auburn University campus community, including but not limited to:
 - i. Fire in a University owned or controlled building, or approaching a University owned or controlled property;
 - ii. Terrorist incident;
 - iii. Armed intruder;
 - iv. Bomb threat;
 - v. Civil unrest or rioting;
 - vi. Explosion;
 - vii. Chemical release that may impact Clery geography.
- b. Any crimes of violence reported to the City of Auburn Public Safety Department, which are reported to have occurred on Auburn University Clery geography.
- c. Sexual assault, dating violence, domestic violence, or stalking incidents reported to the City of Auburn Public Safety Department in which both parties to the incident are either students or employees of Auburn University, regardless of location, within the police jurisdiction, or of which the City becomes aware through direct notification to the City from an agency outside the jurisdiction.
- d. Sexual assault, dating violence, domestic violence, stalking, or other incidents of crimes of violence reported to the City of Auburn Public Safety Department in which the victim is a University student, faculty member, or staff member, and the incident is alleged to have occurred in any property owned, controlled, or operated by the University.
- e. Incidents involving use of a weapon against a student.
- f. Incidents involving significant injury to or death of a student or employee, regardless of location within the police jurisdiction or of which the City becomes aware through direct notification to the City from an agency outside the jurisdiction.
- g. Incidents that may cause alarm to the campus community.
- h. Fires of any size occurring on Auburn University Clery geography.

APPENDIX C

CRIME REPORTING NUMBERS FOR AUBURN UNIVERSITY CAMPUSES

To maximize safety on campus, the university strongly encourages anyone with knowledge about any crime (whether as a witness or as a victim) to make a report to the appropriate law enforcement agency listed below in person or by telephone, when the victim elects to make such a report or is unable to make a report on their own.

Locations within the City of Auburn

Auburn Police Division

Emergency	911
Non-Emergency	(334)501-3100

Solon Dixon Forestry Education Center

Covington County Sheriff's Office

Emergency	911
Non-Emergency	(334) 428-2640

Harrison School of Pharmacy - Mobile

University of South Alabama Police

Emergency	(251)460-6312
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Joseph S. Bruno Auburn Abroad in Italy

Albano Police

Emergency	112
Non-Emergency	06-932-6831

Harrison School of Pharmacy - Montgomery

Montgomery Police Department

Emergency	911
Non-Emergency	(334) 241-2651

Capitol Police

Non-Emergency	(334) 242-0700
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Futures Studio - Mobile

Mobile Police Department

Emergency	911
Non-Emergency	(251) 208-1700

Birmingham City Campuses:

Center for Architecture & Urban Studies

Harris Early Learning Center *Birmingham*

Police Department

Emergency	911
Non-Emergency	(205) 328-9311

Rural Studio

Hale County Sheriff's Office

Emergency	911
Non-Emergency	(334) 624-3081

Shellfish Lab

Dauphin Island Police Department

Emergency	911
Non-Emergency	(251) 861-5523