



General Information

The University of Montevallo Police Department's annual *Campus Safety & Fire Report* informs prospective and current students, faculty, and staff to the general procedures for reporting crimes both on and off campus and includes tips on preventing theft of property and crimes of violence, including physical and sexual assaults. In compliance with amendments to the *Campus Security Act* (now known as the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*) and Department of Education regulations, the crime statistics published in this report illustrate:

- 1.) The reporting of crime categories as specified below
- 2.) The reporting of specified hate crimes by category of prejudice against the victim (race, gender, religion, sexual orientation, ethnicity, disability)
- 3.) The reporting of violation arrests and referrals for campus disciplinary action as specified below.

Each of these statistical categories is further broken down by geographic area: On-Campus (includes On-Campus Housing facilities); Non-Campus property; and Public Property (includes property within campus or immediately adjacent to it). See Crime Statistics for more information. The University Police Department makes annual requests to the Montevallo Police Department, Pelham Police Department and Shelby County Sheriff's Office, for crime statistics taken from the public areas within campus or immediately adjacent to main campus and off campus University-owned property to be included in the *annual Campus Safety & Fire Report*.

The *annual Campus Safety & Fire Report* includes crime statistics for the following categories of crimes, as reported to the UMPD and other campus authorities, and local law enforcement: homicide (murder, non-negligent and negligent manslaughter); sex offenses (forcible, non-forcible); robbery; aggravated assault; burglary; motor vehicle theft; and arson. Also included are statistics for the following categories of violation arrests and referrals to the campus Judicial Coordinator disciplinary action: liquor law violations, drug law violations, and illegal weapons possession violations.



Mission Statement:

The mission of the University of Montevallo's Department of Public Safety is to provide quality service to the University and promote safety and security while safeguarding life and property. We will strive to accomplish our mission by partnering with the community, providing service in a professional courteous manner, and prevent criminal activity while providing an environment conducive to achieving academic excellence.

Reporting On-Campus Crimes and Other Emergencies

To maximize safety on campus, the University Police Department strongly encourages anyone with knowledge of any crime, suspicious activity, or unsafe conditions on campus to make an immediate report to the University Police in person or by telephone. Reporting **Does Not** mean you must take legal action -- it may; however, help police officers stop further incidents as well as help them keep the community informed about criminal activity. To make a report in person, go to the University Police Department, which is located inside the Physical Plant Complex. To make a report by phone, call UMPD (205) 665-6500 for emergencies or (205) 665-6155 for non-emergencies. All emergency 911 calls are answered by Shelby County E-911 which will immediately switch the call to the appropriate police or fire department including UM Police. Faculty, staff and students should remember to dial 9-911 from campus phones in offices and residence halls.

Faculty, staff, and students requiring non-emergency medical care may contact the Student Health Center at (205) 665-6275 during business hours. The University Counseling Services is available for those in need of counseling and advocacy at (205) 665-6262.

UMPD Response to a Crime Report

When you report a crime to the University Police Department, a University police officer will meet with you to discuss the situation. A written incident/offense may be filed. The incident will, then, be reviewed to determine proper follow-up investigation by the initial reporting officer or by the Sergeant in charge of the shift. If a suspect is found, the victim will have the opportunity to pursue criminal charges by contacting the City of Montevallo



Magistrate or the District Court of Shelby County. A warrant will be issued if there is probable cause to arrest the suspect. If there is probable cause, you'll be asked to sign the complaint, which UMPD Police officers will serve. A court date will be set and you may have to appear in court to provide testimony.

If You Don't Want to Make a UMPD Police Report and/or Take Legal Action

The University of Montevallo Police Department encourages you to report all criminal activity even if you don't want to take legal action. By reporting criminal activity, it helps us to maintain accurate records and assists us in providing a safe environment for everyone on campus. The University Police is responsible for preparing the University's *annual Campus Safety & Fire Report* and for compiling the crime statistics included in the report. We would like to keep the community as informed as possible. The information you report may assist UMPD to provide police response to an emergency situation. UMPD provides a web link so that confidential reporting of sexual misconduct can be made. Link [HERE](#).

Reporting Off-Campus Crimes and Other Emergencies

Victims or witnesses to criminal activity occurring off campus should contact the agency that has jurisdiction for the area:

Montevallo Police Department at (205) 665-1264
Shelby County Sheriff's Office at (205) 236-6600
Alabaster Police Department at (205) 663-7401
Calera Police Department at (205) 668-1862
Alabama Department of Public Safety at (205) 322-4691

University Police officers can assist in notifying other law enforcement agencies in other locations as needed.



Student Organization Facilities:

University of Montevallo operates no off-campus student organization facilities. All student organizations recognized by the University are located on the main campus and are within the police jurisdiction of the University Police Department. If you believe a crime has been committed within an on-campus student organization building, report the incident to the UMPD at (205) 665-6500 for emergencies and (205) 665-6155 for non-emergencies.

Off-Campus Housing:

UMPD routinely patrols nearby off-campus apartments and housing to assist the Montevallo Police Department in crime prevention efforts. If you believe a crime has occurred at an off-campus residence or if you are unsure of the police jurisdiction, contact UMPD and we will direct the call to the proper authorities.

UMPD Authority and Jurisdiction:

The University of Montevallo police officers are all certified by the Alabama Peace Officers Standards and Training Commission and are sworn with all the powers of a peace officer in Alabama. Officers are charged with enforcing the laws of the State of Alabama and ordinances of the City of Montevallo and have jurisdiction coextensive with the City of Montevallo Police. UM police officers conduct investigations into all crimes and offenses committed on University property and, where appropriate, make arrests. In dealing with students, UM police often consider alternatives to arrest. The close working relationship between the Police Department and the Division of Student Affairs often results in referrals rather than arrests.

The University Police will enforce parking rules and regulations of the University of Montevallo and the traffic ordinances of the City of Montevallo and the traffic laws of the State of Alabama, on all streets, and state highways, within the University property and the jurisdiction of the City of Montevallo.

The University Police Department has a written mutual aid agreement with all Law Enforcement agencies within Shelby County. We work closely with all local, state, and federal agencies. Although University officers may assist other law enforcement agencies, the primary jurisdiction for students and student organizations off campus in Montevallo belongs to the Montevallo Police Department. Although the Montevallo



Police Department has primary jurisdiction, University officers may respond to student related incidents near campus. University Police have direct radio communications with the Montevallo Police, Fire, and Emergency Medical Service. University Police officers may assist in rapid response to any emergency situation.

Daily Crime Logs:

Crime log summaries include each incident's location, type, date, time, and disposition. UMPD crime logs are available for public viewing, 24 hours a day at the University of Montevallo Police Department.

Emergency Notifications & Crime Alerts:

In the event a situation arises on and/or concerning the campus of the University of Montevallo, the Chief of Police will analyze information and issue warnings in a timely manner. Emergency warnings will be issued by the University's emergency alert notification system (**UM Alert**). This method offers emergency communications to all faculty, staff, and students registered in the system by phone calls, e-mails and text messages. The campus community is encouraged to register their cell phone numbers in their FORUM account as it is the preferred method of notification. A warning will be sent in the event of a natural or man-made disaster. Tests of this system will be conducted periodically to ensure the effectiveness of the system. In addition to the emergency alert notification system, the Chief of Police may issue warnings on the University's website. The Chief may also use the Office of Public Relations, the UM Banner system, public address system in UMPD patrol cars, and any other method deemed appropriate. Anyone with information warranting a warning should immediately contact the UM Police Department at 205-665-6500. The University Police Department's cooperative working relationship with local and state law enforcement agencies facilitates communication about crime reported to outside law enforcement agencies that, likewise, may warrant appropriate alerts.

Additional Sources of Statistical Information/Voluntary, Confidential Reporting:

Consistent with the Department of Education federal regulations, UMPD has developed and periodically reviews policies to include in campus crime statistics, reports of required crimes made to the following campus security authorities: the Office of the Vice President of Student Affairs, Office of Justice Council, and the Office of Student Affairs.

Confidential Reporting to Pastoral and/or Professional Counselors:

Under the law, campus pastoral and professional counselors, when acting as such, are not considered to be a campus security authority and are not required to report crimes



for inclusion in the annual disclosure of campus crime statistics. As a matter of policy; however, the University of Montevallo Police Department encourages all parties to inform potential victims, when appropriate, of procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. All verified and unverified confidential reports made of sexual offenses that meet the reporting criteria as determined by UMPD are included in UMPD's campus crime statistics.

Submission of University Crime Statistics to Federal Agencies:

The University of Montevallo Police Department submits crime statistics online to the U.S. Department of Education. Crime statistics data is also submitted on the Uniform Crime Report to the Alabama Criminal Justice Information Center.

Obtaining Information About Registered Sex Offenders:

Adult criminal sex offenders who must register with law enforcement officials must notify those officials of their enrollment or employment at institutions of higher education within the state. That information should, then, be forwarded to campus police of the school or institution of higher education where the adult criminal sex offender is employed, carries on a vocation or is a student. In accordance with the *Campus Sex Crimes Act of 2002*, the University must notify the community of where this information can be obtained. To request information regarding registered sex offenders, including those employed, carrying on a vocation or enrolled at the University of Montevallo, call UMPD at 205-665-6155. Additional information regarding the location of sex offenders in your area may be accessed at the following link:

Alabama Bureau of Investigation at <http://dps.alabama.gov/>

Safety and Access to Campus Facilities:

All buildings are secured as soon as possible after offices close or, in the case of a classroom building, after the last class of the day. The University of Montevallo Police work closely with department chairs and building administrators to maximize security coverage and ensure appropriate access controls. Police officers make regular checks of each building to ensure that the buildings remain secure.



Access to Residence Halls

All student residence halls are locked 24 hours a day and monitored by University Police through an electronic door access system. Only residents of a building have access through the use of their student ID cards. Guest in a residence hall must be admitted and escorted at all times while visiting in the building. Visitation policies and policies governing on campus residence may be found in *A Handbook for UM Residents*.

1. Electronic Alarm Systems: A computer-based electronic monitoring system is located at UMPD to monitor security and fire alarm activations.
2. UMPD monitors camera systems installed throughout the University of Montevallo.
3. The Director of Public Safety provides input into the design of new and renovated campus facilities as it relates to physical and electronic security systems.
4. UMPD personnel routinely conduct surveys and reviews of perimeter security to University owned buildings. Anyone who needs to report a security concern may contact UMPD at (205)665-6155 or submit information online at: umpolice@montevallo.edu

Security Considerations in the Maintenance of Campus Facilities:

Maintenance issues, which affect safety and security, receive a high priority listing for completion. University Police call in work orders on a nightly basis to repair and/or replace exterior lights that are out. Periodic surveys are conducted to identify areas on campus in need of additional lighting. Groundskeepers endeavor to keep campus landscape materials from becoming overgrown so that they might be used as a hiding place for a would-be attacker. All maintenance employees wear a photo identification badge and shirts with maintenance department logos for identification purposes while working in campus buildings. While completing maintenance functions, employees are instructed to ensure that all doors unlocked by them are re-locked. Electrical and mechanical equipment rooms are locked with a special key for safety reasons. University of Montevallo Police monitors the Physical Plant radio frequency and has communication capabilities with that department so that criminal activity or suspicious persons may be reported immediately.



UMPD's Working Relationships with State and Local Law Enforcement Agencies:

The University of Montevallo Police Department has close working relationships and mutual assistance agreements with the Montevallo Police Department and the Shelby County Sheriff's Department. Assistance from state agencies is requested as the need arises. University Police communicate directly with city and county police agencies and, if necessary, communicate directly with state agencies through the use of a mutual aid radio frequency.

University Police personnel have access to the National Crime Information Computer System and the Alabama Criminal Justice Information System. These computer data bases are used for accessing criminal history data, nationwide police records and driver/vehicle identification as well as other local, state and federal law enforcement information.

Prompt and Accurate Reporting of Crimes:

The University Police Department is open 24 hours a day with communication operators on duty to assist students, faculty and staff with accurate and prompt reporting of all crimes that occur on campus. Communication operators, through direct contact with police officers, advise and assist callers reporting crimes occurring off campus.

As noted in other sections, UMPD encourages anyone with knowledge of a crime on or off campus to report it. In order to maximize safety on campus and aid in prompt investigations, we ask that you report to the UMPD any incident that may qualify as homicide (murder, non-negligent and negligent manslaughter); sex offenses (forcible, non-forcible); robbery; aggravated assault; burglary; motor vehicle theft; arson; and any hate crime for inclusion in the annual *Campus Safety & Fire Report*.



Types, Frequency, and Descriptions of Crime Prevention Programs:

The University of Montevallo Police Department utilizes various methods to inform students and employees about crime prevention. UMPD makes available crime statistics, crime log, and the annual *Campus Safety & Fire Report*, which provide information on criminal activity.

UMPD offers other programs designed to prevent property crimes and crimes of violence. The University of Montevallo's crime prevention program stresses community awareness and interaction through the dissemination of material and presentations geared towards familiarizing students, faculty and staff with their responsibility in reducing criminal opportunities. Such programs range from crime prevention presentations to on-sight inspections. Our officers are involved in numerous presentations throughout the University community ranging from talks within residence halls to specially targeted programs for local schools. Safety programs are made available to parents of new students, new student orientations, on campus residence, and other campus groups or organizations. We are actively involved in a variety of awareness and prevention programs such as R.A.D (Rape Aggression Defense). Crime prevention brochures, posters and handouts are utilized in an effort to make all members of the campus community aware of the potential for crime.

Timely warnings of potential dangers and public service announcements can be sent to members of the campus community by the emergency notification system, e-mail, public address system, and on the University's website. The University of Montevallo has provided outside emergency phones (Blue Light) in the event you need assistance. These phones are connected directly to the University Police Department. Should you activate one of the emergency phones, you will be in direct contact with the police dispatcher who will ask you to state the nature of the emergency. Police will be dispatched to your location regardless of the nature of the call. Emergency phones are located throughout campus and are housed outside each residence hall and around campus on poles with flashing blue lights.

Rape Awareness, Education, and Prevention:

The University of Montevallo Police Department provides rape awareness, education, and prevention presentations to the University community throughout the year and as requested.



Missing Student Notification:

The "Suzanne's Law" requires police to notify the National Crime Information Center when someone between 18 and 21 is reported missing which was signed into law by President Bush as part of the national, "Amber Alert" bill on April 30, 2003. The federal law is named after Suzanne Lyall, a State University of New York at Albany student who has been missing since 1998. Previously police were only required to report missing persons under the age of 18. This new law is intended to initiate prompt investigations when students are reported missing. Officers must ensure compliance with this requirement.

This policy is established by the University of Montevallo in compliance with the *Higher Education Opportunity Act of 1965* (amended 2008) and applies to all on-campus resident students at the University of Montevallo.

For the purpose of this policy, a student may be considered to be missing if the student's absence from campus is contrary to his or her usual pattern of behavior and the university has reason to believe that unusual circumstances may have caused the absence. Such circumstances may include, but not be limited to, a report or suspicion that the student may be a victim of foul play; the student has expressed suicidal thoughts or may be in a life threatening situation; the student has exhibited behavior suggesting that the student is unable to care for himself or herself; or if the student is overdue returning to campus and is not heard from after giving a specific return time to family or friends. If a member of the university community has reason to believe that a student is missing, whether or not the student resides on campus, that individual should contact the university's Department of Public Safety at (205) 665-6155. UM Public Safety will collaborate with the Division of Student Affairs, other university officials, and/or the appropriate law enforcement agency to make an effort to locate the student and determine his or her state of health and well-being. UM Public Safety will gather pertinent information about the student from the reporting person or others. Such information may include, but is not limited to, the student's description, cellular phone number, clothes last worn, vehicle description, information about the student's health or well-being, or an up-to-date photograph.

University officials also will endeavor to determine the student's whereabouts by contacting friends, associates, faculty members, and/or employers of the student, and/or determining whether the student has been attending classes, scheduled



organizational or academic meetings, and work. If the student is an on-campus resident, UM Public Safety may make a welfare entry into the student's room. If the student resides off-campus, UM Public Safety may enlist the aid of the neighboring police agency having jurisdiction.

Notifications

For residential students and for students who live off-campus, notices will be made to each of the following individuals within 24 hours of UM Public Safety's determination that the student is missing:

- The student's **parent or guardian** as identified in the student's emergency contact information. The university is required by law to notify the student's custodial parent or guardian if the student is under age 18 and is not emancipated at the time he or she is determined to be missing. If the student is age 18 or over, notification may be provided to the student's parent or guardian, in addition to any other person identified as the student's designated emergency contact.
- **Local law enforcement personnel.**
- The student's **designated emergency contact** (if any).

After the student has been located, UM Public Safety will attempt to verify the student's state of health, well-being, and intention of returning to campus. When and where appropriate, a referral may be made to the Counseling Center, the Student Health Center, and/or a community provider.

Designation of Emergency Contact Information

Students are given the opportunity through the university's online portals to designate an individual to be contacted by the university if the student is determined to be missing or otherwise in the case of an emergency. The designation will remain in effect until changed or revoked by the student. The contact information will be confidential and will be accessible only to authorized university officials or law enforcement personnel.



Community Oriented Policing Program (COP):

Upon request by University departments and other organizations, University Police officers attend meetings to provide up-to-date crime prevention information, and to hear the concerns of University community members about crime and safety issues. Officers also offer safety programs to their respective campus communities.

UMPD Web Site:

UMPD maintains a Web site at <http://www.montevallo.edu/publicsafety/> for quick and up-to-date information on police, fire safety, and emergency procedures. State and local laws are also available. The University community is encouraged to take a few minutes to browse this site. If you have any questions, call the University of Montevallo Police Department at (205) 665-6155.

Illegal Drugs and Alcohol

The University is committed to maintaining an environment that is free from illegal drugs and the abuse of alcohol, thus providing a drug-free workplace for its students, faculty and staff. The University complies with federal and state law in prohibiting the unlawful manufacture, distribution, dispensation, possession or use of illicit drugs and/or alcohol by students and employees on its property or as part of any of its activities. Accordingly, the University provides programs and services designed to prevent the illegal possession, use or distribution of illegal drugs and alcohol and the unauthorized use of legal drugs. As a condition of employment, all faculty and staff must abide by local, state and federal laws and must, when required by law, report to the University any conviction under a criminal alcohol drug statute no later than five days after the conviction. Any faculty or staff member found to be in violation of laws, regulations or University policies prohibiting the use or abuse of drugs or alcohol may be required to enter and progress successfully in a rehabilitation program. Failure to abide by applicable laws, regulations, or University requirements may result in immediate suspension or discharge and, if appropriate, prosecution, subject to the provision of such notice, hearing, and review procedures as may be available under applicable University handbooks.

The University believes that an effective drug education program aids in the prevention, education, counseling, intervention and treatment of unauthorized use of drugs and



alcohol. To that end, faculty, staff and students are encouraged to participate in the various drug and alcohol awareness programs present on campus. A brochure listing campus and area resources for counseling and rehabilitation programs, along with a description of applicable legal sanctions under local, state or federal law, is available through the Health Center, Counseling and Career Center, and the Office of Human Resources

Alcoholic beverages may lawfully be consumed in selected approved areas on campus by individuals who are 21 years or older. Alcoholic beverages may also lawfully be consumed by individuals who are 21 years or older within the privacy of their residence hall rooms. Detailed guidelines and notification forms are available through the University Central Calendar Office.

Prevention and Reporting of Sexual Assaults:

A. Commitment

The University of Montevallo is committed to maintaining a supportive and safe educational environment for all members of its community. This commitment reflects the institution's adherence to its mission, to its various policies supporting its mission, and to relevant state and federal laws. To that end, the University has adopted the following sexual assault policy and procedures.

B. Prevention

The University of Montevallo Police Department routinely conducts various educational programs to make both students and employees aware of and to attempt to prevent rape, acquaintance rape, and forcible and non-forcible sex offense. The following are some of the programs conducted by the department: safety and security programs during freshman orientation, sexual assault programs for groups of students throughout the year, self defense and avoidance courses, alcohol and drug awareness programs, and generalized safety and security programs for students in the residence halls, fraternities, and sororities, and other personal protection programs designed for traveling faculty and staff.

This information is provided in accordance with the provisions of the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998*.



C. Definition of Sexual assault

For purposes of this policy, sexual assault is defined as any form of attempted or actual non-consensual sexual contact by a member of the community, whether such person is known or unknown to the victim, against another member of the community. A person shall be deemed not to have knowingly and/or voluntarily consented within the meaning of this policy if, at the time of the attempt or of the sexual assault, the person is incapable of giving consent because of mental incapacitation, physical impairment, alcohol or drug consumption, under the age of consent, or loss of consciousness. For the purposes of this policy, sexual contact shall mean any touching of the sexual or other intimate parts of a person, done for the purpose of gratifying the sexual desire of either party.

D. Reporting Procedures

UMPD strongly encourages individuals to report all crimes including sexual assaults to the appropriate law enforcement agencies. Reporting is the only effective way that action can be taken against the alleged attacker and knowing your rights as a victim of a crime. Victims are encouraged to use the following procedures:

Report to the Police: Individuals are strongly urged to first contact the University Police (if assaulted on campus) or local police authorities (if assaulted off campus). All agencies may be reached by calling 911. UMPD officers can assist in notifying local police authorities.

Report to Other University Officials: In the event a victim does not report to UMPD, we encourage you to report to another official such as:

- 1.) Health Services at (205) 665-6275.
- 2.) The UM Counseling Center at (205) 665-6262.
- 3.) The Vice President Student Affairs at (205) 665-6020.
- 4.) The Judicial Coordinator at (205) 665-6565.

UMPD encourages that you contact someone you can talk to if you are the victim of a crime and report it to UMPD or your local authorities immediately.

Voluntary, Confidential Reporting of Sexual Offenses:

- Although victims of sexual offenses are not required to report offenses to the police, reporting is strongly encouraged. If an individual is entirely certain that they will not take legal action, they are encouraged to contact someone such as Health Services and UM Counseling Center.



What about confidentiality?

Counseling services is confidential for all persons. No information regarding your visit(s) will be divulged to any person(s) or agencies, parent, faculty, prospective employers without written permission specifying what may be disclosed; nor will any record of your visit(s) exist within your official academic transcripts or medical records. All of this being said, there are some exceptions when:

- a.) a client threatens to harm him/her or harm others
 - b.) there is reasonable suspicion of abuse of a child or elderly person
 - c.) when ordered to release records to a court of law having proper jurisdiction.
2. Local news media may receive notice of sexual assaults reported to the University of Montevallo Police Department so that others are alerted; names of victims are not released; privacy is protected at all times. No pressure is placed on a sexual assault victim to report the attack if they choose not to report; victim's parents will not be notified without the victim's consent.
3. Medical and Counseling Support Services- It is very important for victims of sexual assault to obtain immediate medical care following a sexual assault. Whether or not the sexual assault is reported, medical care will ensure the victim's well-being and the documentation, collection, and proper preservation of physical evidence in the assault.

Medical attention: In addition to care of obvious injuries, medical attention is needed to protect the victim from sexually transmitted diseases or the possibility of pregnancy. If you have been raped and might consider taking legal action against the rapist, you need to receive medical care at a Medical Facility. Emergency room doctors are the physicians who give medical exams in which evidence of rape can be obtained and preserved for legal action. Without this evidence, the chances for successful prosecution are minimized. You should have the exam as soon as possible. You will need a change of clothes; the clothes worn during the assault will be kept as evidence. If you have already changed clothes, bring along any articles that may have blood or semen on them. In order to preserve physical evidence of the assault, victims should not change clothes, bathe, douche, or use the bathroom before seeking medical care. Anyone needing assistance should call UMPD at 205-665-8000.

4. Procedures Followed After a Report of a Sexual Offense Is Made To University Police:



When a sexual assault is investigated, the victim may be unprepared for the lengthy, public process of bringing the perpetrator to justice. UMPD respects the victim's feelings but must also observe due process of law. The following outline of a sexual assault investigation can help victims of sexual offenses understand the process of the investigation. Immediate Response to Report: After an assault has occurred and the victim contacts campus or city police, patrol officers will respond to the victim, ensure her well-being, and necessary support services.

- (A.) The responding patrol officers, after receiving a brief description of what happened from the victim, will inform the appropriate support personnel. Officers will secure the crime scene and interview any witnesses and preserve the crime scene for evidence collection. The officers will help the victim arrange medical care to treat injuries and potential sexually transmitted diseases, and preserve physical evidence of the assault.
- (B.) When ready, the victim will be asked to provide a detailed statement of the assault to police personnel.
- (C.) Officers may ask the victim to try and identify the suspect from a photo or physical lineup.
- (D.) Investigators must gather enough evidence to establish "probable cause," i.e., legal reason to arrest the suspect. When the evidence is ready, the investigators and victim will appear to meet with a magistrate to ask for a warrant allowing the suspect's arrest. If a warrant is granted, the suspect can be arrested and jailed. The suspect may not spend all of the time before the trial in custody; bail/bond can be provided for the defendant at the discretion of the judge or magistrate.
- (E.) There may be several judicial proceedings before the actual trial. For instance, a "preliminary hearing" may be held. This hearing, which is conducted before a judge, may require the victim to answer questions from the prosecuting attorneys and the defendant's attorney. The victim may also be asked to appear before the Grand Jury when it convenes to determine if the defendant is to be indicted. If indicted, a trial will be scheduled.
- (F.) The trial will typically be held in the District Court of Shelby County in Columbiana.

Sexual assault trials generally involve testimony from the victim, the police, the emergency-room personnel, and other witnesses. If the accused defendant is found to be guilty of the crime, the judge will set a sentencing hearing which may require further testimony for those involved in the trial.



The Student Code of Conduct and University Judicial System:

In all Justice Council hearings students are notified of the time, place and specific charges. Each student has the right to be represented by the student defender or another student of his/her choice. The Case Manager will notify the student defender and prosecutor of the hearing. The student or the body bringing the charges may call witnesses. After presenting their statement, witnesses will be dismissed from the hearing. (Witnesses are those persons who have direct knowledge of the incident upon which the case is based; the testimony of "character" witnesses or other such supporters is neither appropriate nor allowed.)

Sanctions vary widely depending on the particular circumstances of each case. Sanctions for rape, or other forcible or non-forcible sex offenses may include social probation, removal from campus housing (for a designated period of time or permanently), suspension or expulsion. Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.

Crime Statistics:

The annual *Campus Safety & Fire Report* for the University of Montevallo includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the University of Montevallo and on public property within, or immediately adjacent to and accessible from the campus. In accordance with mandated reporting requirements, information concerning the monitoring and recording of any criminal activity in which students engaged, at off campus locations and/or within student organizations that are officially recognized by the University, are gathered from local police agencies. These agencies include any City, County, State, or Federal agencies that may have relevant information and the statistics are published in this disclosure. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. The University of Montevallo Police Department is aware that crimes may go unreported to law enforcement and encourages employees of UM, who have significant responsibility for students and student activities, to report to the University Police any crimes that they may have become aware of in their daily contact with students.



Fire Safety Report

Fire Safety Policies:

1. **Open Flames-** Items that require an open flame to operate or that produce heat (e.g., Bunsen burners, space heaters, candles [including decorative], alcohol burners, halogen floor lamps) are not allowed in residence halls. Burning of incense and herbs is also prohibited, including for religious reasons.
2. **Trash-** Residents must properly dispose of all large and small trash items when the inside trash can is full in the trash dumpster outside your residence hall or apartment complex. **Do not** dispose of trash in the hallways, stairwells, balconies, parking lots, water fountains, bathroom sinks, or patios. Residents who reside in university-owned houses must dispose of trash in the outside receptacle provided by the City of Montevallo.
3. **Smoking-** The University of Montevallo is committed to the health and wellness of its students, faculty, staff, and visitors. The State of Alabama adopted the *Alabama Clean Indoor Air Act*, which protects building occupants from exposure to secondhand smoke. Accordingly, the interior of all University of Montevallo buildings are smoke free. Smoking is limited to outdoor areas on campus that are at least 25 feet away from building entrances and exits of all university-owned facilities. Smoking is prohibited inside all buildings operated or leased by the University of Montevallo including, but not limited to, classrooms, laboratories, studios, open and private offices, corridors, dining areas, restrooms, arenas, auditoriums, and common areas.

The minimum outside smoking distance is 25 feet from any building entrance, outdoor passageway to an entrance or any air intake where smoke would affect occupants and those entering or leaving the area.

Smoking is prohibited inside all vehicles that are owned, leased or rented by the University.

Smoking is also specifically prohibited in areas identified by the university to be smoke free zones as indicated by the universal sign for non-smoking or a “no smoking” sign.

This policy shall be enforced according to the rules established in University of Montevallo policies and faculty, staff, and student handbooks.

Off-campus organizations, alumni, guests, and visitors using University facilities must abide by the provisions of this policy.



Failure to comply with this policy will constitute a violation of official University policy and may result in disciplinary action up to, and including, expulsion or termination. It may also constitute a violation of State law and subject violators to associated civil penalties.

4. **Smoke Detectors-** All student rooms are equipped with smoke detectors. Every fall, each detector is thoroughly inspected. RAs check each smoke detector before fall opening and during Health and Safety inspections. According to Alabama law it is a misdemeanor crime to tamper with or disable any fire equipment or protection systems which includes, but is not limited to, fire extinguisher, fire alarm and smoke detectors.

Everyone's safety is jeopardized when this occurs.

Miscellaneous Fire Safety Regulations:

It is essential that residents observe the following fire safety regulations:

- Do not leave appliances unattended while in use.
- Do not overload electrical circuits.
- No open flames (candles, incense, kerosene lamps, etc.) or any incendiary devices are permitted in the residence halls, rooms/suites/apartments.
- Fireworks are prohibited.
- Electrical appliances with exposed heating elements are prohibited. See list of approved appliances by Housing and Resident Life.
- The use of multi-outlet plugs is prohibited, except for those with built-in circuit breakers.
- Motorcycles, motor scooters, and other internal combustible engines are not permitted inside or adjacent to residence halls, rooms/suites/apartments, except in approved parking lots.
- Bicycles may not be kept in hallways/stairwells, attached to fire equipment, or placed in any manner that interferes with exiting from the building.
- Smoking is prohibited in all public areas.



- Do not cover or disconnect the smoke detectors.
- Tampering or playing with fire extinguishers, smoke detectors, exit lights, emergency lights, or removal of smoke detectors, smoke detector batteries or otherwise, propping stairwell fire doors, obstructing halls and stairways with furniture debris and other materials is a violation of hall policies and state and federal regulations.
- Neither lighter fluid nor charcoal may be stored in rooms/apartments/houses.
- Do not allow hot coals to fall from the balconies. Before disposing of charcoal, make sure they are in a non-combustible/flammable state.
- Grills (gas, propane, or charcoal) are not permitted in the apartment area.

Appliances:

The use of electrical appliances is permitted in the residence halls with certain guidelines.

Residents, in the halls, should be aware that several rooms are on the same circuit and should coordinate use of appliances so that power is not interrupted. If residents have questions about specific appliances, they should ask Housing personnel.

- Generally, all appliances should require no more than 1500 watts per room.
- Residents who repeatedly cause power interruptions will be subject to disciplinary sanctions if they do not attempt to correct their power usage.
- Appliances used in the residence halls must be safe in design and structure and be properly maintained.
- Residents should avoid appliances that disturb others.
- Appliances with exposed heating elements are not permitted in the residence halls such as heaters and hot plates. Some exceptions include hair dryers, curling irons, irons, and coffee pots.
- None of these appliances should be left unattended or plugged in an outlet.
- Only one (1) micro-fridge or one (1) refrigerator and (1) microwave are permitted per room.



Fire Emergency

In the event that either a fire or excessive smoke is visible in your particular area, please follow these simple steps:

1. Contact the University Police Department at (205) 665-6500, Give your name and the location of the fire or smoke. (UMPD will notify the Montevallo Fire Department)
2. Activate the nearest fire alarm. (Note: Reverse steps 1 and 2 if doing so will expedite matters).
3. Leave the building via the nearest fire stairwell exits.
4. Do not use elevators.

Whenever a fire alarm is sounded, it must be treated as a valid alarm until such time that the area where the alarm was pulled is known beyond any doubt to be free of fire or any other dangers. Consequently, upon hearing a fire alarm, building evacuation will begin immediately and continue until such time as all clear signal has been given by the University Police Department or the Montevallo Fire Department. Upon arriving on the scene, the University Police will assume responsibility and take charge of the situation and will proceed with the following:

- * Investigate the area in which the alarm was sounded.
- * Assist with the evacuation of the building occupants.
- * Assist Montevallo Fire Department personnel on the scene.

Evacuation Procedure

It will be of great assistance to the University Police Department and to the Montevallo Fire Department personnel if the following points are followed:

- * Evacuate the area only via stairwells.
- * No elevators are to be used at any time.
- * Faculty should instruct their students to assume orderly and efficient evacuation.
- * Departmental heads should instruct their office personnel to assume orderly and efficient evacuation.
- * Remain calm and at no time unless an all clear is given should you return to your area of assignment.
- * Whenever a closed door is encountered, feel the door, and if it is warm, exit by an alternate route.
- * Do not exit through smoke filled areas if possible.



*** Special Note for Persons with Disabilities:**

* If disabled persons are located on any floor other than the first floor, it is usually easier and safer to wait until the bulk of people have evacuated by the stairwell before attempting to exit by a stairwell, or if possible, go to a safe exterior window and call for help. The University Police and the Montevallo Fire Department personnel will give top priority assistance to any person who is unable to evacuate by normal escape routes.

Fire Safety Information

Fire Log 2010-2008

The University of Montevallo Police Department maintains a Fire Log that records all fires that occur on campus. The Fire Log is online so that it is available for public inspection. The Fire Log includes the date, nature, case number, and general location of each fire.